

# Liquorice Park Millennium Green Trust



## Notes of a meeting of the Trustees Held on Tuesday 3 August, 4.00 pm

**Present:** Phil Cragg (Chair)    Dudley Thomson    Nicola Watson (minutes)  
              Alison Griffiths,        Penny Toone        Richard Bayles  
              Isla Davies                 David Royle

**1 Apologies**        None

**ACTION**

## **2 Approval of previous minutes and Matters Arising**

Phil welcomed everyone and all agreed that it was a pleasure to be meeting in person again after such a long time.

The minutes of the meeting of 14 May, by Zoom, were agreed as a true record. Prop PT, Sec AG. All matters arising will be dealt with as agenda items.

## **3 Finance**

### a) Finance Report

Richard reported the following:

Bank balance on 30 July 2021	£6,391
Petty Cash	£11

Since the last meeting Liquorice Park has received

Co-op Community Champions	£820
PayPal Giving Fund	£8

Outgoings - from Petty cash	£63
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Various sundries for routine maintenance and repairs

We expect to receive a donation from Siemens in the near future but we do not know the amount. Richard has submitted the annual return to the Charity Commission.

Most of the balance in the bank is ringfenced for projects, so there is only £579 which is not allocated. It was agreed that it would be beneficial to build up the reserves so that we can carry out some of the larger projects that we have planned.

### b) Health and Safety Policy

Trustees carry out a risk assessment for any activity we plan or agree to host. If we are not aware of an event, we are unable to do this.

### c) Accident Reporting

It was agreed to purchase an Accident Book.

**ID**

#### d) Updated Financial Procedure

This now includes PayPal and donations link.

### **4 Volunteers Report**

Alison reported that volunteers continue to come and go according to their personal circumstances. She reported that we have bid a fond farewell to two students who have recently graduated and are leaving Lincoln.

Volunteers bring a variety of skills such as carpentry, photography and wildlife knowledge.

The meadows will be cut over the next few weeks.

### **5 Neighbours Update**

Isla reported that a local resident had donated a bench which is in the Herb Garden awaiting a permanent home.

Another neighbour has been helping with advice on quotes for the Performance Area.

### **6 Governance**

New Health and Safety Policy and Volunteer handbook. Both approved and will be added to the website. ID

The Volunteer Handbook will be updated with the addition of a volunteer sign-off document. The website version will also be updated. ID

CCTV. Isla presented a proposal for the siting of CCTV at Liquorice Park entrances which had been previously circulated. It was agreed that Jon Davies should proceed to contact the City of Lincoln Council and obtain some costings. ID/JD

### **7 IT**

Isla reported that we have 103 sign ups to our email list.

Unique visits to the website:	June 2020	163
	July 2020	188
	June 2021	456
	July 2021	495

We definitely have an audience of interested people. We can canvass their views on future plans and other matters. The volunteer box has been ticked by 19 people.

### **8 Signage**

Nicola produced the original plan on which she had added the smaller paths as requested by Trustees. It was agreed to proceed to use this plan in the signage at the entrances. Also agreed to add a QR code. The digital plan which Penny had created with volunteers will have many other uses, such as on leaflets or for events. Agreed to go back to Viper Signs and finalise the artwork. NW

### **9 Management Plan**

a) Performance Area

The hummocks are in a poor state and home to a lot of ants. However, the seating is very popular with visitors to the Performance Area. It was agreed to renovate the mounds and restore the shaping, reinstalling wooden posts or some other support at the front of each.

It was agreed that this was a project that could be undertaken by volunteers, although hiring digging equipment might also be necessary. We have allocated funds for this.

**All**

b) Meadows

David reported that cutting has started and will take place over a couple of weeks.

c) Vandalism

The damage to the bench and rowan tree were done at the same time. The graffiti artists left their names on the arbour. There was also damage to the second arbour with the roof and seating being broken, although some parts were already quite rotten.

The bench has been repaired and the arbour roof and seating is in the process of repair. Many thanks to our volunteer who is a carpenter.

Damaged benches still need replacing and we are considering the best approach.

**All**

d) Archway (Yarborough Road entrance)

Alison reported that this project is ongoing but there is nothing additional to report at this stage.

e) Memorial Bench

No more has been heard about the donation of a memorial bench. It will probably take some time for the donors to agree a design and have it constructed.

## **10 Any Other Business**

Manorcrest - the site has been cleared.

University of Lincoln David reported that he has made contact with lecturers in Life Sciences and had contacts in place to collect data on mammals and carry out a bird survey.

Dog mess Richard reported that there is one particularly persistent offender who does not pick up after their dog. Agreed to replace the signs warning of £1,000 fines for dog fouling offences. Ask Steve Bird for signs.

**AG**

Nicola has recorded a spot on LCR fm (Lincoln City Radio). It is available as a podcast on the website.

## **11 Date of Next Meeting**

To be confirmed.