

FRIENDS OF PRIORY FIELDS

MINUTES OF COMMITTEE MEETING HELD ON 14th May 2015 7:30PM

Present: Ian Read (Chair)
 Ruth Collen (Minute Taker)
 Pam Dawson
 Tony Bushell
 Chris Saltmarsh
 Julie and Bob Norman
 Peter Nightingale
 David Oxley-Goody

1.	APOLOGIES FOR ABSENCE
	Peter Athey , Jo Britter, Linden Rosam, Geoffrey Worricker, John Bishop and Den Harvey
2.	MINUTES OF LAST MEETING AND MATTERS ARISING
	<ul style="list-style-type: none"> • Peter N needs to be added to the list of committee members who are happy to stand again at the AGM. • Tony will check with Geoffrey if he wants to be re-elected. • Chris is still waiting to hear from the police regarding the insurance claim for the notice board. <p style="margin-left: 40px;">Tony proposed the minutes and Peter seconded them.</p>
3	CHAIRMAN'S REPORT
	<p>Bat Survey: Everyone enjoyed the evening and we now have 2 new records. Tony is going to check if John thanked the group for coming. Action: Tony to talk to John regarding thanking the group.</p> <p>Discussion of looking into organising more surveys such as for butterflies and badgers.</p>
	<p>Community Games Day: We are putting on running races for the children.</p> <p>Discussion around first aid, Dave said that there will be a first responder there who is also first aid trained.</p> <p>Carolyn and Pam are doing refreshments on the day and Julie has said that Jo will also be available to help.</p>
	<p>FoPF Administrative Standards: Discussion around the email sent out by John and Linden regarding the accounts, agenda and minutes.</p> <p>It was agreed that for the accounts the original signed document will be kept by the treasurer and then two copies will also be kept by the treasurer and then one copy will be given to the secretary to file with the AGM minutes. The secretary will then send a copy to the clerk.</p> <p>For the agenda it was agreed that Tony will send out an email to committee members to see if anyone has any agenda items and then agree it with John a week before the meeting and then</p>

	<p>forward it onto Ian to put it on the website.</p> <p>Ruth will send out the minutes of the committee meeting to Tony within 2 weeks who will then check them and agree them with John. These will then be sent out to committee members and if there are any amendments committee members can contact Tony who can then contact Ruth to make the changes. This copy will then be signed at the meeting.</p> <p>Tony is going to re-write the administrative standards. Action: Tony will re-write the standards.</p>
4.	<p>SECRETARY'S REPORT</p> <p>Grant Application: We have been given the grant and the money should hopefully be in our account. Pam has said that she will check with Linden if the money has gone in. Action: Pam will check with Linden if the money has gone in.</p> <p>Tony hopefully will be able to announce this at the AGM.</p> <p>There will be a small committee to decide how to spend the money; Tony, Dave, Peter and Ian will be part of this group, Tony will arrange a meeting. Action: Tony to set a date for this meeting.</p> <p>Discussion around the benches and gazebo, Ian has been in touch with a gazebo company.</p>
	<p>Child Protection Policy: Tony will send round a copy of a child protection policy which he has adapted from the Parish Council's policy. Action: Tony to send round the child protection policy.</p> <p>Procedures also need to be looked at in the future.</p>
5	<p>FINANCE REPORT</p> <p>Projected figures for the budget will be discussed next month.</p> <p>John is trying to get Pam onto the bank accounts.</p> <p>Discussion around using online banking, Pam would need the committee members' bank details and then the account will remember the details for future transfers.</p> <p>Discussion around getting the Friends a debit card.</p> <p>Pam will be taking over the treasurer role after the AGM.</p>
	<p>John would like to thank Linden for finalising the end of year accounts and thank Pam for picking up the role.</p>
6.	<p>REPORTS ON WORKING PARTIES</p> <p>At last month's working party branches were burnt from the oak tree and the grass was cut.</p> <p>Next month if the weather is good we will trim the hedge by the footpath and the ragwort also needs to be pulled up.</p>

	<p>Discussion around the Tree Inspector's report. Ian, John and Chris will meet up and go through this and discuss further action.</p> <p>Action: Ian, John and Chris to meet up regarding the Tree Inspectors' report.</p>
7.	<p>SPECIFIC ISSUES</p> <p>AGM Preparations: Doors open at 7:30pm and the meeting will start at 8pm, if committee members can be there by 7 to help set up.</p> <p>Rob Haworth is the guest speaker and will be giving a presentation on his job as a park ranger.</p> <p>There are posters and notices up around the village.</p>
	<p>Health and Safety:</p> <p>Discussion around having a risk assessment form to be signed yearly, Ian will update the current form.</p> <p>Action: Ian will update the current health and safety form.</p> <p>Chris will send out a copy of the village hall risk assessment.</p> <p>Action: Chris to send out a copy of the village hall risk assessment form.</p>
	<p>Dog Fouling:</p> <p>Dave has said that there has been an improvement on the fields regarding this. A thank you was given to Dave for his efforts in this.</p> <p>Discussion around the new bins.</p> <p>Chris said that in Barking they are doing a trial of collecting dogs' DNA to deter dog fouling.</p>
	<p>Repair of damaged Notice Board: This is still in process.</p>
8.	<p>FUNDRAISING</p> <p>Xmas craft fayre: There was a meeting a couple of weeks ago and everything is going well, we have over 20 stalls signed up.</p>
9.	<p>FIELD PROJECTS</p> <p>Danbury living landscapes meeting: Peter has been to one meeting and will be attending another meeting in June.</p> <p>Living landscapes awards: We have got an application form for these awards, which Peter will fill out. If you get an award you receive a certificate, a stamp of approval and a celebratory letter.</p> <p>Action: Peter to complete the application form.</p>
	<p>Haycut: Peter N has received an email from Steve Plumb from the City Council regarding a contact from the Park department for the haycut. Peter N will reply say that we are alright for this year but we will keep his details for next year.</p> <p>Action: Peter N to reply to Steve Plumb.</p>
	<p>Metal tags for apple trees: Ian has found a company who sell these. Ian has said that he will order 20 of these.</p> <p>Action: Ian to order the metal tags.</p>

	<p>Information Board frame: Peter's contact is no longer able to do the frame for the board, Ian has found some contacts in Danbury and will let Peter know the details. Action: Ian to give Peter the contact details regarding the information board. Discussion around the budget for this, Pam suggested having a separate budget for this and also a separate budget for the craft fair.</p>
10.	PC-RELATED ISSUES
	<p>Gary Blackshaw has been appointed to the Parish Council Tree Officer. The members of the management committee have agreed to stand again.</p>
11.	PUBLICITY AND NEWS ITEMS & AOB
	<p>Ian was recently contacted by a lady who said that she had a photograph of the arch and if we wanted it. We have now received it free of charge. Discussion of what to do with it.</p>
	<p>Discussion around asking the Brownies and/or Guides if they would like to perform at the craft fair. Action: Peter to contact the brownies and guides.</p>
	<p>The 100 club :There hasn't been enough interest in this, this will not be pursued.</p>
	<p>Peter N has recently seen a whitethroat, blackcap and a four spotted chaser dragonfly on the fields.</p>
13)	DATE OF NEXT MEETING
	11 th June 2015

Signed:

Date: