

**Minutes of the
Ordinary Meeting of the Kettleburgh Green Trust
Held on 28 January 2009 – 7.15pm – Watermill House**

1	APOLOGIES RECEIVED	ACTION
	Trevor Jessop The Chairman announced the resignation of Katie Harris as a Trustee and this was accepted. Trustees asked the Chairman to pass their thanks to Katie for all her help since the Charity began.	
2	MINUTES OF PREVIOUS MEETING 19 November 2008 - Accepted as a true record by those who attended	
3	Matters Arising Steps Trevor confirmed in his written report (attached) that he would carry out the work to the steps. Libby will ask for a receipt for materials purchased. Plaque Gwenda confirmed that the plaque was now erected on the fence by the pond. Weed-killing Robert will speak to Derek to ask whether he were able to assist with the eradication of the clover on the green. Additional hours for pruning None required – other maintenance issues are referred to in the ‘Budget’ Lease – appt. of solicitor - referred to in ‘Budget’.	TJ/LP RM
4	FINANCE Audited Accounts It was agreed by Trustees that the audited accounts should be made available on the web and to the Parish Clerk. These accounts were now with the Charity Commission. Budget Insurance £34 Maintenance £1,500 to include pruning of fruit trees & other shrubs Legal fees for lease from F to KGT – to be confirmed. Provisional £75 RoSPA inspection Costs – to be confirmed Reports received (attached to minutes) Bank Reconciliation, Income Analysis, Expense Analysis, Petty Cash reconciliation, Deposit Account Reconciliation, Cost analysis of Lottery. Events Pro-forma (adopted) and Fat Band Income & Expenditure. There was a vote of thanks to Libby for all her excellent work.	LP/GW Chairman TJ
5	REPORT ON FUND-RAISING Report from Caroline attached The Chairman was very concerned that Suffolk Coastal could refuse the application on the grounds stated and was glad that Caroline had put an appeal forward. The result of this appeal is awaited. Extract of Framlingham Town Council’s minutes attached. KGT Lottery Club It was agreed that December prizes would increase to £100, £50 & £25. Gwenda will amend flyer and arrange for all deliveries to be done by Trustees. Additional help was needed for delivery and Gwenda agreed to approach Persephone for help. If not, a request for help would be put into the Parish Magazine. Gwenda would also confirm with Trevor that he would be able to carry out his list.	CT GW
6	REPORT ON MAINTENANCE PROGRAMME Lynda reported that Darran was working to the programme.	

- 7 REPORT ON SAFETY, HEALTH & ENVIRONMENT**
Wire mesh to fence which surrounds the pond
 It was generally agreed that this was not necessary. Robert confirmed that the Insurers have seen photographs of the existing fence as it is and have not requested any additional protection.
Steps
 Referred to in Matters Arising
Inspection Reports, Cost of RoSPA annual inspection
 Report received from Trevor – costs to be sought of annual inspection by RoSPA rather than any further courses undertaken
- 8 REPORT ON PLAY EQUIPMENT**
 It was generally agreed not to consider goal posts on the village green. For additional play equipment a scheme was in place and funding awaited.
- 9 REPORT ON PARISH COUNCIL MATTERS**
Lease
 Referred to in 'Budget'.
Parish Tree Scheme
 The application from the Kettleburgh Green Trust was yet again, not put forward by the Tree Warden to meet the deadline. However, Sam Mortlock at SCDC was able to find some more funding and 30 plants were collected on the 24th January and planted by Darran Frost and Bill Weeks at each end of the pond. Photos have been added to the Kettleburgh website.
- 10 REPORT FROM EVENTS COMMITTEE**
Quiz
 20 tables available, 15 of which are now sold – Helen is meeting with Mark & Jo to discuss catering. Gwenda confirmed that Malcolm Todd has arranged to collect the additional tables for Kettleburgh Hall. Mark and Jo's report is attached to these minutes. Gwenda brought forward a request from them for more raffle prizes. The Chairman has purchased the wine and was paid by cheque. The receipt will be held by Helen along with other expenses. The Chairman suggested 6 bottles of wine as a raffle prize from those he had purchased.
Music at the Mill
 Gwenda explained that this event may not be suitable for the Watermill due to the facilities available and that there were already several music events in the area. It was also generally agreed that an event on the village green would be more suitable at this time.
- 11 REPORT ON COMMUNITY EVENTS**
Fun Dog Show
 All Trustees agreed that this was an excellent event and should be repeated this year. Helen was keen to hold this event in May but the date was not yet arranged until Jeanne's Mother had confirmed that she would judge. Helen asked for more help with this event. Trustees agreed that it would be acceptable for Gwenda and Caroline to expand this event to seek additional profit if possible.
- 12 A.O.B.**
Recruitment
 It was agreed that, as promised, should a vacancy become available Derrick Neilsen would be asked to become a Trustee. The Chairman agreed to offer Derrick the position.
 Lynda stated that she would talk to the resident of 6 Barrel Cottages to see if they wished to help in any way.
Boundary of the village green
 The Chairman confirmed that an email had been received by Diane Smith

TJ

HK

HK/GW/CT

Chairman

informing the Parish Council that land owned by Charles Glason had been conveyed to them and she had asked for a meeting on site to discuss the boundary fence near the pond. The meeting will be with Parish Clerk, Chairman of the Parish Council, Trevor Jessop and one other Councillor, possibly Gwenda or KGT Chairman.

13 DATE FOR NEXT MEETING

Meeting dates for 2009:

25th March - Orchard End

3rd June - t.b.c.

9th September - t.b.c.

4th November - t.b.c.

Approved