



## Woodcote Millennium Green Trust

Charity Registered Number 1075872

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### 2014 ANNUAL GENERAL MEETING MINUTES Thursday 6<sup>th</sup> March 2014 at Epsom Sports Club, Woodcote Road, Epsom

Version 1.1

#### 1 Welcome and Introductions

Mark Swan, Chairman of the Trustees, welcomed Patrons, Friends and local residents to the AGM.

#### 2 Apologies for Absence

Apologies were received from Shirley Edghill, Steve Hillier, Maggie Parsloe, Judith Paterson, Emma Swan and Derek Warrilow.

#### 3 Minutes of the last meeting (Monday 15 March 2013)

The Minutes were approved and duly signed by the Chairman.

#### 4 Matters Arising

Any outcomes are covered in items following.

#### 5 Trustees' Report and Accounts for the year ended 31<sup>st</sup> December 2013

The Treasurer, Jeremy Hawken, presented the Accounts and Financial Review in the Annual Trustees' Report. He highlighted key points under Receipts and Payments:

- a) Donations were considerably higher in 2013. They included £2,245 from the family of Margaret de Lyon for the purchase of a bench seat in her memory; £640 from Waitrose in Epsom, the result of the Green being selected for their Community Matters scheme and gathering public votes; £300 from a similar Lloyds TSB Charitable Trust scheme, together with a commemorative mounted certificate; £413 in Patrons receipts (a further £1,500 remains to be collected by regular subscription to complete the scheme).
- b) Less was spent on maintenance of the Green this year.
- c) This was the second year in a three-year cycle of managing the costs: the spend on capital items and non-capital items such as for tools and their servicing.
- d) Annual insurance was taken out with a different provider at a saving of £183.
- e) Regarding Current Assets, investment returns were strong with equity markets rising generally. Dividends were re-invested to purchase more units. The total market value of investments as at 5<sup>th</sup> March 2014 was £65,481, up from £51,744 as at the 31st December 2012 (up over 8%).
- f) The value in cost terms of volunteers carrying out the maintenance of the Green cannot be over-estimated. The Trust's financial profile shows that funds should last for 30-50 years

Actions

providing voluntary maintenance continues throughout, supported by a maintenance budget averaging £2,000 p.a.

A recommendation was made that all assets be shown on the Accounts at end of year.

JH

An enquiry was made whether any Gift Aid had been received recently.

JH said that a Gift Aid claim was made from time to time, and one would be made shortly. The donation for the bench seat was eligible for Gift Aid and this would be included.

JH

## 6 Appointment of Independent Examiner

Since 2009 legislation requires that an independent examiner must be appointed by any Charitable Trust with a minimum turnover of £25,000 OR if the Trust Deed states that an independent examiner must be appointed. Our Trust does not meet either of these requirements so JH had not had our Accounts examined independently this year. However, Steve Hillier has agreed to continue to review our accounts after this year.

JH

## 7 Future Plans and Suggestions

### • Maintenance of Hoggin Pathways

The Trust is preparing to have all the hoggin pathways refurbished and to have two new paths constructed. One quote for the job was received in 2013 from C&G of Epsom, but this was subsequently withdrawn. Recently Jason Cowling had an on-site meeting with JKS Construction who subsequently submitted their quote. It was suggested that three viable quotes be obtained. A new contractor had emerged as a result of an appeal in the Newsletter. At least one further possible contender had also been identified.

Brian Saxby reported that the original specification for our hoggin pathways (monitored by Sue and Robin White) has only just been retrieved. It describes in two parts:

- a) the identification of the specific materials used in the layers forming the pathways, and
- b) the Laying Guidelines as recommended by the hoggin suppliers.

BS recommended that both parts will be useful to pass on to contractors to help them ensure a match to our existing groundwork, both in appearance and in structure and performance, and also to ensure they are aware/reminded of the special requirements for successfully binding the gravel layers together. BS will pass the specification and laying guidelines to JC.

BS

It was agreed that we should pursue three quotations based on this retrieved information. JC agreed to ask for quotes from the following: JKS (based on a revised specification); Gerald Abrahams; and Paul Cologan.

JC

Advice from various specialists indicated that the anticipated life of pathways such a ours was 10-15 years. Heavy footfall would mean earlier refurbishment. Horse traffic will prevent effective surface compaction taking place, so local stables had been requested to avoid the site.

During the work on the pathways, spoils will be moved or removed. It was pointed out that legally, if we technically change the level of the ground, we need planning permission.

### • New Seat in the Glade

A new seat was installed earlier last year in the Glade. Unfortunately this developed unsightly cosmetic flaws due to a bark inclusion in the seat part, currently made out of a single large piece of green English Oak. Our suppliers are going to replace the seat part with two new long board pieces to reduce splitting. They had selected new green oak material in the autumn. The wood is now drying. It is due to be milled this month (March) and the new parts will be installed later on in the spring.

BS

## 8 Any Other Business

- **Negotiations with BT/Open Reach and UK Power Networks**

John Parsloe reported on the progress that has been made by the Trustees in the negotiations regarding trespass. (The trespass relates to BT having put cabling under the ground and installing a box on the Green without prior arrangement.) £1,258 has now been paid to the Trust by BT/Open Reach.

JP is leading further negotiations with the electricity service provider (UK Power Networks) about cabling for electricity running under the Trust's land. A survey has been produced. The survey demonstrated the legal responsibility of UK Power Networks, and did not indicate any cables that would be disturbed by the Trust's normal operations (tree planting, ditch clearing, grass cutting, new paths excavations etc). BS said he would look at it from a safety aspect.

BS

MS expressed thanks to JP for negotiating beneficial results on behalf of the Trust.

- **Area around Woodcote House**

Richard Lea said the gardener for the property was dumping grass cuttings and apples both on our land and theirs and this created an eyesore. Mark agreed to ask the property managers to create a space somewhere else on their land to dump their cuttings etc.

MS

- **Website Activity**

Luke Jennings reported that there had been 324 visitors to the website during the year. On average, they viewed two pages for two minutes per visit. The most popular pages were History, the Gallery and Donations. Most visitors to the page came via Google, Wikipedia (link from Millennium Greens UK) and epsomandewell.gov.uk.

- **Legacy Received**

In January we were in receipt of a substantial legacy left to the Trust by Evelyn Paterson, a local resident. It was acknowledged that the legator had helpfully agreed that her gift could be publicised in the hope of encouraging others to make similar provisions in their wills. It was agreed that all the money would be put toward the pathways maintenance project.

- **Trees Management**

MS reported that there is a project called Good Woods being run in the East and South East of England to help woodland owners with the management of their woodlands. The advice given is closely linked to the UK Forestry Standard (UKFS) – the reference standard for Sustainable Forest Management in the UK.

MS met with Laurence Crow, a Woodland Advisor from Good Woods, to appraise the Green. Mr Crow submitted a useful report including a description of the property and the identification of the tree species therein. The report also includes recommendations for improving the management of the trees, including felling dead and dying trees and restocking with native small, medium and large trees suitable for rising temperatures. It was also recommended that we create a graded woodland edge along pathways to let in more light and as nesting habitats to promote birdlife. The report was being considered by the Trustees.

Trustees

MS found out that Good Woods will fell trees, too. We were also reminded that Dave Ford is a contact if we need help with planting trees.

- **Nesting Boxes for Birds**

Mike Richardson had arranged with Headley Court to supply us with eight new nesting boxes for birds for a donation of £8 per box. The boxes made of English Oak have been collected and BS is in the process of putting them up around the Green. The boxes were made by soldiers wounded in Afghanistan, who are currently in rehabilitation at Headley Court. The boxes have been decorated mostly with emblems of the soldiers' regiments. The oak had been donated to Headley Court by the Mole Valley Project.

LJ requested from BS some photos for the website once all the boxes have been installed.

BS

The meeting was closed at 9:28 pm.

END

DKS/17Mar14