



Woodcote Millennium Green Trust

Charity Registered Number 1075872

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Minutes of the seventy-second meeting of the Woodcote Millennium Green Trust 8:00pm on 26th July 2017, 6 Sunnybank Epsom

Present:

Mark Swan	Chair
Jeremy Hawken	Treasurer
Liz Frost	Mayor: Epsom and Ewell
Sarah Nicholls	Minutes

Luke Jennings	Trustee
Brian Saxby	Trustee
Andrew Broadbent	Head of Governance and Estates ESUH

1. **Apologies:**
Chris frost, Paul Masters, Jason Cowling

2. **a. Minutes of last meeting agreed**
b. Action Update

Ref	Owner	Action	Update	Status
17/01/19-1	JC	Purchase of bulbs	Will wait until autumn, carry over to next meeting	Open
17/01/19-2	AB	AB To write a short article to raise profile of the green for the ESUH Trust "All Staff news letter"	AB confirmed complete	Closed
17/01/19-3	LJ	Investigate on-line printing costs for newsletter	Complete. LJ has details	Closed
17/01/19-4	JC	Use of Roundup weed killer on reeds in pond as they start to grow.	Not undertaken. Given the extent of the weed infestation, it was felt post meeting that Roundup would not have much impact	Closed
17/01/19-5	LF, JC, PM, MS	Damage to seedlings during installation of pedestrian crossing- JP to draft letter for MS to send to council requesting compensation of £500.	<p>26/07/17: Whilst some time has elapsed since crossing was installed it was agreed that it was still worth approaching the council with a request for compensation.</p> <p>LF to advise who to send letter to. JC to re-assess extent of damage to confirm if it is £500 ? PM to draft letter for MS to send. Carry over to next meeting</p>	Open

3. Financial Report

- JH presented financial report
- c8% return on the M&G investment
- A significant expense this year was the lawn mower service and repair £782.
- To date £3,340 raised for the pond refurbishment project.
- An additional c£800 could be claimed if donors complete the gift aid form.

ACTION:

17/07/26-1	JH/LJ	Contact donors to request completion of gift aid form
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- Donation form requires review, PM has intimated that it could now be legally non compliant. Post meeting update: PM has reviewed Gift Aid form and provided amended wording.
- Donation and gift aid form must be included with all newsletters/communications in future.
- Worth looking at Just Giving/Virgin Gift Aid or similar. This makes it easier to donate.

ACTION:

17/07/26-2	JH LJ	To investigate charity donation schemes available (e.g. Just Giving) and set up a page for WMG. This will need to be done before publication of the next newsletter at the beginning of September, so that it can be signposted from the website and in the newsletter.
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- CAF Bank charging, it may be worth switching bank accounts to another provider, there could be a saving on charges.

ACTION:

17/07/26-3	JH	JH to investigate alternative account providers to see if anything with lower costs is available.
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- JH is proposing to cash in 50% of the general portion of the M&G investment which is currently at £13.9k so that there are more easily accessible funds.

4. Fund raising for the pond

4.1 Update

MS: Mixed response to the fund raising campaign.

A number of potential donors have advised that they are reluctant to donate, as there is no certainty that the necessary level of funding required would be raised and have asked what would happen to their donation if this was the case.

What can we do to re-assure potential donors?

Solution options discussed:

- 1) Instead of requesting donations, could we request a commitment/pledge to donate calling in the commitment only when sufficient funds to cover the full cost have been pledged.
- 2) Money back guarantee.
- 3) Next newsletter (early September) to be more specific about the timeframe for when the work will be undertaken. To provide a breakdown of what needs to be done and to explain that in the event of insufficient funds raised, work will be prioritised and some de-scoped. Making it very clear that all funds raised during this campaign are ring fenced for the pond refurbishment and will be spent only on that. Making it clear too what the impact would be if the renovation was not done: ultimately we lose the pond.

Conclusion: It was agreed that the best option at this time is option 3).

It was agreed that we should plan for the work to be undertaken in February 2018.

ACTION:

17/07/26-4	LJ	LJ to arrange for another quote and to pencil in the work to be undertaken February 2018
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- MS has contacted Sustainable Drainage Systems to seek further advice and to see if there is anything they could do to help. Awaiting response.
- In response to an email from Angela Clifford in Langley vale, MS contacted Chessington Garden Centre with details of the project and to ask if they could help. They have kindly donated a £100.00 voucher.

- MS has contacted Epsom Guardian newspaper to see if they could feature an article on the WMG and the pond, no response to date.
- MS has contacted Tina Mountain Conservative Councillor Epsom and Ewell to see if she is able to allocate some funding to help. No response to date.
- MS has been approached by someone who is willing to provide a long-term, interest free loan to fund the project. Whilst the trust is appreciative of this very generous offer it was felt that undertaking work prior to raising the funding could lead to the perception that required level of funding has been achieved leading to a reduction in donations.

AB suggested that before the work is undertaken the Trust should check to make sure there are no greater crested newts on-site. AB is aware that there are some in ponds less than a mile away it is therefore possible that there could be some in the WMG pond. These are a protected species, if on-site it will be necessary to arrange for them to be removed prior to any work.

ACTION:

17/07/26-5	JC	JC to contact Helen/Stewart Cocker – Mole Valley borough councillors to see how we can confirm whether or not greater crested newts are living in the pond.
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4.2 Other Fundraising Ideas

Options discussed:

- 1) A prize draw using donated gifts as prizes, e.g. the £100 Chessington Garden Centre voucher.
- 2) Raising the profile of the WMG and signposting to the Website, Facebook and Just giving (or similar) page, focusing on community engagement and generating an environment for the whole community to use.

It was agreed that the best option at this time is option 2)

How do we do this?

- a. Use of Google Grant, there is no charge for this for charities. This is based on predefined key words which if entered into Google search will return an 'ad' for the WMG website, objective to increase the number visitors to the website.

ACTION

17/07/26-6	LJ	LJ to investigate feasibility of using Google Grant to lead more visitors to the WMG Website
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- b. Promote the WMG in 'What's on in Epsom'. Paul Taylor is the contact for this.

ACTION

17/07/26-7	LJ	LJ to contact Paul Taylor and invite him to the next maintenance day and/or invite him to be shown around the green by MS with a view to including an article about the WMG in What's on in Epsom.
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- c. Try to gather a Facebook following by signposting to the FB page in the newsletter and asking readers to 'like our page'.
- d. AB suggested we could appeal to nature lovers by mentioning the many bird species living on the green. AB has spotted as many as 22 in one day.

ACTION

17/07/26-8	AB	AB to see what he can do to promote the green within the hospital community and will discuss options with the hospital comms team.
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5. Roles of Trustees

There are currently 9 trustees, MS would like the role of each to be formally defined with specific roles and responsibilities. This will help when it is necessary to appoint new trustees.

Are all roles really true 'Trustee' roles or are some support?

ACTION:

17/07/26-9	ALL	All Trustees to review Trustee Roles and Responsibilities paper produced by MS and to provide feedback so that MS can finalise paper.
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BS advised that at the end of the current trustee term he plans to resign from role. He feels that it would be helpful if his replacement has an engineering background. He has found his own engineering knowledge a useful asset whilst serving as a trustee.

6. Smoking on the Green

The litter caused by smoking continues to cause problems despite the installation of the cigarette bins. The bins are being used. AB has been emptying them and recently weighted the content of one collection at over 2kg.

- MS has received an email from Claire Moorcroft who lives in Cedar Hill, who loves to use the green but won't now because of the smoking.
- A comment was recently left on Epsom Hospital's Facebook page, a regular visitor to the green has with her two young children started to clean up after the smokers. Pictures of the children clearing up the cigarette butts were also posted.

AB is doing what he can to help resolve the issue where caused by hospital staff, including circulating the comment left on the hospital Facebook page to make hospital users aware of the issues smoking on the green is causing. AB is also seeking to engage support from the Hospital executive team by inviting one of the team to visit and look around the green to see first hand what is happening.

Additionally AB is looking to include more information about the WMG in the weekly all staff newsletter, he will liaise with the hospital communication team to see what can be arranged.

He also advised that hospital employees are breaching hospital policy by wearing hospital uniforms/passes off-site.

ACTION:

17/07/26-10	AB	AB to invite one of the Hospital exec. team to look around the green to view first hand what the trust is doing and to see the issue caused by smoking.
17/07/26-11	AB	AB to see what he can do to include more information about the green in the hospital newsletter .

7. Next News Letter

The next newsletter will focus on the pond refurbishment and will include another request for donations with an update on fund raising progress so far.

It will also include a signpost to the WMG Facebook page and to a Just Giving (or equivalent) page.

Delivery scheduled for early September. Draft will therefore need to be completed second week in August.

ACTION:

17/07/26-12	SN	SN to produce first draft of NL for review by end of 2 nd week in August.
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8. Next Meeting

12th September at 34 SunnyBank.

9. AOB

- 1) AB provided an update on the news and emerging plans for the future of Epsom Hospital: Epsom performance has improved and is now in the top 10 nationally. The current plans are for a new acute care hospital on the Sutton site behind the Marsden, with Epsom becoming a recovery care site.
- 2) LJ requested funds to purchase a new chainsaw. Old chainsaws were unsafe and have had to be disposed of.

There was some debate about requirement for training to use a chainsaw. The view was that training is not a requirement.

There was some debate about the Trust's duty of care when allowing volunteers and/or trustees to use chainsaws.

It was felt that a legal opinion is required.

ACTION:

17/07/26-13	MS	MS to discuss duty of care liabilities re chainsaw use by volunteers and trustees with Paul Masters.
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