

# SOULBURY MILLENNIUM GREEN MANAGEMENT COMMITTEE

Registered Charity No 1070738

## Minutes of Meeting 11 March 2024 at 7:30 p.m.

Those present:                      Nigel Kemal                      Chairman  
                                          Wendy Taylor                      Treasurer/Sec  
                                          Carla Bennett  
                                          Geoff Kiddle  
                                          Alan Stevens  
                                          Richard Caplan

Apologies:                              Vic Wright

| 1 | Previous minutes and matters arising                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Action                             |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
|   | <p>The minutes of the previous meeting held on 12 February 2024 were agreed as correct and signed by Nigel.</p> <p>Matters arising from meeting:</p> <p>Graeme will connect the extension socket - still awaiting</p> <p>Nigel will obtain an addition plaque for Liz Miller's bench to include Dave Miller. Maurice Cross will do the plaque for us.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Nigel                              |
| 2 | Finance Report and Social Media                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                    |
|   | <p>Current account balance:      £9,425.03</p> <p>Petty cash:                              £49.01</p> <p>Bucks Lottery:</p> <p>£8.00                              March 2024</p> <p>Back up: Wendy has purchased the external hard drive.</p> <p>Mixer desk: a price of £220 was agreed for this. Wendy will pay for this direct into the seller's bank account. She needs an invoice with clear details of the equipment to add to the asset register and bank account details. Nigel will take this info to the next Soulfest meeting as the invoice for payment has not yet materialised.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Wendy                              |
| 3 | Work in progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                    |
|   | <p>Pond - needs draining so liner can be cut - hardcore and soil can then be moved. Still to be done but at present it is full of water so will probably have to wait until next year when it has drained. Still the case.</p> <p>Gate hardstanding: Community Payback team have started digging out the area for the base which needs to be about 12 inches deep. However there is nothing around the hole to indicate a hazard. Alan will approach Lindsey Russel to see if she has a digger that can help get the hole dug quickly as the job needs to be complete by the day of the Easter Egg Hunt.</p> <p>Regarding the suggestion of a concrete base with several uprights in the ground over which marquee type sides and roof can be added (to save the incessant putting up and taking down of marquees), it was agreed to check the Deeds of the SMG to establish if such an arrangement can be implemented within the covenant. The Deeds do not prevent this work.</p> <p>Discussion took place on the condition of the EcoToilet after the recent Community Crews have left. We will be looking at getting a portaloo at the cost of the Community Pay Back Dept.</p> | <p>Richard</p> <p>Richard/Alan</p> |

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| 4 | Events                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                           |
|   | <p><b>30/3/24 - Easter Egg Hunt</b></p> <p>Posters done and Nigel has put most of them up. Float to be taken from petty cash.</p> <p>Online system to be set up by Carla and Wendy in time for Easter Egg Hunt so ensure we are happy with the way it works and for free events it will not cost anything. Visitors can use it as a practise run. Still to be done. Planned for 12 March 2024.</p> <p><b>22/6/24 - Soulfest 2024</b></p> <p>The Soulfest sub-committee will be meeting again on 21/3/24. For further info see minutes taken at these meetings but essentially all is on track. However, after discussion several queries were raised and Nigel will go to the next meeting to get answers on the following:</p> <p>House of Coffee: what pitch cost/percentage of sales has been agreed. Is tea also being served? The tea tent in previous years has made between £225 and £295 so pitch cost/percentage needs to reflect this so we do not lose out. However, we will set up a cakes/ice cream/soft drinks area close to them.</p> <p>Bar: whilst it is being supplied with a barrel of beer at cost what other stock is provided. Who is staffing it - Gt Brickhill CC or SMG. If GBCC then what cost is involved.</p> <p>BBQ: John Nicolas will organise this but will need support.</p> <p>Layout of event: The bands will be in a marquee facing up the SMG from the oak tree. Food outlets will be along the edge of the pond. The bungee fairground ride will be on the flat piece of land where it widens after the tarmac area at entrance and stalls selling items such as plants, bric a brac, etc, will be along the fences to the children's areas. This layout is considered to be the safest as the fairground stuff needs to be on level ground, food and bands will be closer to the new electrical points so not being a fire hazard.</p> <p><b>29/6/24 - Lions Club BBQ</b></p> <p>Vic has confirmed he needs one marquee and two toilets. It was suggested that he contact Leighton Hire to ask them to extend the hire from Soulfest. Nigel will talk to Vic re marquee and siting. Cost of hire will depend on whether the site for it at Soulfest is OK for whatever event Vic is proposing.</p> <p><b>20/7/24 - Marquee hire for wedding.</b></p> <p>Will probably need both. Confirmed they need both. Conversation around deposits (should be a %age of cost of the marquee against damage), costs (needs to revised upwards), contracts (we need one) and the need for another marquee. It was agreed that research will be carried out to find out what other marquee hirers do in terms of deposits and costs, plagerise a contract document and weigh up a 2nd marquee against the more permanent construction. Price agreed is £150 each and the hirer will be responsible for transport and erection plus safe return</p> <p><b>2/11/24 - Firework Display</b></p> <p>Was showing as 3 Nov but the leap year means this was incorrect.</p> | <p>Carla<br/>Wendy</p> <p>Nigel</p> <p>Vic</p> <p>All</p> |

|   |                                                         |  |
|---|---------------------------------------------------------|--|
| 5 | 100 Club                                                |  |
|   | Draw taken place for March. The winner is:<br>Jax Crack |  |
| 6 | Any other business                                      |  |
|   | None                                                    |  |
| 7 | Date of next meeting                                    |  |
|   | The date of the next meeting is Monday, 15 April 2024.  |  |

Meeting closed at 21:30 hrs

Distribution: Those present + Vic Wright, Michele Nicholas

## Winter/Spring To Do List

### Winter 2024

- Repair small entrance gate
- Dig/concrete new carpark zone - see Work in Progress
- Dig drainage trench from work out zone pathway to pond (maybe)
- Re-dig overflow from work out zone pathway
- Raise back pathway behind playground
- Build raised pathway with drainage piping on far side of bottom meadow/pond
- Clear drainage ditches
- Wood chip pathways as and when possible
- Repair compost bins
- Upgrade electrical fuse box for Work Shelter (?)

### Spring 2024

- Continue to fill in 1/3 of the pond
- Continue cutting back overgrown Willow by bins
- Cutback Hazel
- Rebuild work area fence.
- Clear/Weed long memorial border and small pond borders.
- Wood chip pathways as and when possible
- Weed/Compost Orchard