

Colwall Orchard Trust
64th Meeting of the Board on Wednesday 12 June 2024, 7pm
Apple Packing Shed, Colwall Village Garden, WR13 6HB

MINUTES (FINAL)

No	Item	Action
1	<p>Present: Lindsay Williams (Chair), 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 63rd Board meeting held on 20 March 2024 The draft minutes were approved for signing.</p>	
3	<p>Outstanding Actions Clive informed the Board that action 63.6 was now complete. The marquee had been repaired and was ready for collection once the invoice has been paid.</p> <p>All other actions had been updated via email prior to the meeting and these updates were distributed to the Board via the Action List Document COT64-3.</p>	
4	<p>Matters Arising There were no matters arising.</p>	
5	<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 CB for permission to purchase an ISUZU D-Max Yukon 2.5 pickup for £9995. (Approved by Board 4 April 2024) • Request from LW for permission to purchase insurance and tax for pickup - NFU £1433.07 pa including breakdown with home assist £79 and £320 for road tax. (Approved by Board majority 11 April 2024) • Request from LW to purchase lockable office cabinet for £376 and Wifi tank printer for £160. Total £536. (Approved by Board 5 May 2024) • Request from LW to hire skip. Cost up to £330. (Approved by Board 22 May 2024) • Request from LW to spend up to £800 on hop-ups, roller banners, magnets for our new Ute as well as cards and prints for sale. Offer the original artwork on loan to the CofE primary school to enhance our education program. (Approved by Board 12 June 2024) 	
6	<p>Safeguarding Jenny noted that there had been no safeguarding issues since the last meeting and there was nothing to report. Lindsay reported at a recent visit by the Elms School only one teacher was in attendance and they were concerned about the group being split into two. It was agreed with the Headteacher on this occasion to split the group with a DBS checked volunteer supervising the group without the teacher. The Board agreed that for all future visits if there is only one teacher the group would not be split up.</p>	

*Rhonda Wylly*¹

	<p>Safeguarding documents prepared by Phil King had been distributed to the Board before the meeting. The Board agreed that the documents were suitable and they were approved for COG use.</p>	
7	<p>Finance</p> <p>Lindsay confirmed that Chris K had resigned as Trustee and Treasurer but had kindly offered to complete the accounts for May. Lindsay had sent Chris K an email thanking him for all the work he had contributed to COG over the past few years.</p> <p>Prior to his resignation Chris K had circulated the financial report covering the last quarter (Mar 2024 – May 2024) which the Board had reviewed.</p> <p>The Board discussed the best way forward to cover the role of Treasurer in the interim. It was agreed to temporarily extend the amount of bookkeeping we currently receive from Elizabeth Eyre (accountant) and JP will become a second signatory alongside LW. (AP64.1 Lindsay to contact accountants to extend bookkeeping help temporarily and contact bank to change signatories.)</p> <p>The Board considered if there were any suitable replacements for the Treasurer role and it was agreed to send out request as had been done previously for the Secretary role. (AP64.2 Pam to send out an email advertising the role of Treasurer. Emphasizing the bookkeeping assistance already in place.)</p> <p>After the cost of hiring a skip exceeded the agreed £200 authorised expenditure without the need for full Board approval, LW requested that this limit was increased to £300. The Board agreed to this increased limit going forward.</p>	<p>Lindsay AP64.1</p> <p>Pam AP64.2</p>
8	<p>Grants</p> <p>Lindsay presented his report and items for discussion.</p> <p><i>FiPL Grant</i></p> <p>The Board agreed in principle to the request to increase the number of hours that Steve Stanford contributes to the FiPL grant on the basis that volunteer work will always be used in the first instance.</p> <p><i>Countryside Stewardship Grant</i></p> <p>This Friday will be the tenth educational visit so far. Jane Pountney and Jane Healing are doing a very good job organising these visits.</p> <p>(AP64.3 Lindsay to offer the place for the Countryside Educational Visits Accreditation Scheme to one of the key volunteers involved in the educational visits)</p> <p>The Board discussed the merits of extending our help to the Forest School beyond the planting of trees to assist with the drainage and soil condition of the land. LW confirmed that the cost implication would be less than what we are receiving for the educational visits, Steve Stanford could be asked to do the work and we would not be responsible for ongoing maintenance. The Board agreed that extending our help in this way would fit with the Group's objectives and would continue to strengthen our relationship with the school. LW will investigate the potential costs.</p>	<p>Lindsay (AP64.3)</p>

	<p>Veranda No funding appears to be available for this project under current grant schemes. LW would like to step back from this project for the time being. The planning permission will remain valid for three years. The Board discussed whether any of COG's funds should be allocated to this project but agreed there were greater priorities for COG's funds and that this project should be put on hold for the time being.</p> <p>(AP60.8 Pam will continue with this action to research potential funding opportunities.)</p>	Pam (AP60.8)
9	The Board discussed a confidential matter which has been minuted separately.	
10	<p>Projects CK requested that this became a standing item on the agenda labelled Projects & Events. CK gave an update on the toilet which has not been draining properly. CK has undertaken negotiations with NatSol and they have agreed that the initial installation was not completed correctly. NatSol have agreed that they will rectify the issue at their cost. A second soakaway needs to be dug.</p> <p>CK noted that we only have sufficient volunteers to run the café during the weekend of HArt. (AP64.5 CK to raise the issue of volunteers for the café with Jane Healing as Events Coordinator and perhaps consider if a partnership could be arranged with the WI.)</p> <p>CB requested that work of the pond is considered.</p>	Clive AP64.4
11	<p>AOB</p> <ul style="list-style-type: none"> JR proposed a request from the Allotment Working Group that they could use the excess payment received when an allotment changes hands mid-year to form a petty cash fund for the Allotment Working Group to spend. The Board discussed the administration of the cashflow for the allotments and suggested the many small transactions could be dealt with at a local level incorporating this petty cash fund. The Board agreed that the Allotment Working Group could use the excess payment received to start their petty cash fund and manage their smaller transactions. Reporting of accounts to COG could be via an excel spreadsheet. The Board discussed Lindsay's suggested tagline 'Colwall Orchard Group, connecting people with nature' to accompany the Marie-Therese King artwork. The Groups aims on the COG website and also on our Charity Commission entry were considered as part as the discussion. In the absence of a suitable alternative suggestion, it was agreed by Board majority to go with this tagline. 	
12	<p>Date and time of next meeting Wednesday 18 September 2024, 7pm in the Orchard Room was provisionally agreed.</p>	All