

**FRIENDS OF PRIORY FIELDS**

**MINUTES OF COMMITTEE MEETING HELD ON 14th August 2014 7:30PM**

Present:                    John Bishop (Chairman)  
                                 Ruth Collen (Minute Taker)  
                                 Ian Read  
                                 John Bishop  
                                 Peter Nightingale  
                                 Geoffrey Woricker  
                                 Chris Saltmarsh  
                                 Den Harvey  
                                 Pam Dawson

1.	<b>APOLOGIES FOR ABSENCE</b>
	Peter Athey, Julie and Bob Norman Jo Britter and Linden Rosam
2.	<b>MINUTES OF LAST MEETING</b>
	The actions from the last minutes were reviewed. <ul style="list-style-type: none"> <li>• Under item 7 it needs to say 'the working party' instead of Ian and Peter.</li> <li>• Under item 8 it is not a nature trial it is a nature walk.</li> </ul> <p>Ian proposed the minutes and Peter N seconded them.</p>
3	<b>MATTERS ARISING</b>
	Chris will drop off the plans for the school.
4.	<b>CHAIRMAN'S REPORT</b>
	The Green Flag has arrived.
5.	<b>SECRETARY'S REPORT</b>
	We are going to ask Rod to produce some Christmas cards for us that we can sell at the Christmas fayre. Discussion around cost of getting around 250 cards printed.
	Tony passed round some samples of picnic benches, we will make a few more enquiries and bring this back to the next meeting. Discussion around different gazebos and the different choices available. We will try and get a grant for both of these (Awards for all). Costings for both of these will be brought to the next meeting.  Action: John suggested seeing if the man from the living landscapes project will come and talk to us about this. John will try and fix a date.
6	<b>FINANCE REPORT</b>
	The amended budget was passed around and discussed.  Action: Linden will be asked to make the necessary changes
7.	<b>WORKING PARTIES</b>
	Last month the fields were tided up and the branches and the trees near the Moor Hall Lane entrance were cut. The grass was also cut and the hedges were trimmed.
	The hay cut is due to be done. The drainage has been completed and the Trenches have been dug.

	Action: John is going to look for the memorial tree book.
	There is a first aid course on 26 <sup>th</sup> September for £20 at the Champions Hall in SWF. Peter N has said he will attend this.
8	<b>FUNDRAISING</b>
	<p>Around 40 craft people have been invited to the craft fayre, there has only been one negative response so far. The publicity for the fayre is underway, we will need to advertise in nearby villages such as Little Baddow. A raffle is being planned for the fayre.</p> <p>Julie will be doing soup and a roll for refreshments.</p> <p>We will need a licence for selling mulled wine. This will cost £21.</p> <p>We will need to look into getting a food certificate.</p>
9)	<b>FIELD PROJECTS</b>
	<p>Tours of the fields: The puppet show/family event could run alongside this. Tony and Peter N are happy to start planning this. Action: Tony will set up a meeting for this.</p>
	Discussion around having commemorative benches.
	Purchasing Land: The land will need to have a lot of work done to it, so we need to decide how much we are willing to pay and then John can take this figure back.
10)	<b>PC-RELATED ISSUES</b>
	The CCTV is up and running, the cameras need to be realigned.
	Discussion around having WIFI in the village hall.
	Chris has sent an email to Karen regarding the insurance certificate – he is awaiting a reply.
	Tree Survey – Chelmsford Council are unable to help us, we need to find someone else. Karen is chasing up organisations.
11)	<b>PUBLICITY AND NEWS ITEMS</b>
	Rod Brown has finished the art work for the info board. Discussion around logos and putting a QR code on it. We are waiting for a price for the frame from Peter's old boss.
	Ian has found some possible books for the memorial book, it was agreed that there will be a budget for £50 for this.
	<b>Action:</b> Ruth to ask her dad to ask at his school to see if anyone is interested in developing our website.
12)	<b>ANY OTHER BUSINESS</b>
	Chris will not be available for the next meeting.
	We will need materials to make the nature notice board.
13)	<b>DATE OF NEXT MEETING</b>
	11 <sup>th</sup> September

Signed: .....

Date: .....

