

Meeting of the Trustees of Liquorice Park Millennium Green Trust 17th April 2023, 7:00 pm (Held – High View)

Present: Phil Cragg (Chair) Richard Bayles Alison Griffiths
Penny Toone Melanie Marsh (Part-time)

		ACTION
1	Apologies - None	
2	Previous Minutes	
	Previous minutes (17/1/23) accepted as a true record. Proposed: PT Seconded: AG To be up-loaded to website	RB
3	Park Community Day	
	MM gave a comprehensive overview of the plans to date. Event to be held on Sat 24 th June 10:00 to 16:00. All trustees were very thankful for the work done so far by Mel and will continue to support her in running the event. Agreed to have a follow up meeting in one month's time (22/05/23), with a final meeting 2 weeks prior to the event.	
4	Finance	
a	Overview - RB gave a summary of previously circulated report. Of note is the additional allocation of £500 for step repairs. No concerns raised.	
b	2022-2023 End of Year Accounts – Previously circulated accounts were approved by all trustees.	
c	Bank change – RB reported that after some delays the change has now been initiated via an on-line request.	
d	Donations – £20 cash donated.	
e	Expenditure Approvals; i) Meeting agreed to top-up Petty cash (£100) ii) Invoice for signs received. AG to discuss installation costs but meeting agreed to approve final expenditure (max £1147). Post meeting note, revised cost £849.75 iii) Meeting agreed to fund cost for Porta-loo for open day (£100)	AG
5	Neighbours Update	
	Western Carline Rd neighbours house sale fallen through. No other issues to report	
6	Risk & Safety Issues	
a	Current areas of concern:	
	- Main Steps; Number of main eastern steps will need repair soon (£500 allocated). Still	RB / AG

	considering looking at possibly adding a topping material to prevent water collecting on some steps.	
	- Sunken garden Steps; Monitoring and pushing steps back if they move forward. Considered a satisfactory method for now but need to keep an eye on them.	RB
	- Southern Boundary; see Section 10a for update.	
	- 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 – No new issues.	
7	Governance	
a	GDPR. Latest documents to be passed to RB so they can be added to Web site and stored on our Google drive.	PC
b	Management Plan. No comments to previously circulated plan. Trustees approved issue. RB to load on website.	RB
c	AGM. To be held Weds 26 th May at 19:00 in the Victoria, Union Rd. Signs have been placed in the park and social media used to publicise event. Refundable deposit (£50) paid by AG.	
d	Land Registry name holder. RB reported Charity Commission have replied and confirmed changes need to be made via the Land Registry and not the Custodian for Charities. RB to contact NW about progressing the updates.	RB
e	Volunteers Handbook. Needs updating due to list of Trustees being out of date. RB to action	RB
f	Equipment list - needs updating. PT, AG, PT confirmed they have no items stored at home. DR has the scythe and RB has various equipment. Agreed to do audit of park on-site equipment to bring list up to date.	RB
g	Survey - PC has written a short update on actions completed since the last public survey. This is to be issued on Facebook and the website.	PC
8	IT	
a	<u>Liquorice Park email list</u> 131 active subscribers. Last e-mails sent had an open rate of 65%.	
b	<u>Website stats (now based on Google analytics)</u> Jan 2023 Unique visitors 80, Pages viewed 183. Feb 2023 Unique visitors 112, Pages viewed 258. Mar 2023 Unique visitors 96, Pages viewed 237. Average per month since April 2021 is 134 Unique visitors and 457 pages viewed.	
c	Most visited pages in last three months were, <ul style="list-style-type: none"> - Home Page - History (20%) - Find Us (15%) - Map (15%) - Volunteers (10%) RB still to contacted NW to see if she may be interested (or know someone) who could write a more comprehensive history article on the park and surrounding area. Reminder that QR codes are a very good way to direct people to more information. As	RB

	examples we could include them on signs directing to articles such as Miss Rose's Garden and History of the Herb Garden etc.	ALL
9	Volunteers	
	AG provided a summary report (attached as Appendix). Discussion on some recent requests to provide volunteering opportunities for various organisations. Trustees agreed recent requests were not ideal for us and would be discouraged.	AG/DR
10	The Park	
a	<p>Southern Boundary</p> <ul style="list-style-type: none"> - Bus Stop Wall; No response from the council yet, despite chasing. - Low Wall; Agreed to wait for discussions on Bus stop wall to be completed before further quotes, re-build etc. However still intend to investigate the possibility of pulling remaining trees down, into wild copse area (next winter). Will tackle smaller tree first. Will also clear section of remaining smaller shrubs/ trees. 	PC All
b	<p>Miss Rose's Garden – Low level edging around the path and borders on-going.</p> <ul style="list-style-type: none"> - AG/PT still investigating / experimenting! On best type of sign. Suggested possible a wooden sign with burnt writing. 	AG/PT
c	Vandalism – Nothing since graffiti in herb garden. Pictures of culprits sent to police as per their request. No further news.	
d	<p>Allotment – Number of the preliminary actions have been completed or are in hand. Plan as follows.</p> <ul style="list-style-type: none"> ● The dismantling of shed nearest to the gate to Miss Rose's Garden – Complete ● Block access in Miss Rose's Garden thereby discouraging footfall to and from allotment site from the park – Complete. ● Shed to the right of this gateway to be left for time being – Tidied and lock added. ● Metal arch made safe if possible, if not, dismantled and removed – Complete ● It was decided that the area from the boundary fence, near the houses on Yarborough Road, to the cherry trees would be left to grow wild with the minimum of management and to monitor what is growing naturally. ● The area from Yarborough Road access point, through the composting bays, would be terraced, trees to the right thinned out and removed. ● The hire of a rotavator to help turn the compacted soil was approved. ● A dead hedge would be built along Yarborough Road boundary to improve the view from the road and to make this point of entry more difficult. ● It was suggested that the composting bays near the entrance were made good. Any metal stakes etc would be removed – Area tidied, further work required. ● Agreed allotment area to be looked upon as a separate working area from the park and that access to it for the general public would be discouraged. 	
e	Paths – Meeting noted that of the four previously agreed path improvements three have been completed. However the suggestion to provide a path down the side of the cornflower meadow has not been done. Instead, the dead hedge above this area has been extended to prevent access (this is as per agree in trustee e-mail 16/2/2023).	
f	Water Supply – RB reported that in Feb a check on the water supply indicated we had no water. After contacting Anglian water the fault was traced to a broken/jammed check valve in our tap (frozen water damage). Tap has now been replaced and water is available. RB to check meter has been replaced.	RB

10	Fundraising	
	Nothing planned currently	
11	Any Other Business	
a	- Camera Signs have been installed. In addition a procedure has been written to cover camera's usage and how the data from the camera is dealt with. Trustees approved the procedure. RB to add to website.	RB
b	- Some of the council provided dog fouling warning signs have been placed in park. Suggested remaining ones be placed on some of the rubbish bins, once re-painted.	RB/PT
c	- Request to council for additional bin at top of western steps has been rejected.	
d	- Boundary review; Main issues and actions known, however, need to discuss with top western boundary property regarding dead tree and vegetation. Some work can be done now as access is improved with winter dieback.	RB/AG
f	- Wildlife survey; University contacts have not responded. Awaiting feedback.	AG/DR
g	- Sunken garden Cone refurbishment by TESS on hold following closing of business. However original personnel still hoping to do the work. AG agreed to follow this up.	AG
h	- E-mail request for park to oppose / publicise a planning request for two houses on Victoria Passage was discussed. All trustees agreed this was outside our remit and the park social media communication channels should not be used for this type of community correspondence. However trustees agreed to spread the work via individual verbal communication, with volunteers etc.	All
12	Items / Actions not discussed	
	Governance – No update on Land Registry Status given (No further progress).	RB
	Governance - Update on trustee re-appointments not given. Post meeting information: - If re-appointments are re-aligned with first appointment date (to stop confusion) then future dates are; <ul style="list-style-type: none"> ▪ AG July 2023 ▪ DR Dec 2023 ▪ PC Nov 2024 ▪ PT Jun 2025 ▪ RB Oct 2026 	
13	Next Meeting	
	Date agreed – Monday 22/5/23 at 7:00 pm	ALL

APPENDIX 1

Volunteer Co-ordinator's Report for Trustees Meeting

Alison Griffiths

April 2023

The number of volunteers remains fairly constant with at least 9 attending once a week and another 9 coming irregularly which results in a rough average of 6 present at most sessions. This level of numbers works well and maintains a workable group. Usually when the better weather comes, the numbers on a Sunday may increase. David's "Paybacks" have given great support over the winter months constructing and maintaining the paths which now need only a little attention.

Two approaches have been made to place volunteers – **Network** (a young peoples' charity) and **St Faiths and St Martins school** (Jake Sime – year 5 teacher).

Network

I met with Georgia who is a support worker and two prospective volunteers, both 19 year old young ladies - Amy and Amber. The purpose of the charity is to help 19-23 year olds to find employment – volunteering is seen as advantageous to include in a CV.

St Faiths and St Martins

I shall be meeting with Jake in the near future to discuss what the park can offer.

General Volunteering

Isla is doing a great job with Miss Rose's Garden and the herbaceous area at the Alexandra Terrace end of the park.

A new shallow natural pond created by volunteers Alex Beedle and Bethany is proving to be a great success and is now home to a big family of tadpoles. This is a great addition to the park's wildlife habitats.

Allotment

This is gradually being cleared and hopefully the new dead hedge along the Yarborough Road boundary will soon be constructed. The Lincoln Conservation Volunteers are coming on Sunday 7th May to work with dead hedges and digging of the allotment.

It is always encouraging for the volunteers when visitors and regular users frequently thank them for ensuring the park looks its best, validating their hard work and commitment.

Liquorice Park is very fortunate to have such a wonderful volunteering group.