

FRIENDS OF PRIORY FIELDS

MINUTES OF COMMITTEE MEETING HELD ON 13th April 2017 7:30PM

Present: Ian Read (Chair)
 Ruth Collen (Minute Taker)
 John Bishop
 Den Harvey
 David Oxley-Goody
 Chris Saltmarsh
 Peter Nightingale

1.	APOLOGIES FOR ABSENCE
	Julie and Bob Norman , Pam Dawson , Geoffrey Worricker, Malcolm Whipp
2.	MINUTES OF LAST MEETING AND MATTERS ARISING
	<p>The actions from the last meeting were run through and discussed.</p> <ul style="list-style-type: none"> • Dave to contact Kelly’s turkey regarding a raffle prize. • John will do some research into grants for around £7000 for the new machine. <p>Peter proposed and Den seconded the minutes.</p>
3.	ACTING CHAIRMAN’S REPORT
	<p>The AGM is on 11th May and Ian asked the meeting if they were happy to continue as members of the committee, all members agreed.</p> <p>Linden has said that she doesn’t want to be part of the committee but would still like to get emails and information; Julie has also requested to still get emails and information as she feels that at the moment she cannot commit regularly.</p> <p>Haven’t heard from Peter Athey so he will be taken off the distribution list.</p> <p>Dave will have a word with Tony this week, he will also ask him if he can pass over all the information he has on the Awards for All grant. John will also contact Geoffrey.</p> <p>Action: Dave to speak to Tony regarding staying on the committee and the Awards for All grant.</p> <p>Action: John will contact Geoffrey.</p> <p>It was agreed and confirmed that: Ian will continue as Chairman John has volunteered as Vice Chairman Dave is happy to stand in as Secretary in Tony’s Absence John will continue as Treasurer. Ruth to inform the group at the AGM if she will be able to continue as minute taker. Dave has said he will ask around to see if there is any interest in roles.</p> <p>It was discussed and agreed to change the quorum to 3 but this will be voted on at the AGM.</p>
	<p>Dave has agreed to be the third signatory for payments, John has said that he will look into what has to be done to do this.</p> <p>Action: John to look into how to add another signatory to the account.</p>

4.	FINANCE REPORT
	<p>John confirmed that the £75 raised from the U3A event will be paid into the bank on Tuesday.</p> <p>The books for the last financial year will be given to the auditor in the next few days to look at before the AGM and he will be asked if he is happy to continue in this role.</p>
5.	REPORTS ON WORKING PARTIES & FIELD PROJECTS
	<p>Last weekend the cleaning of Ted Saville's bench was finished, the grass was cut and the orchard trees were watered.</p> <p>What needs to be done at next month's working party will be discussed over email as the AGM is on in place of the next committee meeting.</p> <p>Chris received an email from the house owner whose fence backs onto the priory arch asking if the hedge can be trimmed. Chris has referred this onto the committee. It was discussed and Ian will email back saying that it will be trimmed in the next month.</p> <p>Peter has suggested during the summer changing the work party dates to the 2nd and 4th Saturday of each month just to do mowing and trimming as this is all that really needs to be done. This was discussed and the working parties will remain as they are and then if necessary extra days will be planned.</p>
6.	FUND RAISING
	<p>Quiz Night: Dave will send round an email to confirm the number of teams, there are 6 teams confirmed so far, and John has said that he will organise a team.</p> <p>Pam is organising the hamper.</p> <p>A selection of wines will be given as a prize to the winning team, Dave will organise this. Action: Dave to organise the prize for the quiz.</p>
	<p>Grant: John is looking into this and will report back.</p>
7	FIELD PROJECTS
	<p>New machine: Peter saw a machine at Doe's that could be an option but after a group visit it was decided that it wouldn't be suitable. Malcolm had then seen another machine but after trying to organise for them to bring the demonstration model to be brought to the fields, the machine was sold. Following this, it has been suggested for Peter to contact Grasshoppers to see if they supply this model or to look into buying a used model. Action: Ian will email Peter the details of the model.</p>
	<p>Warning Notice: The warning notices are now ready. Peter will sort out getting the signs ready to be put up; these can be put up at the weekend. Action: Peter to sort out the warning notices.</p>
	<p>U3A event – 30 people turned up, John gave a talk about the history of the arch etc. and then took them up to the arch and then back for refreshments and a chance to look at Geoffrey's photographs. Donations raised £75.</p>
	<p>Nature Update: Linden suggested when people are doing their field inspections to take pictures of any new wildlife/flowers they see and send them onto her to put them onto Facebook.</p>

	Peter saw a pair of tree creepers at the March working party and has said that it would be good if we could build some bird boxes for these. Peter has already asked the scouts if they would be interested in this and they agreed. Ian said this is okay to go ahead and Peter can purchase some wood for this.
	John has spoken to John Summerford who is concerned how much we are changing the fields and said that we should have a master plan for the fields so that wildlife isn't disrupted. We have to find a balance between woodland/grassland and having a place for wildlife whilst also being a place for people to come to walk. This will be kept in mind.
	Further to the discussion at the last meeting regarding children's parties, John has drawn up some information to be put in the in-touch magazine regarding this, saying that if parents are thinking of organising a children's party why not use Priory Fields. Although, it must be made clear that we would not be organisers of the party or involved. It was suggested for everyone to think about rules for this and John will email around his copy of the advert so people can add any ideas onto it. Action: John to email round his advert for the children's party.
	Dave has been asked by a few people on the fields if they can have a fruit tree planted in the orchard and they have said that they would be happy to supply the tree. It is a heritage orchard which has an old Essex variety of fruit, so it was suggested for Dave to talk to them and see if they are happy for the committee to supply the tree and then ask for a donation. This will be put on hold for now until we have enough to plant a new row.
	PC.RELATED ISSUES
	Survey: The last major works carried out on the arch was 2008, there has also been an interim survey by Bakers carried out. Chris will look when this was done and report back. Action: Chris to look up when the Bakers survey was completed.
	Chris gave an update on the insurance claim regarding the 4 trees.
	Karen went to a training day, and reported back that if a Parish Council has trees that hang over a public footpath, they have to be inspected every year.
	There is going to be a drop in session on 9 th May regarding the Chelmsford Plan and the new builds around Chelmsford.
	The PC has had a quote to clear the ditch leading onto the carpark.
	Annual Parish Assembly on 5 th May, all committee members are invited. We will try and get display boards for this, suggestions of having posters advertising for more members, quiz night, AGM etc.
9.	PUBLICITY AND NEWS ITEMS & AOB
	Facebook: This is ongoing, the committee was encouraged to like and share items. In Touch articles: Adverts have been going in for the AGM and the Quiz Night. Suggestion of sharing the role of writing articles. Putting the children's parties advert in the school newsletter.
10.	DATE OF NEXT MEETING
	AGM 11 th May 2017

Signed:

Date: