

**Colwall Orchard Trust**  
**52<sup>nd</sup> Meeting of the Board on Wednesday 19<sup>th</sup> May 2021, 6:00 pm**  
**At Colwall Village Garden call**

**MINUTES (FINAL)**

<b>No.</b>	<b>Item</b>	<b>Action</b>
<b>1</b>	<p><b>Present:</b>            Andy Ball, Chris Blake, Lisanne Llewellyn (Treasurer), Jilly Rosser, Andrew Spray, Wendy Thompson (Secretary), Lindsay Williams (Chair), Peter Key (items 9-14), Pam McCarthy (items 6-14)</p> <p><b>Apologies for absence</b>            All Board members were present.</p>	
<b>2a</b>	<p><b>Minutes</b> of 51<sup>st</sup> Board meeting held on 17<sup>th</sup> February 2021            The draft minutes were approved for signing.</p>	
<b>2b</b>	<p><b>Matters arising (Paper COT 52.2b)</b>            The Matters Arising report was noted by the Board. The following were discussed:</p> <p><b>Financial Reserves Policy</b> – LL advised that there were decisions to be made by the Board and she agreed to circulate a draft with recommendations.</p> <p><b>Orchard Liaison</b> – JR reported that a small working group had discussed how to take things forward. WT confirmed that any GDPR matters would be clarified once the type of information to be collected was confirmed. To comply with the law and the COG current GDPR policy, COG would need to seek the permission of orchard owners to keep a record of their personal contact details. This was straight-forward and would not require amendment to our Privacy Policy Statement. Collecting information on the orchards and COG work on these was also unlikely to require the current GDPR policy to be amended. JR would proceed with setting up a system and would report back to the Board.</p>	<p style="text-align: center;">LL</p> <p style="text-align: center;">JR</p>
<b>3</b>	<p><b>Board decisions by email</b>            Since the last meeting the Board had:</p> <ul style="list-style-type: none"> <li>• Approved expenditure of c £420 to replace the fencing around the culvert at Lugg's Mill.</li> <li>• Approved the purchase of low-level tri-pod ladders to the value of c£525.</li> </ul>	
<b>4</b>	<p><b>Compliance with Organisational Risk Assessment</b></p> <p>a. <b>Charity Law</b> - WT reported that she continued to receive daily updates from the Charity Commission and forwarded relevant information to the Trustees. The COT Articles were still fit for purpose and she considered that no change was required to reflect the direct letting of allotment plots.</p> <p>b. <b>GDPR</b> - WT reported that the COT Privacy Policy Statement (requirement of GDPR) was fit for purpose and she would notify Trustees should there be any need to amend this.</p> <p>c. <b>Environmental Stewardship (Paper COT 52.4c)</b> - LW reported that we managed our land to be compliant with our Environmental</p>	

	<p>Stewardship agreement however, the detailed prescriptive nature of the agreement together with the large amount of associated paperwork and varying interpretations of the agreement do mean we may inadvertently fail to be compliant. To help to keep abreast of issues and opportunities, relating to environmental legislation and changes to the agri-environment schemes on offer, he used formal and informal networking, including the facilitation Fund groups run by the Malvern Hills AONB and the Herefordshire Meadows Group. He reported that he had applied for capital items to the value of c£3,600 under Countryside Stewardship in 2022/2023.</p>	
5	<p><b>Organisational Risk Assessment (Paper COT 52.5)</b>  The paper reported on improvements since the last review of the ORA in September 2020 and also on the actions outstanding. Trustees needing to complete the actions were aware and these have been added to the Action List in the annex to the minutes).</p> <p>LW drew attention to the risk identified relating to gaps or pressure points where particular individuals are responsible for a wide range of activities.</p> <ul style="list-style-type: none"> <li>• JR confirmed that she would lead on coordinating education and training and would set up a meeting with all those that have been involved so that she was briefed on current and previous activities and aspirations.</li> <li>• AS agreed to be produce manager to lead on the legal requirements and hazard analysis.</li> </ul> <p>New risks to add to the ORA:  <b>Google drive security:</b> to identify the risks relating to accidental or malicious interference with unprotected documents. A protocol would need to be written and would include allocating responsibilities for folders on Google Drive to Trustees.  <b>Finance computer:</b> LL reported on the inadequacy and unreliability of the COT computer used for financial recording and accounting. The Board agreed that a new computer should be purchased and information transferred to this. AB to research and purchase.  <b>Loss of income from non-payment of invoices:</b> A tracking system based on invoices issued was required.</p>	<p>JR  AS  WT  (AB)  (AB/LL)  (LL/AB)</p>
6	<p><b>Health and Safety Report (Paper COT 52.6)</b>  AB introduced the report which identified outstanding actions and who was required to complete each of these.</p> <p>PM confirmed that she would investigate the possibility of First-Aid training further with a view to holding an event in June/July 2021. Once a date was confirmed, AB would circulate information to volunteers to see if others wished to attend.</p> <p>The Board approved the recommendation to offer an online ladder safety awareness course to Trustees and regular volunteers. AB will coordinate this.</p> <p>CB offered to coordinate attendance at other H&amp;S courses offered by HSQE Ltd. The Board agreed that Trustees should pilot courses before they were offered more widely to volunteers.</p>	<p>PM  AB  AB  CB</p>

<b>7</b>	<p><b>Finance (Paper COT 51.7)</b> LL was thanked for her report and for the detail provided. She agreed to check on when Gift Aid was last claimed from HMRC. WT would then send appropriate information on membership and donations where Gift Aid could be claimed.</p>	<b>LL/WT</b>
<b>8</b>	<p><b>Estates (Paper COT 52.8)</b> The Board noted the report from AS on estates related activities and all agreed that it was good to see how much had been achieved.</p> <p>AB and JR agreed to send to AS information on the orchard services (pruning and other orchard maintenance) that had been completed during the quarter, for adding to the report.</p> <p>AS reported that the Estates Working Group arrangements were working ok. AS agreed to complete a report to the Board on site and building maintenance to confirm that requirements listed in the report were complete, each February. This would meet a control measure listed in the Organisational Risk Register.</p>	<b>AB/ JR</b>     <b>AS</b>
<b>9</b>	<p><b>Colwall Allotments (Paper COT 52.9)</b> AB updated the Board with further advice from the NSALG received after the paper was circulated. In the light of this the Board agreed:</p> <ul style="list-style-type: none"> <li>• The joint statement from COG and the CAA should be issued to allotment tenants as soon as possible;</li> <li>• The tenancy agreement with individual allotment tenants should be transferred to COG as soon as possible. This would need to be after the COG insurance policy was updated and with the aim of completing the transfer before the current CAA insurance expired at the end of November;</li> <li>• That minimum change was made to the Tenancy Agreement for 2021 to make it clear that the tenancy was with COG rather than the CAA. Further changes would be made from February 2022 if required;</li> <li>• The Allotment Working Group should come into operation as soon as possible;</li> <li>• A meeting would be arranged to agree the financial arrangements.</li> </ul>	<b>WT</b>    <b>AB/ WT</b>  <b>WT</b>  <b>WT</b>  <b>WT</b>
<b>10</b>	<p><b>Events, Education and Training (Paper COT 52.10)</b> The Board were happy to support the recommendation to resume a programme of events and that we aim to re-start educational activities, and develop a training programme.</p> <ul style="list-style-type: none"> <li>• WT would start to circulate information to members and the local community about the events proposed.</li> <li>• On the 10<sup>th</sup> anniversary WT agreed to share proposed dates with Board members to ensure that a maximum number could attend.</li> <li>• Ideas for the 10<sup>th</sup> birthday included a vegetable and produce display, and a collection of photos to celebrate the 10 years, and a stage for</li> </ul>	<b>WT</b>    <b>WT</b>

	<p>musical performances, along with the usual food and drink. All other suggestions to WT;</p> <ul style="list-style-type: none"> <li>• WT would also seek volunteer help to meet the specific requirements of each event.</li> <li>• JR, having agreed to coordinate education and training, proposed that she holds a meeting with those who have been involved in education and training to consider who to contact, and to share plans and aspirations.</li> </ul>	<p><b>All</b></p> <p><b>WT</b></p> <p><b>JR</b></p>
<b>11</b>	<p><b>Bonfires at CVG (Paper COT 52.11)</b></p> <p>The Board considered the suggestions made by JR and agreed:</p> <ul style="list-style-type: none"> <li>• that there should be no bonfires for allotment tenants but an annual bonfire for Wassail would be permitted on the site;</li> <li>• allotment tenants would be informed that it is their responsibility to dispose of waste from their plots by composting or removing it from the site.</li> <li>• the Tenancy Agreement would be amended for the year beginning February 2022 to make this clearer;</li> <li>• storage area for woody waste created on the site by COG and allotment tenants was considered. The Board agreed that woody waste created by COG should be treated as proposed (including using brush for habitats, chipping wood where possible, storing some for the Wassail bonfire and for the fire pit and wood burning stove, and transporting all treated wood to the tip). The Board were not however supportive of collecting and removal woody waste created by allotment tenants. Tenants would be informed and invited to contact the Secretary to discuss any particular problems (eg inherited waste);</li> <li>• The COG Allotment Policy and Environment Policy would be amended as necessary to reflect the changes.</li> </ul>	<p><b>WT</b></p> <p><b>WT</b></p> <p><b>WT</b></p> <p><b>WT/LW</b></p>
<b>12</b>	<p><b>Environmental Policy: update (Paper COT 52.12)</b></p> <p>The revised Environmental Policy was agreed by the Board and would be added to Google Drive and the website.</p> <p>The Board agreed that an area of CVG should be marked as an area for nature for the remainder of No Mow May.</p>	<p><b>AB</b></p> <p><b>AB</b></p>
<b>13</b>	<p><b>Any other business</b></p> <p>There was no other business</p>	
<b>14</b>	<p><b>Date and time of next meeting</b></p> <p>Wednesday 15<sup>th</sup> September 2021, (time tbc)</p>	<b>WT</b>

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**IN CONFIDENCE MINUTES (DRAFT)**

**Matters Arising – Land Purchase**

**1. Footpath connection to Colwall Village Garden by pond**

LW reported that he had approached the owners of Kimberley House regarding the creation of a footpath near to the plantation to join from the existing network to Colwall Village Garden and had received a clear response that they were not interested.

WT suggested that they might be interested in diverting the footpath crossing the centre of their garden field (from the plantation towards Old Church Road) away from their land in return for creating a small stretch of new footpath alongside the plantation to make the connection to CVG. This might be achievable by diverting the path to the other side of the hedge onto the meadow field at Brookmead. LW suggested that COG also contact the Park Farm Trust about purchasing land to create access through the plantation (see below).

**2. Contacting landowners regarding land purchase**

LW proposed that COG focus on contacting three priority land-owners.

The first related to the footpath (see above) where no purchase would be necessary. LW felt it unlikely that the land would be for sale as it was not designated as agricultural and could attract a premium price for a small housing development.

The second was land adjacent to CVG on the eastern boundary, as well as the plantation on the southern boundary - both owned by the Park Farm Trust. AB agreed to find an opportunity to approach the owners of the land.

The third related to the land opposite CVG in Old Church Road. LW would approach at a time to be confirmed and only if there is no opportunity to purchase land owned by the Park Farm Trust.

**3. Land Purchase Funds**

COG currently has £20,098 in an account saved for the purpose of land purchase. It was agreed that another £10,000 should be transferred to this account, although it could be made available for general spend if necessary and in line with the Reserves Policy.

### Matters Arising and Action list: 19<sup>th</sup> May 2021

Date	Action Ref	Detail	Target date	Who	Status @ 19-05-21
26-02-20 20-05-20	47.3	Philly's Project – WT to report progress (note relevant to restricted funds)	ASAP	WT	In progress
26-02-20	47.7b 50.2b	Board member responsibilities: discuss with/ email the Secretary if willing to take on more. Paper to follow by email	ASAP	LW/ WT	Complete
26-02-20	47.10	Land purchase – in confidence	ASAP	LW	Ongoing
17-09-20	49.4 50.2b	Financial reserves policy – LW and LL to prepare a first draft	Feb 2021	LL	In progress
02-12-20	50.3	Board approval to spend £300 on engineers report for Lugg's Mill.	Mar 2021	DT	In progress
02-12-20	50.4	First Aid training to be arranged for May/June 2021. Circulate proposal in advance to attract participants.	Jun 2021	PM	In progress
17-02-21	51.2b	AGM: Postpone to summer 2021. Decision on format by end June.	Jun 2021	WT	In progress
17-02-21	51.14	Bring forward date of the tree ordering service	June 2021	WT	New
19-05-21	52.2b	Orchard Liaison: Proposal to Board	Sept 2021	JR	New
19-05-21	52.5	Organisational Risk Assessment: Add new risks re Google Drive security, Finance computer, Loss of income from non-payment of invoices	ASAP	WT	New
19-05-21	52.5	Google drive document security protocol	Sept 2021	AB	New
19-05-21	52.5	Finance computer - purchase	ASAP	AB	New
19-05-21	52.5	Non-payment of invoices – tracking system	Sept 2021	LL/ AB	New
19-05-21	52.6	Ladder training	ASAP	AB	New
19-05-21	52.6	H&S courses – coordinate attendance	Sept 2021	CB	New
19-05-21	52.7	Gift Aid claim	ASAP	LL/ WT	New
19-05-21	52.8	Estates – report on orchard services	ASAP	AB/ JR	New
19-05-21	52.8	Estates – annual report on buildings and site maintenance	Feb 2022	AS	New
19-05-21	52.9	Allotments: Joint statement	ASAP	WT	New
19-05-21	52.9	Allotments: Transfer of Tenancy Agreement and changes to TA for 2022	ASAP	AB/ WT	New
19-05-21	52.9	Allotments: establish Working Group	ASAP	WT	New
19-05-21	52.9	Allotments: Financial arrangements – set up meeting	ASAP	WT/ LL	New
19-05-21	52.10	Events: Promote proposed events and share date with Board on 10 <sup>th</sup> birthday	ASAP		New
19-05-21	52.10	Events: Ideas for 10 <sup>th</sup> birthday to WT	ASAP	All	New
19-05-21	52.10	Education and Training: Meeting to discuss	ASAP	JR	New
19-05-21	52.11	Bonfires: communication to allotment tenants and amendments to Tenancy Agreement	ASAP		New
19-05-21	52.11	Bonfires: amend COG policies on Allotment and Environment	Sept 2021	WT/ LW	New
19-05-21	52.12	Environmental Policy: Add to Google Drive and website	ASAP	AB	New
19-05-21	52.12	No Mow May: area at CVG	May	AB	New

