



Woodcote Millennium Green Trust

Charity Registered Number 1075872

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Minutes of the seventy-third meeting of the Woodcote Millennium Green Trust 8:00pm on 12/09/2017, 34 Sunnybank Epsom

Present:

Mark Swan	Chair
Jeremy Hawken	Treasurer
Liz Frost	Woodcote RA
Sarah Nicholls	Minutes

Luke Jennings	Trustee
Paul Masters	Trustee
Chris Frost	Trustee
Jason Cowling	Trustee

1. Apologies:

Andrew Broadbent, Brian Saxby

2.a Minutes of last meeting

LF represents Woodcote Residents Association

Other than this, minutes agreed

2.b Action Update

Ref	Owner	Action	Update	Status
19Jan17-1	JC	Purchase of bulbs and bulb planting	12/09/17-Sea Scouts to help plant bulbs, planting date changed to 21Oct. LJ will manage scout planting. 07/09/17-Bulbs purchased, planting planned for 23/09/17 26/07/17- Will wait until autumn - carry over to next meeting	to be closed
19Jan17-5	JC PM	Damage to seedlings during installation of pedestrian crossing- JP to draft letter for MS to send to council requesting compensation of £500.	05/10/17-PM: Has spoken to his contact: there is potential for a claim and we have 6 years in which to make it. The problem however relates to whether we have any contemporaneous evidence, say in the form of photographs. Without such evidence a claim might be problematic. 12/09/17-JC to contact Richard Lea to see if he has photos that could provide evidence of damage caused. PM to contact a colleague to clarify WMG position in terms of a claim for damages. LF has provided details of who a claim should be sent to. 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. 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	open
26Jul17-1	JH/LJ	Contact donors to request completion of gift aid form	12/09/17-carried over to next meeting	open
26Jul17-2	JH LJ	To investigate charity giving 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.	15/09/17-MyDonate set up and now live. URL added to website and Facebook. Test donation processed and received in bank account. Can take up to 2 weeks for a donation to be received into the account. MyDonate charges: flat fee 15p for debit card donations, 1.3% for credit card. Looks fairly competitive compared to other providers. 08/09/17-JH: will use BT My Donate, registration started.	to be closed

Ref	Owner	Action	Update	Status
26Jul17-3	JH	JH to investigate alternative account providers to see if anything with lower costs is available.	12/09/17-JH advises LBG and Metro banks are both free of charge for charities. Metro has more flexible opening hours, JH to investigate further. 18/07/17-SN advised post meeting via MS that Lloyds provide free bank for charities, may be worth Jeremy considering.	open
26Jul17-4	LJ	LJ to arrange for another quote and to pencil in the work to be undertaken February 2018	12/09/2017-LJ has consulted with his pond clearance contacts to firm up estimate-£3100 to clear tree canopy overhanging the pond, £13,000 to clear pond of sludge and weed and to remove waste from site. Does not include re-lining.	open
26Jul17-5	JC	JC to contact Helen/Stewart Cocker – Lower Mole Partnership/EEBC to see how we can confirm whether or not greater crested newts are living in the pond.	12/09/17-JC has contacted an expert in this field, confirmation received that the pond does not contain greater crested newts.	to be closed
26Jul17-6	LJ	LJ to investigate feasibility of using Google Grant to lead more visitors to the WMG Website	12/09/17-carried over to next meeting	open
26Jul17-7	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.	12/09/17-LJ and MS have met Paul Taylor who is willing to visit the Green to see what we are doing and perhaps film a short video. All agreed it would be good if he could come on 21/10/17 when the scouts are planting bulbs. LJ to arrange for Paul Taylor to visit green on 21/10/17	open
26Jul17-8	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.	12/09/17-AB provided an email update, he has agreed with the hospital comms team to include an article on the green every 3 to 4 months (subject to space availability) with signposting to WMG Facebook page.	to be closed
26Jul17-9	ALL	All Trustees to review Trustee Roles and Responsibilities paper produced by MS and to provide feedback so that MS can finalize paper.	12/09/17-carried over to next meeting	open
26Jul17-10	AB	AB to invite one of the Hospital exec. team to look around the green to view firsthand what the trust is doing and to see the issue caused by smoking.	12/09/17-carried over to next meeting	open
26Jul17-11	AB	AB to see what he can do to include more information about the green in the hospital newsletter.	12/09/17-AB provided an email update, he has agreed with the hospital comms team to include an article on the green every 3 to 4 months (subject to space availability) with signposting to WMG Facebook page.	to be closed
26Jul17-13	PM	MS to discuss duty of care liabilities re chainsaw use by volunteers and trustees with Paul Masters.	12/09/17-PM advises Health and Safety at Work does not apply in this case, he needs to investigate further what the trusts duty of care is to volunteers using machinery - this applies to all machinery not just the chainsaws e.g. the mowers and the strimmers. The view was that any volunteer using equipment or machinery owned by the Trust must be over 18 years of age and should have had training on how to use that machinery/equipment.	open

3. Financial Report

JH presented financial report.

£3,440 raised so far for the pond refurbishment.

Whilst there is sufficient in the 'General Fund' to pay for the pond, there are long term running costs that need to be provisioned for. The fund should be increasing year on year by at least £3,000 to fund future big projects e.g. the paths which have an estimated life of 20 years, £3,000 should be put aside annually for this. Additionally there are on-going maintenance costs, realistically £5k-6k should be set aside for these, e.g. the mower belt had to be replaced, the strimmer blades will soon need replacing. It is easier to raise funds for a specific purpose (such as the pond) than it is for general maintenance/upkeep.

MS asked if we could use income from the Patrons Fund? This is currently re-invested. JH advise that this could be made available if necessary.

4. Maintenance

Maintenance day moved from 23rd September to 21st October, this will be managed by LJ. A group of Sea Scouts to help plant bulbs.

ACTION:

12Sep17-1	JC MS LJ	JC and MS to decide where the bulbs are to be planted and advise LJ. Need to consider lawn mowing when deciding. The area where bulbs are planted cannot be mown until after the bulb foliage has died back.
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5. Newsletter

The autumn newsletter is almost ready to be printed, a few changes are required following this meeting. SN to update and circulate to all for comment, will manage printing and distribution.

Post meeting update: NL updated, circulated for review, wording agreed, printed, distribution complete.

Gift Aid Form

There was debate about the gift aid form, PM had reviewed this a few weeks ago and provided an amended and compliant version, and this version will be sent out with the newsletter. It appears there are a number of different versions, PM agreed to review again to confirm which is the most appropriate to accompany future mailings.

ACTION:

12Sep17-2	PM	05/10/17-post meeting update: PM has reviewed and is satisfied that the revised draft he provided a few weeks ago is the most appropriate version to use. PM to review gift aid forms to confirm which is the most appropriate to accompany any future mailings.
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6. Pond Refurbishment

The main issues are the bulrushes and the NZ Pigmy weed. All the bulrushes need to be removed. Given the cost of a full restoration, it was agreed that the project should be undertaken in two phases.

Phase1: urgent remedial work, in Q1 2018. The cost of this is estimated at £16,000 and includes:

- Clearing the tree canopy close to and overhanging the pond
- Silt & vegetation excavation
- Removal and disposal of waste from site

Phase2: subject to the effectiveness of phase 1, phase 2 will take place in 2 to 3 years (perhaps more) after phase1. This includes draining and relining the pond. It is by far the most expensive activity but may not be necessary if Phase1 is successful.

It was felt that a phased approach would not cost more long term. Phasing the project in this way allows us to undertake the most urgent work now before it gets worse and more expensive to remediate. It also buys time to continue active fundraising for the most expensive task: re-lining. It was felt that this is the best way to manage this project and the best use of funds donated.

After Phase1 has been completed regular pond maintenance days will be planned to ensure the weeds and tree canopy are kept in check.

There was concern that there is a risk that phase1, removal of the weeds and silt could damage the existing pond liner and result in a slow natural draining of the pond. In the event that the pond were to drain completely we may have to use some of the general funds as well as any donations made to the restricted funds for the pond refurbishment. This will need to be discussed further at our next meeting.

There was debate about whether or not clay can still be used to line ponds, does it instead have to be plastic sheeting? Can just the centre of the pond be re-lined? Specialist advice required.

ACTION:

12Sep17-3	JH & MS	To find another contractor to quote prior to engaging contractors to undertake phase1 of project in Q1 2018
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ACTION:

12Sep17-4	JC	To seek specialist advice on relining the pond and to obtain an estimate for phase2.
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7. Strategy for Website including Marketing and PR

LJ: The website is looking dated and requires a refresh. There should be regular news updates in the website and on Facebook.

MS suggested that a recent email from John Wood who used to live in the area in the 1930s would be an excellent and interesting piece to publish. Agreement to publish has been given by John Wood.

ACTION:

12Sep17-5	LJ	LJ to copy email from John Wood on to the website and to the Facebook
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LJ Would like help managing the website and Facebook. Do any trustees know of anyone who could help? Post meeting update SN provided LJ with contact details of someone who may be able to help.

Contact local estate agents and other local organisations with an appeal for a donation

ACTION:

12Sep17-6	MS	MS to contact local estate agents and the RAC club with a specific request for a donation – previous contact was 2-3 years ago with a request to mention the green in estate agents sales brochures. There was no response at that time from estate agents or the RAC club.
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8. Cigarette butts

Litter from cigarette butts around the benches continues to be an issue; however there did appear to be fewer to sweep up at the maintenance day on 9th September.

9. Date and Venue for next AGM

Next AGM will be 7th or 14th March 2018.

Post meeting update: CF has booked the Sports Hall for the AGM on 7th March 2018

10. Date and venue of next Meeting

Date of next Trustees meeting Wednesday 17th January 2018, 8:00pm at 34 Sunnybank

11. AOB

JC has received an email from Health Watch Surrey, JC forwarded to trustees prior to the meeting. The email was requesting help from local groups to promote Showcase Events where proposals for changes to local hospitals will be presented.

Given the political nature of the hospital plans it was not felt appropriate for the Trust to promote the Showcase Events and was agreed that no action will be taken on this request.