

**Minutes of the  
Ordinary Meeting of the Kettleburgh Green Trust  
Held on 17 September 2008 – 7.15pm – Watermill House**

**1 APOLOGIES RECEIVED**

Lynda Williams

**2 MINUTES OF PREVIOUS MEETING**

4 June 2008 - Accepted as a true record by those who attended

**3 Vice-Chairman**

The Chairman stated that since Adrian Williams had resigned the position of Vice-Chairman had not been filled. Gwenda was asked if she would consider this position and she agreed. Proposed by Katie Harris and seconded by Helen Kay.

**4 FINANCE**

**Audit**

The Chairman confirmed that Roger Carder was happy for the audit to be done by another person and Gwenda agreed to discuss this with Jo Gilbert and inform Libby when this was done.

**Budget**

Robert was the only Trustee to bring forward his budget for insurance next year

£131 Public Liability / £214 All Risks

It was agreed that the Chairman, Vice-Chairman and Treasurer would meet to discuss strategy and objectives given limitations of funds.

**Accounts**

Libby presented the Accounts and all the Trustees agreed that they were crystal clear. It was unanimously agreed that following successful negotiations with Proludic their account including the discount could now be settled. Gift Aid: £280 to date. Play Space Fund: £2596 due to the Trust. The Trustees thanked Libby for her time and Libby left the meeting.

**5 REPORT ON FUND-RAISING**

**Applications**

Biffa Award application was unsuccessful as they have donated their maximum funds to play equipment in the area.

People's Millions – we were accepted on the reserve list but Caroline and Gwenda recommended not pursuing this as it was a lot of work and involved media attention.

**Mills Charity**

Gwenda confirmed that they have agreed to donate just over £1,000 to purchase a piece of equipment from Proludic, which Gwenda will now order.

**Play Space Fund**

A report was read from Caroline (attached to the minutes).

**Euro money**

The Chairman reported that money was available from the European Community for funding and that the Trust should find out more. Gwenda was anxious that no more money was raised for play equipment at this time until play equipment already being funded was completed.

**6 REPORT ON MAINTENANCE PROGRAMME**

The Chairman was disappointed that no report had been made and hoped that Trustees would ensure that if they could not attend they would send a report. It is particularly crucial to be up to date with maintenance.

**7 REPORT ON SAFETY, HEALTH & ENVIRONMENT**

Trevor reported that he had not carried out inspections for some time. He and Derrick will probably do an inspection together the following weekend now that Derrick has the paper work. A separate check list will be prepared for the play equipment. Gwenda passed the Proludic manual to Trevor for reference. RoSPA annual inspection – Trevor to confirm cost. Membership for RPII due March 2009. Trevor agreed to consider taking a further course with RoSPA.

Gwenda reported that she asked Derek Hill to remove the benches he made as they were badly damaged by the boys using them for goal posts. Following a long discussion on the provision of goal posts, it was agreed to raise this at the next meeting. It was agreed that the solid benches be fixed down. It was agreed that although Darran is not responsible for reporting damage, if he is aware of anything he should report it to Lynda to deal with.

**Water Tanks**

It was agreed that Robert would thank Derek for providing these tanks, which may well have saved our trees, and ask him if these could be removed until next year.

## **Steps**

Robert reported to the Trust that these steps were still a hazard. Trevor agreed to source and recommend purchase of the correct materials for the edge of the steps. Robert agreed to help with installation.

## **8 PLAY EQUIPMENT**

### **Proludic**

This matter is now settled.

It was unanimously agreed that Gwenda would progress quotes for trim trail equipment as an ideal addition to the village green. Similar equipment could be added at a later date.

## **9 REPORT ON PARISH COUNCIL MATTERS**

### **Lease**

The Chairman asked if this matter could now be moved forward by Trevor as Chairman of the Parish Council and costs confirmed for the preparation of the Lease.

## **10 REPORT FROM EVENTS COMMITTEE**

Cheese & Wine is under way for 20<sup>th</sup> September, approx. 70 tickets sold. Eiluned Davies is providing the supper and table flowers. Mark and Jo will be assisting on the day. Caroline and Gwenda are confident of a very successful event.

### **Village Dance with The Fat Band**

Gwenda reported problems with 6<sup>th</sup> Dec. and also cost. She will progress and report back asap.

### **Quiz**

Mark & Jo are planning this with Julie & Malcolm Todd and Graham Hillier has agreed to be Quiz Master. Trevor was concerned that previous quiz nights have been perceived as for the benefit of charities such as Children in Need. It was agreed to ensure that this quiz is well promoted that it is for the benefit of the Trust.

## **11 REPORT ON COMMUNITY EVENTS**

**The Music & Magic at the Mill** was successful but promotion was not up to standard. £265 profit. Gwenda confirmed that if Helen was happy, the Events Committee could take on this event as a main event, and Helen agreed to assist. Date to be progressed by Gwenda. The Chairman confirmed that he would be donating a new marquee to the Trust.

Helen has plans for a **Fun Dog Show in 2009** and a **Breakfast this November**.

### **Medieval Fair**

It was agreed that this was an enormous commitment and would therefore be kept under review for another time.

Ideally community events should be held on the village green to create the association with the village green and the Trust.

## **12 DVD + Letter**

Robert confirmed that the DVD is in production. Gwenda will print the letter and relevant forms. Some Trustees will need to get together for packaging.

## **13 Christmas Card**

The Trustees were shown 4 designs from Jeanne Durbin and agreed on No. 2. Gwenda and Robert will agree the wording and Gwenda will produce the card. All Trustees to sign each card.

## **14 A.O.B.**

The plaque is now with Gwenda and will discuss its location with Derek in due course.

It was agreed that no other Trustees would be appointed at this time as both Libby and Caroline are happy as Non-Trustees.

Katie will report back on the cost and detail of an owl box for the village green.

## **15 DATE FOR NEXT MEETING**

12<sup>th</sup> November - Orchard End – 7.15 pm