

Liquorice Park Millennium Green Trust



Notes of a meeting of the Trustees

Held by Zoom on Friday 16 April 2021, 4.00 pm

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

1 Apologies Dudley Thomson

2 Approval of previous minutes and Matters Arising

The minutes of the last Zoom meeting of 11 March were agreed as a true record.

3 Management Plan

Phil presented the Management Plan, which had previously been circulated to Trustees. He reminded all that it is a working document and provides a framework for the management of Liquorice Park for 2021. It was accepted.

4 Finance Report

Richard presented the Year-end financial report.

	£
Co-operative Bank account stands at	5,494
Petty Cash	74

A supporter raised £755 from a sponsored walk; £110 is still to be received.

Liquorice Park is now signed up to PayPal Giving Fund. We should now receive £90 from a supporters birthday fundraiser

Some changes need to be made to the Financial Procedures to reflect the PayPal account which needs two signatures in order to make payments.

The following expenditure has previously been agreed and is listed here for clarity.

Herb Garden

Improved Water Catchment	£ 140
Raised beds (Started last year)	£ 50
Install gate on herb garden (fixings only - gate donated)	£ 45

Requested

Picnic Table on grass bank above performance area	£ 120?
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General plants	£ 100
Materials for arbour mural	£ 20?

It was agreed to purchase rat poison to deal with an infestation in the herb garden. Approximate cost £35.00.

Installation of the water tap (Alexander Terrace) is complete. Actual cost to Liquorice Park was £57 with remaining costs of £50 (covered by a donation). The original budget allocated was £150.

Materials will be needed to repair the broken bench and the dry stone seat. These have not yet been decided.

5 Dawber Gardens

Alison reported that Alistair Brookes, Volunteer Co-ordinator for the City of Lincoln Council, will be holding an induction meeting for volunteers and going through the plan of work on Dawber Gardens. For the time being, volunteers will work under the supervision of the City of Lincoln Council and see how this arrangement works.

6 Neighbours Update

Isla reported that the newsletter had been delivered. A neighbour [REDACTED] would like to donate materials towards work on the Performance Area and neighbours [REDACTED] are supportive and have given us permission to go onto their side to trim foliage, etc. Agreed that this was a very positive exercise. .

8 Signage

Nicky reported that she has amended the strapline to read:

This Millennium Green is managed and maintained entirely by volunteers. Our funding comes from grants, and donations from local residents and friends.

No other changes have been made. Agreed that another 10 days should be allowed [REDACTED]

9 Archway

Richard Bett has produced a design in coloured aluminium to be erected over the entrance on Yarborough Road. This is a long-term project and is not expected to progress for some time.

10 Bench Request

This refers to the family who wish to donate a bench in memory of a family member who has died. It will be a wooden hand-carved bench, possibly with the assistance of Hill Hold Wood, and they will let us know when it is finished.

11 Proposed Plan for the garden opposite the Herb Garden

Isla requested materials to the cost of £500, the donation received from former Councillor Rose. It was agreed that, before naming the area "Miss Rose's Garden", it would be advisable for Isla to talk to **the donor** to make sure that she was in agreement.

[REDACTED]

12 Governance

Phil explained that in his view a Complaints and Grievance procedure was necessary for the Trust. This was for clarity and to provide a mechanism for resolving issues objectively. At the moment, there are no written procedures to follow. It was agreed that Isla would start work on these.

With a clear procedure in place, anyone including volunteers and visitors can have their concerns processed.

[REDACTED]

13 Website

Isla has offered to update and enliven the website. She would do this by using WordPress to create content. The web address would remain the same and hosting would continue to be free. Isla proposes to use Mailchimp to manage the email list of volunteers and supporters.

14 Any Other Business

- 1) Phil reported that [REDACTED] a fundraiser had brought nearly £800 to Liquorice Park and asked for permission to write and thank her on behalf of all the Trustees. This was agreed.
- 2) The article [REDACTED] in the Bailgate Independent has generated a lot of interest and Phil again asked permission to write and thank her on behalf of all the Trustees. This was agreed.

3) David said that he was reluctant to use his personal email for the various projects he has started and asked whether it was possible to get a Liquorice Park email address. Agreed that Isla would look into this.

4)



15 Date of the Next Meeting

Friday 14 May.