

SOULBURY MILLENNIUM GREEN

MANAGEMENT COMMITTEE

Registered Charity No 1070738

Minutes of Meeting 25 April 2016

Those present: Alan Stevens Chairman
 Wendy Taylor Treasurer
 Richard Caplan
 Val Redbart
 Victor Wright
 Liz Miller
 Georgette Sunderland
 Phillipa Weeks
 Richard Cooper

Apologies: John Spires
 Maurice Cross
 Elizabeth Caplan
 Christine Sheppard
 Jon Sheppard

1	Previous minutes and matters arising	Action
	Minutes of the last meeting agreed as correct and signed by Alan. No matters arising.	
2	Finance report/income from events/website	
	<p>Current account balance: £1,168.81 Deposit account balance: £5,024.62 Petty cash: £21.23</p> <p>AVDC Lottery: We received £26 from Vale Lottery funds in April.</p> <p>Alan advised how the insurance claim money has been spent. £3239.96 was received as a result of the claim for the theft. £1,650 has been spent on a mower, £641.07 on materials for the base of the container, insurance premium £691.94, leaving a balance of £256.95. Purchase of an Allan scythe equivalent will wait.</p> <p>Alan also advised the £172 for delivery and £172 for return has been charged and paid for the container. £172 will be refunded if we keep the container after the six month free rental. Contract details need confirming as the period of the rental was not discussed. Alan also noticed that VAT had been added to the bill for the delivery which was also not discussed.</p> <p>Wendy showed the contact list to all present to ensure details were correct. One error spotted - will be dealt with. Wendy will also provide a poster showing Alan and Vic's contact details for the SMG.</p>	<p>Alan</p> <p>Wendy</p>

	<p>Wendy showed those present the first draft for headed paper, compliment slips and business cards. All happy with them. Phillipa suggested that the charity number be added to the business cards. Phillipa and Georgette had done a lot of work obtaining plants (to the value of £282 donated from free from Wyevale) and were asked for confirmation that they did, indeed, represent SMG and at this stage they had nothing so doing this task now was very timely. Wendy has always wanted to put faces and names onto the website and, for the same reason, this needs to be done. Wendy will arrange with everyone to take photos. Vic will also approach the Communities Champion at Dobbies again to try to obtain plants/furniture.</p> <p>Wendy attended the 'Social Media for Charities' workshop on 20th April which was useful on two fronts; advice on putting a marketing plan together and having done that ascertaining which social media route to take depending on the target audience. It was suggested that a blog be added to the website.</p> <p>At the workshop Wendy met a rep. from the Quiet Garden Trust and wondered if this could a consideration for the annex. Post meeting note: Wendy will email everyone with the details sent to her so judgement can be made.</p>	<p>Wendy Victor</p> <p>Wendy</p> <p>Wendy</p>
3	Work in progress	
	<p>In no particular order of importance:</p> <ol style="list-style-type: none"> 1) Delivery of top soil to continue so further flowerbeds can be created. 2) Richard has taken back his mower so the one we have needs to be repaired, although he said that he is still happy use it for the Green until others are repaired. It was suggested quotes be obtained for repairs and then ascertain if repair/purchase is the route. It was agreed, however, to purchase a petrol mower from Aldi for approx £179.95. Alan will look to see if those that need a repair can be, in order to have a back up. 3) Look to siting greenhouses in the annex. Donation of perspex to be looked into as glass is too dangerous in a public area. Could be a money earner by selling surplus plants. However it was stressed that it should be a low key operation and not be become a commercial enterprise. All agreed that it was never intended to become that. Phillipa point out that it means if the weather is inclement, work on the Green can continue. 4) Look for new signage for tree gardens. Richard Cooper offered to produce signage involving burning the names of those who have a garden into wood. It was thought very appropriate and Richard asked to do this for the Green. 5) Cut down trees - whilst it is important to cut timber to keep woodlands healthy we have an awful lot of timber just lying around. A lot of bark chip is also needed for the new paths. Wendy offered to talk to her contact so see if his mates, who have the machine which eats trees, would do a bit for charity. 	<p>Alan/Vic</p> <p>Richard/ Georgette/ Phillipa</p> <p>Richard Cooper</p> <p>Wendy</p>

4	Events 2016	
	<p>Schools Festival 9/6/16: Elizabeth has created letters. One yes, one no, will chase the rest. 25/4/16: Richard will follow up. Post meeting note: Elizabeth has received two 'yeses' (St Michaels Stewkley and Michele's school) and will be following up the rest.</p> <p>Soulfest 2016 18/6/16: Michele has signed organised via sponsorship from the estate agent. Whilst it was originally thought the church would be a good beneficiary, it was thought more appropriate that a better known charity be considered. All present agreed that the East Anglian Air Ambulance was to be beneficiary. Alan will advise Michele.</p> <p>AGM 25 July: this will be held at the village hall as it is a public meeting. The hall has been booked for the meeting to commence at 19:30.</p> <p>Bonfire Night 5/11/16: Richard will look into getting some pumpkins carved again - all sorted. It was also suggested that we could have trade stands at the event. Richard will also look into the practicalities of this.</p>	<p>Elizabeth/ Alan</p> <p>Michele/Alan</p> <p>Richard</p>
5	100 Club	
	<p>The 100 Club was drawn and the winner is:</p> <p style="text-align: center;">April: Christine Sheppard</p>	
6	Any other business	
	<p>Phillipa expressed her concern that she overheard two of the Community Payback guys talking about the reasons they were carrying out this work and the conversation implied that they had heard someone had an attempted rape against them. Phillipa was on her own with them. it was agreed that this was unacceptable and Vic will address this with the supervisors and will ensure supervisors are where they should be. This occurred last Sat week. Will keep a watching brief and, if there are concerns again, they are to be raise them at the time. Georgette suggested that volunteer contracts be considered. A sample will obtained to see what they include.</p> <p>Rodents: Rats are an issue. Need to be dealt with in the correct way. Richard Cooper suggested shooting them. He could do this and would ensure his locks and equipment was used so the public could not get to the area whilst this was occurring. Poisoning is not an option. How long will the Green be closed? After discussion Richard said he would not carry out the exercise.</p> <p>Georgette asked for a step-up feeder for the chickens to prevent rats enjoying a meal. £47 approved but Georgette would look to see if she can improve on the price.</p>	<p>Victor</p> <p>Wendy</p> <p>Georgette</p>

	<p>Risk assessment: Wendy gave an HSE 5 Steps to Risk Assessment to Alan which she received from Trade Stands section of Bucks County Show. Alan will look at it and see what work is required.</p> <p>Sundays for community payback anyone want them - no-one able to supervisor. Two groups on Saturday - one on the Green and one can do other stuff like Three Locks car park/work around the village.</p> <p>Dave, who organises the teams of Community Payback guys, has a very ill daughter who needs a major operation. Richard agreed to obtain a get well soon card. Georgette will also check to see if she has one at home.</p>	<p>Alan</p> <p>Victor</p> <p>Richard/ Georgette</p>
7	Date of next meeting	
	The next meeting will be held on Monday, 31 May, 2016 at 19:30 at Wendy's house.	

Meeting closed at 21:20 hrs

Distribution: Those present + John Spires, Maurice Cross, Elizabeth Caplan, Christine Sheppard.