**Halesworth Millennium Green Trust**

Registered charity no. 1079518

**Minutes of a Trustees’ Meeting**

**Held at Brook House, Halesworth**

**on Monday 29th January 2018 at 10 am**

**Present**

Trustees: John Bainer, Don Foster, Paul Hyden, Sal Jenkinson, Nicky Rowbottom, Richard Woolnough

Secretary: Judith Woolnough

**1**. There were no **Apologies**

**2**. The **Notes** from the last meeting were agreed and signed as a correct record.

**3.** **Finance:** JB circulated a report:

* Bank balance is £32,951.49 (including £24,000 Financial Reserve)
* Standing Orders now £1500 pa (reaching the MG annual target)
* Expenditure figure includes the new mower and the expenses for the containers
* There is still further expenditure to go out in due course for a trailer
* JB is abroad for 5 weeks and will pass the IBSoc. Book with some signed cheques to SJ
* IBS require all 3 signatories in future to go into their office when a new book is issued
* RW asked do we have a training budget? It was agreed MG need to have a budget and it was agreed that it would be limited to £500 for any one person or group requiring training at any time PH felt it was necessary. PH does not need to wait for trustees approval when organizing training. SJ pointed out that training was available as outline in MG policies.

**4. Management**

* PH reported from the Management group (copy attached to these minutes).
* NR reported that there is good news regarding the access at white bridge and Mg will receive payment before 1st April 2018 for the improvements and resurfacing work being undertaken. It was agreed that SCC need to be formally thanked for all their help with this work and DF asked if this could be included in the next report in the Community News thanking them for being so helpful. NR suggested laminated signs being put up to tell the public well in advance what is happening with the improvements. SJ confirmed she would arrange for these notices as part of her PR role. DF suggested doing this sooner rather than later so the public have plenty of warning.
* JB asked how the cycle track surface is weathering. PH confirmed it is not too bad. RW pointed out that Mike and Juliet do a very good job killing weeds regularly and generally looking after the track.
* DF asked about the seats at the rive and whether there was a plan to reinforce the bank. It was felt this needs reviewing during 2018.
* SJ thanked PH for all his work and asked him if he needed anything. It was agreed that that the management group is very well led and this was a real step forward for MG.
* PH said he would be reviewing who is on the Management group in future as it is possible that individuals could be trained up over the next few years and then move on to becoming trustees.
* RW reported that he has a draft of a letter re James Hewitt who was the Chair of the Southwold Railway Trust but he has resigned. The letter thanks him for his input and sends our regrets for his resignation. SJ is meeting with Mike Golding to discuss who our contact will be in the future. PH advised that there is an old notice board in the container which could be used to put up to explain about the Southwold Rail Project.

1. **NRWG and Town Correspondence/Teen Shelter**

* **R**W advised that Gerald has received £750 for a bush cutter. It was agreed that someone should contact Gerald to find out more about the work he is doing and send him a map regarding access. PH supported the idea of raising the weir. DF pointed out that Gerald needs approval from the Town Council and should deal with the Environment Agency. RW advised that the sandbar down the centre of the New Reach is a problem for MG as well as the New Reach. RW also pointed out that Gerald has been told that the Wildlife Trust had said it is OK to strim and clean the weeds. DF confirmed that he has told Gerald about this. DF suggested a meeting with Gerald to find out his work plans for the next 3 months. NR suggested we need confirmation of this work in writing for our files and a copy will be kept for work parties in case there is any complaint from Charles Watkins. **Action: DF/SJ**
* **Teen Shelter**: A general discussion took place following a note which JB had circulated on some pros and cons regarding the suggestion that the teen shelter should be moved on to MG land. SJ advised that she had spoken to Peter Dutton (Chair of HTC) at the Library event and he had said they would provide a social worker and PCSO and would ‘police’ the shelter for a few months. PD said he would write to SJ re the plan for the shelter. PH thought that one problem was the shelter would be more hidden than it was before. SJ said that the residents have not been consulted yet. RW pointed out that the residents issue will be the use of River Lane for access. PH felt there is an issue regarding who is responsible for clearing the rubbish if it is on MG land. There is also an insurance issue regarding the concrete base and maintenance. DF asked if HTC will put a new base down as it needs to be secure. NR could not understand why they need to move it on to MG land when it could stay in the park. It was agreed that perhaps a better place was closer to the toilets in the park. A general discussion took place regarding possible intimidation at the entrance to MG and it was agreed we need some questions answered by HTC before going any further forward with proposals. It was felt that MG should be included in all discussions and we will wait for a response to our queries before taking this further.

**6. Policies review/Data protection law change**

* SJ advised that she had met with SB and JB and reviewed the list of MG policies and procedures and discussed the new data protection rules coming in during May 2018. SJ will email the volunteers to explain the new situation. SJ will arrange for the list to go on the MG website for everyone to read. A discussion took place regarding whether we need limited access for some policies. NR pointed out that the cost involved in having limited access would be prohibitive and therefore it was agreed not to do this. RW asked if the terminology in our policies matches that of the Charity Commission requirements and SJ confirmed that it did.

**Action: Web group**

**7. Any Other Business**

* SJ said there is an event on The Green on 17 February called Winter Light. Planning is going well but stewards are still required for help on the day. NR is emailing volunteers to ask if they will help.
* JB advised that he will pick up emails daily whilst away for 5 weeks so he can be contacted.
* RW advised that JW has sent a message regarding MG leaflets. There are boxes of leaflets that JW will hold on to for now and hand out when anyone needs them. From time to time the Angel Hotel and the Library request them.
* SJ went to the tourist meeting and agreed to update the MG leaflet and will send it out for review.
* NR apologized to PH that 3 of his volunteers would not be available this week as they are going to a water courses meeting.
* NR also advised that some time during 2018 she intends to step down from being a trustee.

**8. Date of Next meeting**

* Friday 11th May 2018 to be held at Brook House at 7.30 pm

The meeting closed 11.25 am