

North Norfolk Community Woodland Trust

Minutes of Director Trustees on Thursday 29th September 2011 at the Methodist Chapel
School Room, Knapton

Present

Brian Abbs (BA), David Gosling (DG) (Chair of Meeting), Peter Kaye (PK), Nick Sutherland (NS); Neil Stubbs (NE)

Apologies

Edward de Feyter (EdeF)

No Show

Don Birch; Mike Wright

1 Trustees

- 1.1 NS introduced NE, also from Hansells. NE lives in Little London, knows the Wood well and is interested in becoming a Trustee.
- 1.2 DG noted that **Pip Thomas** had written to him resigning as a Trustee/Director on account of increasing ill health. 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 4th August 2011

- 2.1 The **Minutes** were approved by all and signed by DG.
- 2.2 It was agreed that the Agenda would concentrate on reviewing the August meeting minutes and establishing progress etc on all items discussed then and recorded in the Minutes

3 Grants

- 3.1 **Sustainability Grant** – It was noted High Vis winter jackets had been purchased by PK. The next steps will be (i) BA to run a tree identification course for Trustees on Sat 15/10 (ii) BA/DG to complete equipment purchases (iii) DG to produce final claims as soon as practicable—this has to be pre 31.12.11
- 3.2 **Wetland Grant** – Work will start early in November, subject to the contractor's availability. Agreed to explain the proposed work via notice boards, with a map showing the areas involved

4 Woodland Management

- 4.1 The next **Working Party** date will be 8th October with a special task of clearing the canal bank and the concessionary path to the Water Centre, followed by 22nd October and 5th November—then fortnightly. Dates should be put on the website together with tasks for (at least) the next session.
- 4.2 BA is discussing the task lists with the **Workout Project** for their new once per month schedule. It was reported that the BBQ provided to Project members had been very well received. Thanks especially to PK and his wife
- 4.3 The **explanatory papers on various management aspects** prepared by BA had been typed up and are being put onto Notice Boards. Thanks to BA.
- 4.4 The final **grass cut** had been completed in September. Thanks to EdeF
- 4.5 **Tree Register**. Several of the Trustees had “walked the trees” on the Register to look for defects on 13th August 13 No obvious defects need action were observed. NNDC had now been asked for a copy of the original register (which needs updating) and for assistance from the Tree Officer. No response to date. Trustees will have to prepare a new numbered map if NNDC do not assist. DG to press on this matter
- 4.6 **Concessionary Path**—Reported that Dominic Arnold has removed the old (dangerous) bridge and the new culvert pipe installed. Some small further safety work is needed via a working party and the bridge parts will need to be removed since it could not be transported whole back to the Car Park
- 4.7 **Sycamore Coppicing** – Potential letting of this autumn's felling contract is to be given to M Kirby for a fee to the Trust, in exchange for felling. Forestry Commission approval has been given for 30 stems. A time schedule now needs to be agreed between BA and the contractor
- 4.8 **Timber Sales** – BA expects to handle other autumn/ winter felling requirements himself.
- 4.10 **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.
4. 11 **Security of Scrape Area**—It was noted that the barbed wire has been removed but it has not been possible to meet and talk to local wildlife photographers.

- 4.12 **Storage cabinets** for containers—NE offered to source these
- 4.14 The erection of the third **Information Board** at southern canal bridge. Thanks to be passed to MW

5 Finance

- 5.1 DG reported that he is completing various analyses and reconciliations for the year to 31st August, prior to passing the drafts over to Sexty & Co for statutory Examination. The full accounts will be passed to all Trustees in good time for perusal/ queries before the end of November AGM the accounts were
- 5.2 DG noted that the 2010/11 accounts include one off items arising partly from the refusal of Groundwork UK (as agents for the Lottery) to allow reimbursement of certain expenditure, notably personnel doors for containers (£600). A full note of “one off” items will be available with the final accounts circulation.
- 5.3 DG noted that such items had more or less exhausted the Trust’ s already meagre General Fund. This situation underlined the need to raise **funds from new sources**, including website advertising , grants from Local Councils and Notice Board advertising. PK is progressing this aspect of our finances
- 5.4 PK reported on good progress in setting up the website on the **Local Giving** project which it is hoped will attract tax efficient donations through this national initiative

6 Other

- 6.1 **Management Plan** –On the back burner at present but a minimum plan is need each year, mainly to show woodland management proposals and for scrutiny by the Forestry Commission and NNDC. PK will progress as soon as practicable
- 6.2 **BAT Monitor**-In view of current financial constraints, it was agreed not to purchase a monitor for the Trust
- 6.3 Perry Hampson has not yet announced his expected **moth trapping** session. He will be emailed to establish if he intends to organise a session this autumn
- 6.4 **Replacement of faded roundels** on the circular walk from North Walsham-carried forward as a winter job

7 Anything Else?

- 7.1 **Volunteer Recruitment.** The frustration of potential volunteers contacting either DG or PK and then not appearing was noted. We still need to publish task lists on the web
- 7.2 **Recruitment of Trustees**—Those present agreed to ask NE to become a Trustee and he was pleased to accept. DG will do the necessary legal paperwork for Companies House and the Charity Commission
With regard to the discussions abut Vince of S&R , it should be understood that the possible conflict of interest if we continued to use his Company for our printing work

8 Next Meeting

- 8.1 Next meeting **30^h November**, at Knapton Methodist Church-7pm. This will also be our AGM, which should be advertised by putting up the Agenda on the Notice Board, without inviting the public specifically.
This (short) meeting will be followed by a General Meeting (for Directors only) and will cover specifically a fuller discussion on **Forward Strategy for the Trust and the Wood**
- 8.2 NS agreed to Chair future meetings of the Trust, subject to his availability

Signed as approved

Date