

Colwall Orchard Trust
62nd Meeting of the Board on Wednesday 13 December 2023, 7pm
Apple Packing Shed, Colwall Village Garden, WR13 6HB

MINUTES (FINAL)

No	Item	Action
1	<p>Present: Lindsay Williams (Chair), Chris Kelly (Treasurer), Chris Blake, Clive Killick, Pam McCarthy, Jenny Papettas, Jilly Rosser, Lynne Drew (Minute Secretary).</p> <p>Apologies for absence None</p>	
2	<p>Minutes of 6^{1st} Board meeting held on 27 September 2023 The draft minutes were approved for signing (one minor amendment to remove CB from the Veranda working party).</p>	
3	<p>Outstanding Actions and Matters Arising No matters arising or outstanding actions were discussed at the meeting as Board members had already given updates prior to the meeting via email and these updates were distributed to the Board via the Action List Document COT62-3. It was agreed that Clive's outstanding actions would be rolled over.</p>	
4	<p>Board decisions by email Since the last meeting the Board had considered by email the following:</p> <ul style="list-style-type: none"> • Request from JR for the purchase of a new laptop for mapping and other purposes at a cost of £976.00. (Approved by Board majority 7 November 2023) • Install a pedestrian gate next to the field gate at the entrance to CVG, increase the track size and include a single drain up to £1250. Replace fenceposts on allotment / orchard fence. Cost up to £1800. Replace rotten fenceposts on fence between the eastern boundary of CVG with Park Farm Trust field. Cost estimate up to £800. Total £3850. (Approved by Board majority 16 November 2023) • Allotment tenancy renewal 2024 - Increase rent by CPI as per the tenancy agreement. (Approved by Board majority 21 November 2023) • Request from LW to approve expenditure of £520 for safety work to be carried out on Alder tree 01563 (Approved by Board 21 November 2023) • 	
5	<p>Finance Chris K presented the financial report covering the last quarter (Sept-Nov 2023).</p> <ul style="list-style-type: none"> • Chris K confirmed a good financial position. • Applications for both savings accounts have been submitted and the Board agreed they were happy with the savings proposal utilising both 35 day and 95 day notice accounts. <p>Chris K was thanked for his report.</p>	
6	<p>Financial Controls Policy The policy was approved for signing.</p>	

Lindsay Williams¹ 20 March 2024

7	<p>Health & Safety Clive noted that there was currently nothing new to report. His two actions remain outstanding. Clive also reminded the Board that the new insurance policy covers the Wassail but the bonfire cannot be moved from its usual site.</p> <p>Chris B noted that there are still four outstanding for the ladder course. Plans for the first aid course are on track with one space still available.</p>	
8	<p>Safeguarding Jenny noted that there had been no safeguarding issues since the last meeting and there was nothing to report.</p>	
9	<p>Membership and Email Lists Lynne presented her report regarding the membership and email lists and the updates to the COT Privacy Statement</p> <ul style="list-style-type: none"> • The Board agreed to the changes to the Privacy Statement and committed to always including an appropriate GDPR statement in all communications to members. (AP62.1 – Lynne will ensure an email signature with the GDPR statement is added to the volunteers@ email account). • Before the Privacy Statement can be confirmed we need to clarify what statistical data is being collected by the GoDaddy website. AP62.2 – CKe and LW to look at the statistics collection and possibly disable and update the privacy statement as necessary. • It was agreed to reduce the number of emails accounts we currently use and delete the old contact lists on the remaining accounts. Additionally, all old data and databases to be identified in various places including on personal laptops and delete. AP62.3a – Lynne will remove Group contact lists and My Contacts from the main email accounts. Group emails will be sent using the new membership contact list saved in Google Drive so that only one contact list needs to be maintained and to ensure data retention rules are applied. Lynne will delete old membership and volunteer lists saved on Google Drive once any necessary data is retrieved. AP62.3b - Lindsay will look at the less used email accounts retrieving any necessary data before deleting them. AP62.4a - All to check personal laptops and ensure any old data or old databases are deleted. AP62.4b – Chris K to re-organise and update membership lists under Gift Aid. These need to be retained for business/HMRC auditing purposes. • It was agreed that Lynne would conduct an audit of membership data in the new year asking all members to provide up to date contact details and confirming if members and friends of COG wish to remain on mailing list. This could also be a good opportunity to send out updated version of Health and Safety information to volunteers. AP62.5 • The safe storage of data was discussed. The membership list on the shared google drive can be restricted to certain people such as trustees and administration volunteers. This can be accessed via the google drive app on mobiles so emergency contact details could be retrieved on a phone in the case of emergencies. Paper forms can still be kept in the safe. Just phone numbers and email addresses can be made available to lead volunteers. AP62.6 - Lindsay to ensure that membership folder on the google drive is restricted to Trustees and key individuals. AP62.7 - Lynne to add volunteer emergency contact details to the google drive database. • It was agreed to remove joint memberships from next renewal to improve administration. All single memberships going forward and one email 	<p>Lynne AP62.1</p> <p>Chris K/ Lindsay AP62.2</p> <p>Lynne AP62.3a Lindsay AP62.3b All AP62.4a Chris K AP62.4b</p> <p>Lynne AP62.5</p> <p>Lindsay AP62.6 Lynne AP62.7</p> <p>Lindsay AP62.8</p>

	<p>address for each member where possible. No requirement for family membership – children can accompany any member as a guest but if they attend regularly, they will need to be a named member but membership will be free for all children under 18. AP62.8 Lindsay to inform members of this change (probably alongside the data audit).</p> <ul style="list-style-type: none"> • It was agreed to arrange the next AGM earlier next year in May/June and for this to coincide with membership renewal time. 	
10	<p>Renovations to the Apple Packing Shed The Board did not have any questions following the report provided by sub-committee and agreed that they should proceed. LW noted that as part of looking at a more integrated plan, he had spoken to a drainage expert and there was a suggestion on improving the drainage in the car park and amenities area. CKi suggested that a drainpipe should be put in rather than using a soakaway if this work is going ahead. The Board agreed to LW getting a quote improving the drainage. AP62.9</p>	Lindsay AP62.9
11	<p>Grants Lindsay presented his Grant report. The Board agreed to the proposal to appoint Steve Stanford to assist with</p> <ul style="list-style-type: none"> - organising the work on the car parking area - obtaining quotes for constructing the veranda - purchasing watering infrastructure for the FiPL / TOFI grant - developing the plan to help improve the Forest School at the CofE primary school <p>Initially funding for 5 days (£720) and assess progress and benefits at the end of this period. AP62.10</p>	Lindsay AP62.10
12	<p>Future allotment rents from 2025 onwards The board agreed that the annual CPI increase will remain unless a tenable suggestion is made to the allotment working group for a different system.</p>	
13	<p>New footpath to Colwall Village Garden Herefordshire Council Public Rights of Way Office have now stated that the proposed diversion meets the legal tests and we can now proceed with a formal pre-order consultation on the proposal. Unfortunately, since we last created a footpath, where there were no charges, the administration fees are now estimated to be about £2000. This is in addition to of up to £4500 approved by the Board in February 2023. The Board agreed to this additional cost of £2000.</p>	
14	<p>AOB</p> <ul style="list-style-type: none"> • Lindsay presented a request for a new display stand for COG displays/fairs. Marie Therese King had been asked to prepare a rough concept idea of artwork for a 6'x6' roller stand to be used as a display to COG to replace the current display boards. The suggested concept is an orchard tree in the lee of the Malvern Hills with representative wildlife. The total art cost should be around £450 plus the cost of the roller display unit. The initial art work will be presented to the Board for approval. The Board approved the request. • Jilly presented three reports for information: Condition of Fruit Trees, Fruit for Free and Mapping. The Board looked forward to seeing the results of the mapping. It was suggested that printouts could be kept for reference in the Apple Packing Shed. • Chris B noted there had been a visit from Ainsleigh Rice, Chair of the Marcher Apple Network to discuss obtaining apple trees varieties from their extensive collection of hundreds of trees. The plan is to select six different varieties to offer to our members. • Jilly noted that as Complaints Officer she had received no complaints over last period. The Board acknowledged how well things are going and 	

	<p>were pleased with the many good relationships being formed in the community.</p> <ul style="list-style-type: none"> Lindsay confirmed that he would be sending out information regarding the renaming of the orchard in January. 	Lindsay 61.3
15	<p>Date and time of next meeting Wednesday 20 March 2024, 7pm in the Orchard Room was provisionally agreed.</p>	All