

# SOULBURY MILLENNIUM GREEN

## MANAGEMENT COMMITTEE

Registered Charity No 1070738

### Minutes of Meeting

29 May 2018

Those present:                    Alan Stevens                    Chairman  
   Wendy Taylor                    Treasurer/Sec  
   Vic Wright  
   Elizabeth Caplan  
   Barbara Wray  
   Liz Miller  
   Michele Nicholas

Apologies:                         John Spires  
   Maurice Cross  
   Richard Caplan

1	Previous minutes and matters arising	Action
	<p>Minutes of the last meeting agreed as correct and signed by Alan.</p> <p>Any matters arising will be covered in the appropriate sections below. Vic to reapproach Fixright for larger tent.</p>	Vic
2	Finance report/income from events/website	
	<p>Current account balance:    £3,079.64 Deposit account balance:    £2,765.07 Petty cash:                        £51.88</p> <p>AVDC Lottery: We received £12.50 in May 2018.</p> <p>Account not moved yet as there is a bit of a problem with Lloyds and the Parish News account in that Wendy has received forms which are to be completed to show we have nothing to do with the US tax authorities. Wendy has done the forms several times and still receives letters requesting the info. Until this situation is sorted out she is not prepared to have another account going through the same issues.</p> <p>Cheque presentation to Pensions4Paws of £1,000 was made on 10 May.</p> <p>Accounts prepared for audit and Wendy will get them to Andy Wood by next week.</p>	<p>Wendy</p> <p>Wendy</p>
3	Work in progress	
	<p>Work in progress: <b>'To do' list</b> Was updated and still attached to the minutes.</p>	

4	Events	
	<p><b>Schools Festival: 6 June</b> Has been cancelled this year due to the lack of response from the schools</p> <p><b>Soulfest 2018: 14 July</b> Alan has tried on several occasions to contact Jim Woolley regarding the presence of a military vehicle/fly past to no avail. It was decided that reference to these will not be made in advertising/posters, etc so visitors will not be disappointed should it not happen and can be treated as a bonus if it does.</p> <p>Michele to send Wendy the event poster so it can be added to the website and front cover of next parish newsletter. Wendy also asked for images of the logos for the charities we are supporting this year ie Young Minds and PTSD Resolution to go on the collection buckets.</p> <p>Wendy has taken the banner to Fastsigns to have the date changed. Will be collected 31 May.</p> <p>BBQ: John happy to have the support of Buttles and Tony Crack has also offered to give a hand. Michele will purchase the food for the BBQ and as we have a freezer on site this year more can be obtained to save trips to Tesco during the event when we run out. If anything is left over in the freezer it can be kept for Bonfire Night.</p> <p>There will be another food outlet - street food ie jerk chicken, etc to give some variety. The provider is a trained chef, known to John and is self sufficient so has not requirements to be met by SMG. He will give SMG 15% of whatever he takes.</p> <p>Jax Crack is organising the tea tent so the usual request for cakes will be made.</p> <p>Erin has the bar under control.</p> <p>Alan will approach Steve at Leighton Hire to use the AA type signs for Soulfest when the Open Gardens has finished with them.</p> <p>Alan did not feel the size of the staging for the Heath Band is big enough so Vic will ensure Fixright are aware of this and deal accordingly.</p> <p>Toilets ordered, raffle prizes coming in, faceprinting is happening, a candy floss/sweets and inflatable slide and bouncy fort will be present and provider will give us a percentage.</p> <p>The interval between The PommyGranites going and the Heath band starting will be covered by music using the sound system owned by the parish.</p> <p>It became apparent that all the charities will be bringing their own collection buckets. After discussion it was agreed that the only buckets will be supplied by SMG (hence logos needed) because the charities get a donation from the proceeds of the event anyway. Michele will advise Young Minds.</p> <p><b>Bonfire Night: 3 November</b></p> <p><b>Battles Over event: 11 November</b> This is really a parish, not SMG, event. Vic will get details of what is required and discuss at parish council meetings. It will not be covered here.</p>	<p>Alan</p> <p>Michelle</p> <p>Wendy</p> <p>Michele</p> <p>Jax</p> <p>Alan</p> <p>Vic</p> <p>Vic</p> <p>Michele</p>

5	100 Club	
	<p>The 100 Club was drawn for April:</p> <p>No. 32: Tony Crack</p> <p>Cheque generated and signed.</p>	Wendy
6	Any other business	
	<p>Vic: CIO: needs documents - List of trustees, original trust deed. Another strimmer for SMG required. £129 + VAT plus masks, helmet and ear defenders. Agreed that Vic could go ahead and purchase.</p> <p>Team on allotment good. Filled in trench. Second team for next week proposed. Vic will talk with Richard. Dog poo on SMG, dog attack on SMG causing £150 vets bills. The dog should be muzzled. It was felt that it is an accident waiting to happen with this dog as, we believe it should only be walked by an adult. Can we use Richard's wildlife camera to evidence activity? The above statement will be checked out and owner will be approached about its behaviour.</p>	Vic
7	Date of next meeting	
	The next meeting will be held on Monday, 25 June, 2018 at 19:30 at Wendy's house.	All present please

Meeting closed at 20.50 hrs

Distribution: Those present + John Spires, Maurice Cross, Val Redbart, Richard Caplan,

## 'To Do' List for 2018

### Soil

Shift soil to annex  
Level pond edges (see pond)  
Level chicken area/surrounding pathways

### Work Area

Rebuild-rear/side and annex pathways  
Fix mower and barrows

Ongoing  
Ongoing

### Main Park Area

Continuous seasonal mowing

### Annex

Remove top layer of turf for extended poppy beds  
(shape and size to be decided) How long is the grass to be  
Replace top soil and compost  
Plant Poppies/Foxgloves/Hollyhocks  
Clear up rear woodland/remove dead wood  
Chop down extra trees

### Side Ponds

Clear side pond area  
Remove extra willow  
Dig new pond holes (Digger?)  
Reseed new walkways  
Collect and store dead wood at rear of ponds

### Main Pond

Level and shape pond edges  
Clear under trees  
Remove final stumps  
Fix picnic bench to bottle neck pond edge  
Tidy inner pond edges and remove debris  
Hope for a liner! Pray if so inclined !

### Bottleneck

Repair and repaint exercise zone fence  
Dig drainage pipe to pond  
Either:  
1) Create new path between play area and exercise zone  
2) Join play area and work zone into one large area

### Meadow

Annual mowing  
Maintain pathways  
Cutback intruding Blackthorn and brambles on left hand side  
Consider moving Bonfire site 30 foot up Meadow and reseed old bonfire site with British meadow flowers. \*  
Clear dead wood and pathways in righthand woodland  
Build new pathway on left hand side through Blackthorn area/Clear original drainage channel

### Stage Area

Clear memorial tree on right side

Clear and prune rear tree area  
Plant conifers/xmas tree on right hand side?  
Ash tree to be pollarded

### **Woodlands**

Clear and maintain pathways  
Rebuild and add wood chippings to pathways  
Remove over seeded trees  
Maintain woodland zones

### **Greenhouse Area**

Build Greenhouses  
Cutback overhangs

### **Orchard**

Annual mowing  
Maintain and rebuild fruit beds  
Level ground by toilet area  
Replace a fruit tree or two (to be decided)

\*It may be better in future (considering crowd feedback) to move the fire closer to the firework zone as its brightness blinds many of the fireworks from view

I noticed this year that the fire in its current position came very close to the right-hand woodlands when in full flame. Moving it further up will stop this from happening.