

North Norfolk Community Woodland Trust

Pigeys board 30.11.11

Minutes of Director Trustees on Wednesday 30th November 2011 at the Methodist Chapel  
School Room, Knapton

Present

Brian Abbs (BA), Edward de Feyter (EdeF), David Gosling (DG) (Chair of Meeting), Peter Kaye (PK), Nick Sutherland (NS); Neil Stubbs (NE); Mike Wright (MW)

No Show

Don Birch;

- 1 Minutes of Director/Trustees Meeting held on 30<sup>th</sup> September 2011
  - 1.1 The **Minutes** had been circulated before the meeting and were approved by all and signed by DG.
  - 1.2 **Certificates.** It was agreed to present "long service" certificates to Pip Thomas, Charles Utting and David Ross. PK will progress through S&R Print
  - 1.3 The format of the meeting was based on a review of the September meeting minutes and establishing progress etc on all items discussed then and recorded in those Minutes
- 2 Grants
  - 2.1 **Sustainability Grant** –(i) The tree identification course for Trustees on Sat 15/10 was very worthwhile and interesting. It had also spawned lots of ideas for completing this section of the Grant as a legacy initiative through creating tree lists and using numbered tree tags. DG will write to Groundwork to seek approval for this spend change (ii) BA/DG to complete Equipment purchases were complete and DG will submit a further claim
  - 2.2 **Wetland Grant** – Thanks to dry weather, the work had been started and finished in November and had resulted in a huge and impressive change in the area covered. Costs are within the Grant total which leaves headroom for any remedial / completion work before the end of February. A written note on the work plus map had been placed on notice boards when the work started BA was thanked for his full time involvement in November and It was unanimously agreed to reimburse BA for: (a) Project Management (£475) and (b) driving/using 6 tonne dumper truck full time for 9 days (£630)
- 3 Woodland Management
  - 3.1 **Working Parties** Noted that the Canal bank, concessionary path was cleared in October. Later work has been focussed on clearing overgrowth from the gravelled footways, with more to be done on the trackway
  - 3.2 **Tree Register.** Still no luck in locating a clean copy of the Tree Register for a further Winter inspection by Trustees. We will have to prepare a new numbered map if NNDC cannot assist.
  - 3.3 **Sycamore Coppicing** – M Kirby is expected to do the agreed felling in the Old Wood between Christmas & New Year—price still to be finalised
  - 3.4 **Timber Sales** – BA to handle other autumn/ winter felling requirements himself.
  - 3.5 **Viewing Platform** – No further progress or specific decision over the spending of the £525 donation on solutions for the floor and roof. BA to progress. Discussions have started on a possible second near to the Railway Wood and looking west across the fenced area
  - 3.6 **Storage cabinets** for containers—no source has yet been located
- 4 Finance
  - 4.1 **Reserves.** DG drew attention of the Board to the very low reserves currently held by the Trust as shown in the accounts statements already distributed to Trustees. At 31<sup>st</sup> August, these were:-
    - Residue of Old Fire Claim £ **£3,3899**—can be designated for any proper purpose
    - In Memoriam Donation **£525**—held for bird hide roof cost
    - General Fund—**overdrawn** by **£59**He stated that we clearly have to operate within these reserves and must bear in mind that our only guaranteed income of **£1,000** rent is largely spent on the annual insurance premium of around £800 pa. We also have a commitment to meet BA's travel costs to the Wood of around **£500** pa—so times are tight
  - 4.2 **Fundraising.** This situation underlined the need to raise **funds from new Sources**. PK is noted that he is making some progress, particularly on website

- 4.3 Our webpage on the **Local Giving** website is now live. It is hoped that this will attract tax efficient donations through this national initiative. DG will try the site out with a small donation
- 4.4 The Board discussed the concept of another (more modest) **Family Open Day**—as in May last- with charges being made and/or donations etc invited. It was agreed to work up this project, with PK seeking sponsorship and MW to cost up toilet provision and other costs (eg refreshments). There would need to be a programme of events around the Wood—it may be best to confine these to wildlife related items. NE agreed to co-ordinate any programme ideas for discussion at next meeting or during forthcoming working parties. If possible we should start the event with no financial risk—ie all costs covered by donations etc
- 4.5 It was noted with thanks that EdeF Had agreed to leave the lease rental at £1,000 notwithstanding the reduction in acreage arising from the acreage reduction, primarily from the wetland excavation & improvement project
- 5 Other
- 5.1 **Items to be addressed/ dealt with ASAP:-**
- (i) **Management Plan** –A minimum plan is need each year, mainly to show woodland management proposals and for scrutiny by the Forestry Commission and NNDC. **Action PK/BA**
- (ii) **Replacement of faded roundels** on the circular walk from North Walsham- To be carried out during the winter **Action BA**
- 5.2 **Volunteer Recruitment.** Noted that 3 people had contacted us through the website and attended working sessions—very encouraging
- 5.3 **Recruitment of Trustees**— DG confirmed that the necessary legal paperwork had been submitted to Companies House and the Charity Commission. PK has spoken to Vince of S&R Printing who will let us know
- 5.4 **Licence-** NS requested that the Board grant him a licence to discharge water from his house to a soakaway close by on Pigneys land. NS will deal with the legal documentation for Trustees to sign and will pay the Trust a small sum. All agreed
- 5.5 **Insurance Renewal** –DG reported that the Insurance premium from 25.11.11 had increased by over 20%. He is finding it difficult to talk to staff at NFU Mutual to get an explanation, and possibly a refund. EdeF considered NFU to be generally very competitive and suggested that DG took his question higher up the NFU structure
- 5.6 **Reed Cutting** – Possible contacts to loan equipment, for the future, will be Explored
- 5.7 **School Planting**—noted that two local nursery schools had done some planting near the Regeneration Area under Trustee supervision (PK & BA)
- 5.8 DG reported on his presentation to the **Blofield Conservation Group**, thanks to PK's provision of a great PDF presentation. They were very interested in Pigneys
- 5.9 Long sectional ladder still needed by the Trust
- 6 Next Meeting
- 6.1 Next meeting Thursday **26<sup>th</sup> January 2012**, at Knapton Methodist Church-7pm.
- 6.2 NS agreed to Chair this meeting, subject to his availability

Signed as approved

Date