

**Colwall Orchard Trust**  
**59<sup>th</sup> Meeting of the Board on Wednesday 15<sup>th</sup> March 2023, 7:00 pm**  
**Apple Picking Shed, Colwall Village Garden, WR13 6HB**

**MINUTES**

No.	Item	Action
1	<b>Present:</b> Lindsay Williams (Chair), Chris Blake, Chris Kelly (Treasurer), Clive Killick, Pam McCarthy (acting Secretary), Jenny Papettas, Jilly Rosser, Peter Key. <b>Apologies for absence:</b> none	
2a	<b>Minutes of 58<sup>th</sup> Board meeting held on 7<sup>th</sup> December 2022</b> <i>(the habit, it seems, has been to sign the draft minutes from the previous meeting. We didn't do this last time, so we can do that at the next meeting perhaps)</i>	Approved
2b	<b>Matters arising</b> Matters Arising discussed at the meeting which are not included in the minuted items below: <ul style="list-style-type: none"> <li>● Jilly had just received and circulated a paper from Kath and Dian on 'Mediation and Relational issues' prior to the meeting. The Board was encouraged to read this and send comments to Jilly by Friday March 31<sup>st</sup>. Jilly would review all comments and liaise with Kath and Dian to set up a meeting to establish next steps.</li> </ul>	Jilly
3	<b>Board decisions by email</b> Since the last meeting the Board had considered by email the following: <ol style="list-style-type: none"> <li>a) Request from LW for funding for improvements to Colwall Village Garden and Lugg's Mill Orchard to finalise funding for the disabled access toilet, improve access for less able people and create a sensory garden. (Approved by Board 12th January 2023)</li> <li>b) Request from LW for Public footpath to Colwall Village Garden and funding up to £4500 to support this (Approved by Board 9th February 2023)</li> <li>c) Request from LW to fund purchase of a Lawnmower as well as two wheelbarrows (agreed in principle, final equipment order to be finalised)</li> </ol>	Lindsay  Lindsay  Lindsay
4	<b>Update on Condition of Trees &amp; Orchard work (from Jilly) and proposed events (including Blossom walk or picnic)</b> <ul style="list-style-type: none"> <li>● Jilly provided an update on the condition of the trees in CVG, management was in hand.</li> <li>● Jilly also provided an update on COG's wider traditional orchard work which has been going well. She outlined some up-coming training and awareness events, to be held later in spring and summer.</li> <li>● There has been an incident of Fire blight in one tree COG have planted, the local plant pathologist Steve Shaw has helped provide guidance to deal with this tree and follow-up. Jilly has suggested that we now disinfect our tools after pruning, as a matter of good practice.</li> <li>● It was discussed and agreed that COG will no longer provide its pruning services for private gardens and use its time and efforts to offer pruning for orchard owners</li> <li>● It was proposed that organising the tree order will start at an earlier date. Jilly and Deb to discuss and arrange.</li> <li>● Jenny to investigate forest school plans for spring and summer, and also meadow walks.</li> </ul>	Jilly
5	<b>Insurance position and associated 'definition of business'</b> <ul style="list-style-type: none"> <li>● Clive presented a proposal to update COG's 'definition of business' with our insurance providers, as COG's range of activities has grown over recent years, and we wish our insurance provider to have a clear picture of our activities.</li> </ul>	Clive

*Lindsay Killick*

	<ul style="list-style-type: none"> <li>The Board discussed how this may increase our insurance costs but it was agreed that it was the Board's duty to provide adequate insurance and advised Clive to proceed with these negotiations.</li> <li>Clive will consider the comments he's received to his paper and also investigate how other organisations (ie Wildlife Trust) arrange this.</li> </ul>	
6	<p><b>Grants and other External Funding COG Governance and Roles structure</b></p> <ul style="list-style-type: none"> <li>Lindsay outlined the current thinking on the best way COG can approach the upcoming rounds of ESG and CS funding. And how this could offer good support for COG's work, including orchard activities, forest schools and maintenance of our sites. Lindsay was thanked for all his efforts with the work managing this. And he will prepare the next applications.</li> <li>There was discussion on the benefits and suitability of a hedge and/or fence between CVG orchard and allotment sites. Lindsay and Jilly to meet and discuss this further together.</li> </ul>	Lindsay  Lindsay and Jilly
7	<p><b>Consideration of two-year FiPL/TOFI plans</b></p> <ul style="list-style-type: none"> <li>Lindsay updated the Board on how the next phase of FiPL/TOFL grants could offer a way to spread COG's activities over a two-year programme. And how this could be beneficial to COG.</li> <li>There was discussion that this two-year programme would include much tree planting but also a substantial amount restorative pruning work.</li> <li>It was agreed to proceed with this two-year approach.</li> <li>It was agreed to begin engagement with the orchard owners this spring/summer to allow plenty of helpful lead time for preparations and planning.</li> </ul>	Lindsay
8	<p><b>Revision of Business Plan (pending, as current plan runs 2019-2024)</b></p> <ul style="list-style-type: none"> <li>Chris presented his initial ideas and paper for this which was welcomed.</li> <li>Board discussed and agreed that any future plan could be shorter, more focused and be a useful workplan. Chris offered to draft the next version which was agreed</li> <li>The next step was to review aims, and strategic objectives.</li> <li>An informal meeting was suggested, where the Board could have a broad conversation together. Wednesday 29<sup>th</sup> March 7pm was proposed.</li> </ul>	Chris Kelly and Board
9	<p><b>Recruiting progress for COG Roles</b></p> <ul style="list-style-type: none"> <li>Claire Howell has been recruited to be membership secretary, this was warmly welcomed</li> <li>The role of Secretary was discussed. There would be a follow-up email sent to the whole membership, after end of March, encouraging someone to come forward for this.</li> <li>The Board were also encouraged to consider other avenues they might have, through their own networks, to reach out for a potential person.</li> <li>The Board was also encouraged to keep conversation going with members, to see who might come forward to assist with events and newsletter also.</li> </ul>	Lindsay and Board
10	<p><b>Process for Re-naming Colwall Village Garden orchard</b></p> <ul style="list-style-type: none"> <li>There was discussion on the wider frame to consider, as we choose a more befitting name for CVG. This was considered helpful, to distinguish CVG from Lugg's Mill orchard.</li> <li>It was also suggested that we might have a collective name for all of COG's sites.</li> <li>As there are a few factors to take into account it was agreed this discussion would continue in a more informal meeting, where the Board could have a conversation together. Wednesday 29<sup>th</sup> 7pm was proposed</li> <li>Jilly had suggested a new name for CVG and this was considered helpful to better distinguish CVG from Lugg's Mill orchard. A small competition had been initiated (by email) with volunteers to choose a more befitting name. A shortlist of 5 names had been selected from an initial list of 18.</li> </ul>	Board

	<p>However, on reflection the Board decided that there were other broader factors to take into account.</p> <ul style="list-style-type: none"> <li>It was agreed there should be further discussion on this. An informal meeting on Wednesday 29<sup>th</sup> 7pm was proposed</li> </ul>	
11	<ul style="list-style-type: none"> <li><b>Planning for the AGM (a date for June or Sept to be proposed)</b> Dates of Wed 13<sup>th</sup> or Thurs 14<sup>th</sup> of Sept were suggested. We hope HArt organisers might be willing to offer us the use of their marquee, so we could host the AGM outside. Clive to investigate how that fits with HArts own arrangements.</li> </ul>	Lindsay and Board
12	<p><b>Finance (COT 59)</b> COG Financial Activities (Income and Expenditure Spring 2023)</p> <ul style="list-style-type: none"> <li>Chris was thanked for his comprehensive and useful report</li> </ul>	
13	<p><b>Health and Safety:</b></p> <p>a) <b>Quarterly report</b> b) <b>Incident report</b></p> <ul style="list-style-type: none"> <li>The recent incident was discussed, and it was agreed Lead Volunteer could make an assessment on site, of appropriateness of volunteers to use certain tools.</li> <li>It was agreed a short 'tool talk' would take place at the start of work sessions, covering the tools, how to use, carry and care for them.</li> <li>Clive was thanked for his work in uploading all previous records onto the electronic system.</li> <li>There was a discussion on the types of incidents shown in those records</li> <li>The matter of confidentiality for personal details was discussed thoroughly. Clive will update system going forward, and seek a simple way to amend previous records.</li> <li>It was agreed that 'next of kin' details need to be kept and be available, for first aiders to locate if there is an incident. Jenny and Clive to propose simple but accessible way to record this.</li> <li>It was agreed to keep under review the storage arrangements in the APS and training room.</li> <li>It was felt we need to take on the task of regularly checking the disabled toilet. And give guidance for menstrual products. Jenny and Jilly to see what can be arranged, Pam to assist.</li> </ul>	<p>Clive</p> <p>Clive</p> <p>Jenny and Clive</p> <p>Jilly, Jenny and Pam</p>
14	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>Whether to hold a Blossom picnic was discussed but taking into account to uncertainty of weather and other demands it was agreed not to go forward with this.</li> <li>There was suggestion of a possible Dawn Chorus walk, if Tim Dixon might be available to lead.</li> <li>It was felt Meadow walks/picnic in May/June were a good way to celebrate orchards</li> </ul>	LW to discuss with Tim
15	<p><b>Date and time of next meeting</b> proposed June 7<sup>th</sup> 7pm</p>	All