

North Norfolk Community Woodland Trust

Minutes of Director Trustees on Wednesday 4th August 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); Mike Wright (MW)

Apologies

Pip Thomas, Mike Wright

No Show

Don Birch

At the start of the meeting Bibby Horwood gave a short presentation on the work of the Country Trust of which she is the Norfolk representative. The Trustees agreed that if the Country Trust thought that the Wood was suitable, they would be pleased to host and be present at outings arranged by the Country Trust for youngsters.

1 Trustees

- 1.1 All agreed that it was a real pleasure to see **NS** back at a Trustee meeting
- 1.2 DG noted that **Charles Utting** had written to him resigning as a Trustee/Director but will continue as a volunteer. Charles said he would be happier in the latter role. DG has written to thank him for his important contribution to the Trustee body. His resignation will be reported to the Charity Commission and Companies House by DG

2 Minutes of Director/Trustees Meeting held on 25th May 2011

The **Minutes** prepared by Charles Utting were approved by all and signed by DG

3 Grants

- 3.1 **Sustainability Grant** – DG reported that there had been a paperwork failure at Groundwork but the first repayment claim had now been settled. BA will purchase tools including scythes and PK protective clothing, with the words “Pigneys Volunteer” printed on the back. DG noted that it was not possible to arrange the anticipated training courses due to both cost and availability. It was, however, agreed that BA will be reimbursed by the Trust to deliver an identification session on trees etc. DG had been on a training session on volunteer recruitment and retention and will be reimbursed for his mileage to Kings Lynn for this. He will also produce a summary paper on Walk Leadership, extracted from a very big Ramblers Association publication. These items will complete our spend on Training for the Grant.
- 3.2 **Wetland Grant** – BA showed the map of the projected areas alongside the canal and also stretching back into the existing reed area near behind the Barn. He has received support in principle from the RSPB local representative. The timing of the work has yet to be decided. The project needs to be well publicised to Press & Public. Details of the work involved and a map can be found on the website.

4 Woodland Management

- 4.1 The next **Working Party** dates will be August 13 & 27; September 10 & 24 and then switching to fortnightly from 8th October. Dates to be put on the website.
- 4.2 It was agreed that the **Workout Project** should be asked to reduce their work programme to monthly from October, unless specific suitable tasks come to light. The matter of organising a BBQ on 8th September was deferred for further discussion outside the meeting
- 4.3 BA has prepared **explanatory papers on various management aspects**. These will be typed up by PK and put on the Notice Board and on the website
- 4.4 It was also decided that trustees would organise a **BBQ**, maybe in July, as a thank you for their work.
- 4.5 EdF will undertake the final **grass cut** in September.
- 4.6 **Tree Register**. The Trustees will “walk the trees” on the Register to look for defects on August 13th and then ask for a survey from the NNDC Tree Officer
- 4.7 **Concessionary Path**—EdeF will approach the landowner to agree the timing for the work to create the new Culvert. PK has sourced the pipe and Dominic will be hired to do the work and move the bridge back to the car park area, or close to the containers after using some materials to mark off the edges of the newly formed path to prevent vehicle access

- 4.8 **Sycamore Coppicing** – BA still needs to speak to Mike Kirby to agree a price and timetable for this. Trustees will expect a fee but take no other part in the process. Good public relations (via the Notice Board) are needed for this
 - 4.9 **Timber Sales** – BA will fix the other autumn felling proposals.
 - 4,10 **Viewing Platform** – No further progress yet on the agreed solutions for the floor and roof, including the spend of the £525 donation for the project.
 - 4.11 **Security of Scrape Area**--It had been agreed outside the meeting to remove the barbed wire and to “bring onsite” the local wildlife photographers.
 - 4.12 **Storage cabinets** for containers—PK to progress
 - 4.13 BA outlined the **scalloping concept** being used to soften the currently straight woodland edges
 - 4.14 MW is dealing with the erection of the third **Information Board** at southern canal bridge
- 5 Finance
- 5.1 DG will present full **Accounts** for the year to 31st August at the September meeting, prior to these being passed over to Sexty & Co for Independent Examination. This will include proposals to cover some costs in this financial year from Reserves. Trustees were asked to claim for any expenses as soon as possible
 - 5.2 Trustees considered the pressing need to raise **funds from new sources**, including website advertising , grants from Local Councils and Notice Board advertising
 - 5.3 DG Outlined the possibilities of arising from the **Local Giving** scheme managed through Norfolk Community Foundation, which he had signed up for after attending a presentation and after discussion within the Trustee body. In principle, this could attract a range of individual and Trust donors interested in supporting Green/ Norfolk projects through a webpage on the Local Giving national system. First year cost is £60 and we should reconsider after one year
- 6 Other
- 6.1 **Website** – PK was congratulated on the increasing quality and quantity of the site, which is receiving an impressive amount of visits
 - 6.2 **Management Plan** –PK was thanked for revising and thinning down for the latest version DG has the final draft for comments
 - 6.3 The **Bat Walk** on 27th July had been very successful. A donation of £20 to the Norwich Bat Group, who ran the Walk, had been made. It was suggested that we could purchase one monitor for Trust use at volunteer and other events at a cost of around £60
 - 6.4 Perry Hampson is expected to offer a **moth trapping** session towards the end of August
 - 6.5 It is becoming necessary to replace most of the **roundels for the Pigneys Circular Walk**, which are fading. There should be just about enough in stock to do this
- 7 Anything Else?
- 7.1 **Recruitment Drive** – DG circulated note from the Kings Lynn “Natural Neighbours” conference he had attended at Kings Lynn. these offered some useful suggestions
 - 7.2 PK will follow up his offer at the last meeting to prepare A4 **recruitment posters** to be put up in libraries and tourist information offices and on our notice Boards with a structured appeal for volunteers.
 - 7.3 We should also all be looking for **new Trustees** –Vince of S& R Print was agreed as a likely candidate
- 8 Next Meetings
- 9.1 Next meeting **29th September**, at Knapton Methodist Church-7pm
 - 9.2 The November meeting on **24th November** will also be the AGM which must be advertised by putting up the Agenda on the Notice Board, without inviting the public specifically. It was agreed that this meeting will only cover: **(a) Legal AGM requirements (b) Fuller discussion on Forward Strategy for the Trust and the Wood and (c) Any other pressing matters** .