

Meeting of the Trustees of Liquorice Park Millennium Green Trust 29 Sept 2022, 11.45 am (Held – High View)

Present: Phil Cragg (Chair) Richard Bayles Alison Griffiths
Penny Toone David Royle

		ACTION
1	Apologies	
	None	
2	Previous Minutes	
	Previous minutes (22/7/22) accepted as a true record, pending website data correction. Proposed: AG, Seconded: PT To be up-loaded to website	RB
3	Finance	
a	Overview - RB gave a brief summary of previously circulated report – No concerns raised	
b	Bank change – Previous meeting agreed to investigate moving to Lloyds. No further progress made.	RB
c	Donations – Donations from Siemens and Lush gratefully received along with a cash donation. Thanks on behalf of Trustees have been sent.	
d	Expenditure Approvals; i) Donation for scaffold delivery, £50 agreed. ii) Replacement Pear Tree. Agreed to purchase a new tree if /when a suitable one is found. iii) Top soil, for Herb garden, £55 agreed. iv) Purchase of general bulbs to be made via Petty Cash.	
4	Neighbours Update	
	Nothing to report	
5	Risk & Safety Issues	
a	Risk Assessment updates	
	Current areas of concern:	
	- Main Steps; One step needs repair. Have wood and rebar. Number of other steps will need repair soon where we will require wood to be purchased. Still considering looking at possibly adding a topping material to prevent water collecting on some steps.	RB / AG
	- Sunken garden Steps; Cement backing removed from loose slabs to allow the step to be push further back. Considered a satisfactory method for now but need to keep an eye on them.	RB

	- Orchard Grass Bank; Will add additional steps later in year, have wood prepared.	RB
	- Southern Boundary; see Section 9a for update on quotations. Still intend to investigate the possibility of pulling trees down into wild copse area. Area would need clearing with job done in late autumn. Agreed to investigate further and will look at smaller tree first.	
	- Viewing Platform; Fund for materials ring fenced. Not considered urgent but need to keep our eyes on it (regular checks carried out).	ALL
b	Accident Report Book – One new issue reported due to cut to hand. No further action required.	
6	Governance	
a	Land Registry name holder. On-line inquiry made to change name, still awaiting response. Will make another attempt.	RB
b	PC reported whilst we could make the required updates to the deeds now, following the same procedure as we did with the change to the AGM date, changes should become much easier when the latest charities act is fully implemented, in law, around August 2023. Suggested we wait until full implementation of the 2002 act before we update the deeds. In addition recommend we use previously circulated template document recommended by the Charities Commission when we update the deeds. All agreed this was the best approach.	
7	IT	
a	<u>Liquorice Park email list</u> 127 active subscribers, an increase of 6 since last meeting. Last two e-mails sent had an open rate of 71 & 76%.	
b	<u>Website stats (now based on Google analytics)</u> Unique visitors Aug 2022: 164 (up 78% from Aug 2021). Pages viewed Aug 2022: 423 (up 9% from Aug 2021).	
8	Volunteers	
	AG provided a summary report (attached as Appendix).	
9	The Park	
a	Southern Boundary – Quote received for complete works (estimated in region of £34,000 excl vat). Company has requested meeting on site to discuss in more detail. Agree we need to concentrate on Bus stop wall first. - Need additional quotes, but have been asked for detailed engineering drawings. Possible concern is that companies believe small wall needs to be a proper Retaining Wall, which surveyor said wasn't required. No definite way forward was discussed / agreed.	AG

b	Signs	
	<ul style="list-style-type: none"> - Panoramic; Agreed to investigate use of a professional photographer, possibly using a drone to get a better / wider view. Growth of trees is limiting landmarks on picture. - General Signs; Agreed to obtain new quote with warning message part of the main sign, rather than a separate set of signs which makes the cost prohibitive. 	AG
c	Miss Rose's Garden - Now almost complete, bulbs to be planted for spring. Suggest possible opening event (possibly tied in with open day).	
d	Events - Allsorts play and book reading held. Limited attendance. Not sure of reasons i.e. weather, advertising or event itself. Trustees agreed would need to consider backing for any future similar event.	
e	<p>Vandalism - Picnic bench will be put back with additional securing posts.</p> <p style="padding-left: 40px;">- PC has procured a 'wildlife' camera which will be placed in the park (Rose's / Herb Garden area). Interesting to see what it captures. Need to look at best placement, needs to be accessible for data retrieval but not obvious or easy for vandals etc.</p>	RB
f	Water Tap – No changes to be made until Allotment agreement is finalised.	
g	<p>Allotment – AG has had further communication with council. Most likely outcome is for the Park to become allotment tenants, subject to a peppercorn rent. Trustees agreed this was the best approach. AG to follow up with council.</p> <p style="padding-left: 40px;">- PC confirmed park volunteers are covered by our insurance however some doubt over use of power tools and if this affects work in the park itself.</p>	AG PC
h	<p>Tool Store re-build – Old store removed and now ready to start re-build using donated scaffold poles.</p> <p style="padding-left: 40px;">- Issue of secure toolbox raised. Have been looking for second hand boxes but either not suitable or not locally available. PT suggested we make a strong wooden box. DR to see if Paybacks may be able to make something suitable. Need to provide dimensions.</p>	RB / DR
11	Fundraising	
	Lush fundraising was a success. Many thanks to Mel for all her work.	
12	Any Other Business	
a	- Prospective Trustees, agreed we are currently at an acceptable number. No further action required at this time.	
b	- Open day potentially late Spring 2023.	
c	- Calendar for 2023. Agreed not to proceed this year.	
d	- Some of the council provided dog fouling warning signs have been placed in park. Suggested remaining ones be place on some of the rubbish bins.	RB
e	- DR reported he should be able to co-ordinate the Payback volunteers with the aim of path maintenance. AG has been in communication with Nigel and just needs to send some insurance information (RB to provide).	DR / AG / RB

f	- No further progress on Alexander Entrance sign. Previously agreed we should replace top board with new wording (AG has approached volunteer for this). Lower two boards to be replaced with a weatherproof Chalk Board. All ideas welcome!	AG / ALL
g	- Request to be made regarding an additional council bin at the top of Western steps, as the one there often overflows. AG to ask council (may be able to add second bin to lamp post).	AG
h	- Boundary review; Main issues and actions known, however, need to discuss with top western boundary property regarding dead tree and vegetation. RB to re-check boundary.	RB/AG
i	- Wildlife survey; Agreed we should ask one of the university volunteers to contact the Ecology department. Studies need to be organised/led by department to get meaningful long-term results.	AG
13 Items / Actions not discussed		
	Ideas for creating mural on Arbour required. Potentially herb garden information PT/AG to consider further.	PT/AG
14 Next Meeting		
	Provisional date agreed on - 24/11/22 at 11:00 am	ALL

APPENDIX 1

Volunteer Co-ordinator's Report for Trustees Meeting

29th September 2022

The twice-weekly sessions continue to be well supported, especially on Sundays when the younger employed volunteers attend.

On a very rainy day, 11 Siemens employees spent an afternoon digging out un-wanted saplings and cutting back overhanging branches in the lower meadow. Despite being soaked through and muddy, it was a successful afternoon. Siemens donated some unused safety equipment – gloves, protection glasses, plastic suits and other very useful items. Their safety officer said Siemens will always be happy to supply more in the future should we require it.

David (Royle) has scythed both meadows and Richard has given them a final mow ready for the spring. Whilst sharpening the scythe blade David sustained a small cut to his thumb requiring first aid for which the necessary items were in the first aid kit.

It is hoped that DR will be supervising a group of "Paybacks" in the near future to carry out maintenance to many of the paths.

Volunteer loyalty was displayed when donated scaffolding poles were delivered at very short notice needing to be moved to the herb garden for safe-keeping. My plea for help was immediately answered by Owen and Beau – very rewarding – demonstrating the commitment of our volunteers.

Proposed forthcoming projects:-

- Dead hedge repair
- Dogwood corner – dead hedge and planting
- Copse thinning
- Allotment
- Wet area (Beau)
- Bulb planting
- Southern boundary clearance for tree work
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Alison Griffiths