Minutes of Trustees' Meeting, 26th July 2017

Held at 47 Lydes Avenue, 7:45-9:00 pm

Present: Ken Timms, Chair; Bob Tilley, Joint Vice-chair; Mike Goodfellow-Smith, Joint Vice-Chair; Ian Caldwell, Treasurer; Linda Hirschhorn; Dave Munday, MaggieJo St. John.

Presence of all Trustees noted and celebrated.

1 **Minutes of Trustees' Meeting held on 26-04-17** were accepted as a true record

Matters Arising not on Agenda

Health and Safety Policy developed by Mike and previously circulated – *accepted*

Ken reported on the following items:

Prospect licence: agreed and signed by Trustees, and returned to Prospect View Medical Centre on 12th July 2017. Request for copy of fully signed licence sent on 25-07-17.

Budget, Purchasing and Payment processes: arrangements for Assets Manager Paul Radnor to spend up to £50 have been agreed between Ken, Ian and Mike. Paul will make requests for purchases to Mike, who will use his existing discretion arrangements to purchase and pay for items by card. Mike will inform Ian as soon as possible, and Ian will arrange for Mike to be repaid. It was clarified in discussion that Mike will be monitoring and verifying the appropriateness of both individual purchases, and sequences of purchases and overall expenditure.

Updating Objects and changing financial year with Charity Commission: Ken and Ian had prepared a signed copy of the new constitution for reporting the changes to the Charity Commission. Changing the financial year had been carried out on-line by Ken in filing the Annual Return.

Legacy donation: Ken will liaise with the donor when necessary

2 **Governance Review of Trustee Board**

2.1 Draft strategy review process

Following the last Trustee Meeting, Mike and Ken agreed that as the new Chair, Ken should draft the new strategy. This item was to discuss a process for developing the strategy. Ken proposed:

- to set up a page on MCF's website or links to a blog for the process

- to provide a basic value statement and proposals for the strategy
- to ask for comments from members and those on the email list (which may need to be moderated) by the beginning of November 2017
- to develop a draft strategy by mid –December
- Trustees discuss the draft at their January meeting and finalise in their April meeting to send out as an item to be voted at the AGM in June 2017

The Trustees agreed to this process .

Action 2.1.1 Ian as Webmaster to find best method for facilitating this process on-line

Action 2.1.2 Ken to provide Value Statement and Proposals by 1st September

2.2 Trustee Training

Trustees agreed that the Training needed to be arranged as a meeting in its own right. Initial discussion of dates and times led to identifying a week when most Trustees should be able to attend, starting November 13th 2017 (but not Wednesday). Ken agreed to arrange a date and venue, and would send links to Charity Commission documents for Trustees to read in advance. The meeting would consist of a discussion of the documents, and their implications for Trustees.

Action 2.2.1 Ken to propose date and time for Training and provide documents to read in advance

2.3 Member/volunteer training policy process

Mike had previously developed a Member and volunteer training programme, which needed to be reviewed as a component of a training policy.

Mike had recently reported to the grant body Glencora on the specific funds they had provided for training one person in volunteer management, and another is specific woodland skill which would then be cascaded. They had seen this as a significant contribution to the community.

Neither piece of training had been taken up by the people initially identified. Dave asked for information on the volunteer management training scheme, as he might take it up. Mike said he would approach the other identified person about the training they wished to have and pass on.

Ken asked for another Trustee to help with developing the training policy. Dave offered to be involved.

Action 2.3.1 Dave to investigate the volunteer management training scheme.

Action 2.3.2 Mike to talk to Paul about the training he wished to have and pass on.

Action 2.3.3 Dave and Ken to develop a training policy for members and volunteers

[Chair's note: no time limits were set on these activities in the meeting. I suggest Dave and Mike report their actions to the next Trustee meeting in October and Dave and Ken produce a draft training policy for the Trustee meeting in January 2018.]

2.4 Asset management process

Ian recapped his search for a labelling and recording system for the association's assets, across projects and sites. He had sourced a set of labels that should resist removal, a level of wear, and getting wet. It was agreed that he purchase them, and that it was necessary to have such a system. It was also agreed for simplicity's sake that monetary values would not be assigned to them in the accounts, though a note of their cost would be made when possible.

Mike and Ken were also in favour of an on-site system of labelled bins for individual tool types, also marked with the number of each item there should be in the bin, e.g. 'Spades (6); Forks (2); Loppers (6)…' to aid instant recognition of missing items before the beginning or at the end of a work-party, for example.

It was agreed that both systems were needed, and should be co-ordinated and monitored. Ian agreed to contact Paul Radnor, Asset Manager, to start labelling and compiling records.

Action 2.4.1 Ian will contact Paul, Asset Manager, to start labelling items and compiling records, as soon as possible.

2.5 Process for responding to offers of resources/land/woodland: exemplar - wood at St Anne's

Due to previous initiatives and being responsive to opportunities that have arisen has led to us having limited resources for responding to new requests or opportunities. At the last Trustee meeting it was agreed that all Trustees be involved in deciding whether to respond to requests/opportunities, and how.

Wood at St Anne's. We were contacted by the owner, CS, with woodland of nearly an acre as part of the grounds to her house on the road leading to St Anne's Well. She would like help in managing the woodland and opening it up to the public. The request had been discussed on-line, and it was agreed that we cannot currently dedicate direct time/effort to the project, but could propose to help the owner to develop and then provide support to a new group to work on the site, within our

umbrella. Bob suggested that a 'Friends of……' group might be appropriate, which could feed into Peter Smith's initiative in 'Friends of…' developments in the Town Council.

The advantages to MCF would arise from being involved in an area with very high foot-fall/public profile. The site could be an important site for Malvern's Marvellous Trees (see below) on the 'Route to the Hills'. CS and her land did not appear 'known' to local groups and agencies.

Mike and Ken had arranged to meet CS two days after the meeting. Since Dave had also expressed interest in being involved, Mike withdrew.

Action 2.5.1 Ken and Dave to visit owner, inspect the site and report back to the Trustees as soon as possible.

Audsley-Ellerslie contact. After the Agenda had been agreed, MCF had been contacted by the Marketing Manager of the Audsley-Ellerslie up-market retirement village development to arrange a meeting. Dates had been suggested. Type and level of involvement will be explored at the meeting. It is possible that their main concern is access to our members for marketing.

Action 2.5.2 Ken to meet Marketing Manager with one other Trustee on one of the agreed dates

3 **Governance Review of Projects**

3.1 Abundance

Linda's report was noted: there is sufficient budget for this year's harvest. Linda and MaggieJo will arrange picking at the Three Counties Orchard in line with advance orders for juice to prevent over-stocking. It was agreed that the money allocated for training within the budget should be available for other purposes.

3.2 Guided Tree Walks

Mike's report was noted. He is working closely with a group of Digital Design students in the University of Worcester on producing the pamphlets for two walks, for which the photos have been taken and research carried out. The students suggested the title of the publications should be 'Malvern's Marvellous Trees' to appeal to their age group. He clarified that all publications will be under joint MCF, Route to the Hills, and Heritage Lottery Fund publication. He felt that Dudley Brook's original Guides needed to be acknowledged, perhaps as 'inspired by…' As the Route to the Hills funding is limited, Mike is exploring funding from alternative sources for the full range of publications and continuing guided walks led by paid guides,

possibly through a Community Interest Company. A major local business has expressed interest.

3.3 Malvern Link Station

Ken's report was noted. Work is proceeding on a weekly basis, with at least two station adopters present at all but one session. The main constraint on the project is the need for adopter health and safety training procedures including id, personal protection equipment and training. Funding is being arranged within the Community Rail system for tools and a tool-shed to keep them on-site.

3.4 Prospect Community Woodland

Mike presented his report, request for funding and three quotes for new access paths, plateau levelling and re-development of the main access path from the Medical Centre. He stressed the importance of carrying out all three bits of work at the same time, as delaying the works for the new access paths could subsequently lead to damaging the remodelled main access path, which needed to be done after all the other works. In the opinion of one contractor (the cheapest) there would be sufficient material from cutting the new access paths for levelling the plateau, which he (Mike) was not convinced about.

Ken pointed out that this plan went against the decision of the last Trustee meeting to only fund the work of plateau-levelling and re-developing the main access path. The Trustees agreed that this decision be reversed; and that timeliness of the work was important (the middle-priced contractor could start straight away). Mike was asked to check the cheapest contractor's availability, and to ask for written confirmation from him that he would provide additional subsoil to properly level the plateau should it be necessary. If both the reassurance and the time-frame were acceptable, he could be given the contract, at the quoted cost of £1,905. If neither were acceptable, the contractor with the second lowest quote and instant availability should be given the contract, at the quoted cost of £2,150. In either case, there will be a need for preparatory work by MCF members, and subsequent projects for monitoring, maintaining and further improving all the access paths.

Mike wished to record his thanks to Julia for her efficiency in arranging site-visits, obtaining quotes and compiling the quote comparisons. He informed Trustees that she had also arranged a meeting of the Prospect Community Group for 5th September, at Craig's (Project Co-ordinator's) request. Craig had asked for his role to be limited to co-ordinating the work of each working party, but not taking responsibility for overall project development.

The security issue continues to loom large, with a syringe found amongst rubbish recently but no sharps: a sharps box is needed, to be kept on-site. More regular MCF

and/or community presence is required, which in turn requires the site be made more accessible for all by the works.

Mike reported on the two recent assessments of the site: once as part of the Malvern in Bloom judging, which appeared to go well; the second as a separate RHS assessment of the project in its own right, which will be followed by a report produced by the judge. Both assessments were subjected to red-ant intervention. They have been a significant challenge this year, and due to relatively common sensitivity to their stings, Dave will try a control measure that is of high risk to ants, but no-one/nothing else.

Action 3.4.1 Mike to seek assurances on material for levelling the plateau, and on timeliness from the contractor with the cheapest quote: if satisfied to offer the contract; if not satisfied, to offer the contract to the contractor with the next cheapest quote.

3.5 Townsend Community Woodland

Dave reported on the planned work from September agreed with MHT, both ride maintenance and the two new projects of managing osiers, and restoration of coppicing. There is a planned joint Woodland Day with MHT on November 5th.

Dave has yet to be given a regular shift pattern, but is planning to hold irregular work-days with enough notice to enable others to attend.

4 Treasurer's report

Trustees expressed their satisfaction with the Treasurer's report. Ken offered some clarity on moneys devoted to training. The Whittling Day training event had run at a loss, as previously considered: no charges were made, but donations were requested at a suggested level of £25. Two Trustees and three new people attended: two new people were in response to the email list, and one to a poster in the Co-op.

5 Resources

5.1 Volunteers/members

This item was not discussed, due to time constraints. It was agreed a significant slot would be allocated in the next Trustee Meeting

5.2 Fund-raising

This item was not discussed, due to time constraints. The Co-op customer contribution has reached more than £1500.

6 **Initiatives and Proposals**

6.1 Funding and sourcing refreshments

MaggieJo raised the issue of the funding and sourcing of refreshments made available during working parties. She was keen that tea, coffee, biscuits &c should be ethically sourced, and that MCF should make provision within its funding and it should not depend on individual donations.

During the Whittling Day, the course leader Dave Jackson had encouraged participants to regularly partake of hot drinks and sweet snacks. It was his observation that self-injury and accidents increased the longer people went without. This appeared to be a general experience amongst Trustees, which suggested it should also be our practice during work parties on health and safety, as well as social grounds.

It was agreed that the provisions should be ethically sourced wherever possible. Currently, Dave and Mike fund drinks and biscuits at events and are happy to continue. However, it was agreed if neither were present, or supplies ran short for whatever reason, then others could purchase such supplies and be reimbursed by MCF, for up to £5 per event.

Next Meeting: 25th October 2017, 7:45-9:15, at 47 Lydes Avenue

Subsequent Meeting: 17th January 2018 (back up date, 24th January 2018)

Meeting closed at 9:20 pm

Actions agreed at Trustee Meeting 26-07-17					
Action*	Regarding	Action required	By whom	By when	Completed
Action 2.1.1	Draft Strategy Policy	To find best method for facilitating this process on-line	Ian	Asap	
Action 2.1.2	Draft Strategy Policy	Value Statement and Proposals	Ken	1st September 2017	
Action	Trustee Training	Proposal for date	Ken	1st	

2.2.1		and time for Training and provide documents to read in advance		September	
Action 2.3.1	Member/volunteer training	Dave to investigate the volunteer management training scheme.	Dave	Next Trustee Meeting	
Action 2.3.2	Member/volunteer training	Mike to talk to Paul about the training he wishes to have and pass on	Mike	Next Trustee Meeting	
Action 2.3.3	Member/volunteer training	Develop a training policy for members and volunteers	Dave and Ken	5th January 2018	
Action 2.4.1	Asset Management	Ian will contact Paul, Asset Manager, to start labelling items and compiling records, as soon as possible.	Ian	Asap	
Action 2.5.1	New Contacts – wood at St Annes	To visit owner, inspect the site and report back to the Trustees as soon as possible.	Ken and Dave	28th July 2017	
Action 2.5.2	New Contacts – Audley Ellerslie	Ken to meet Marketing Manager with one other Trustee on one of the agreed dates	Ken	16th August 2017	
Action 3.4.1	Prospect Community Wood	Mike to seek assurances on material for levelling the plateau, and on timeliness from the contractor with the cheapest quote: if satisfied to offer the contract; if not satisfied, to offer the contract to the contractor with the next cheapest quote.	Mike	Asap	

*Action numbers, e.g. 2.3 refers to Action 3 in Section 2 of Minutes