

Minutes of the Ordinary Meeting of the Kettleburgh Green Trust held at Orchard End 3rd June 2009

1. Apologies

Caroline Tosh, Libby Payne

2. Minutes of previous meeting

25th March 2009 – ordinary meeting minutes accepted as a true record by those who attended

3. Matters Arising

Discussion with grounds men about Clover removal

The Chairman reported that although he had had a discussion about the clover problem, he had not received much new information. After a short debate it was decided that Lynda will ask Darran to find out how much it would cost to spray the Green, and if he can source the equipment needed to do the job.

ACTION - LD

4. Report on Finance

REPORTS RECEIVED (attached to minutes)

Bank Reconciliations for 2008 and 1st April 2009 to 3rd June 2009, Income Analysis, Expense Analysis

Gwenda reported that she has applied for the remainder of the grant for the trim trail from Suffolk Coastal, which can be claimed on completion of the installation.

ACTION - GW

5. Lease

Marshall Hatchett solicitors, acting for the Parish Council have prepared a lease agreement detailing terms and conditions, which has been sent to the Clerk of the PC. This cost £400 & VAT, for which it was agreed KGT is liable. Trevor, as Chairman of the PC has asked Jackie to accept these terms. The agreement will then be sent to Burketts (solicitors for KGT). The Chairman assured the trustees that that cost will be discounted, and should be no more than £800. The agreement will be for a 99 year lease. Robert asked whether the named Trustees for the lease had to be Trustee members of KGT.

ACTION – CHAIRMAN

6. Boundary

The Chairman reported on the meeting that he had with Trevor and Diane Smith, Charles Glasson and Chris Clarke (of Clarke and Simpson) about the disputed boundary, and that it was resolved amicably. All agreed on the line the boundary should follow, and a definitive line has been drawn on a scale map. The Smiths have requested that the hedge and fence should be moved, but are happy to leave them in place until the most suitable time to transplant plants. The willow tree will be moved

by the Smiths. Gwenda asked why KGT should bear the cost of removal as all the work had been done in good faith, and the problem began with the original conveyance drawn up incorrectly by the lawyers working for the District Council. It was agreed that this was the case, but it was not worth pursuing a claim against them now, and the Trust would pay. Trevor suggested that volunteers could move the fence posts, and will round up volunteers. Lynda will ask if Darran can help.

Chris Clarke also pointed out that there is another discrepancy between the fence and the true boundary of the green, and that there is an area behind the Booths house which belongs to the Green. It was decided that The Chairman will talk to the Booths, and their agreement that the land is ours should be formally recorded by letter. However, the fence will remain as it is at the moment.

ACTION – CHAIRMAN, LD, TJ

7. New Trustees

The Chairman has not yet been able to contact Mark de Roeper to ask if he would like to become a Trustee. Robert suggested that Darran should also be asked, and this was felt to be a very good idea. Lynda volunteered to ask Darran.

Robert reported that he has asked Suffolk ACRE to include Trustees in the insurance cover.

ACTION – CHAIRMAN, LD

8. Trim Trail

REPORT RECEIVED FROM CT(attached to minutes)

The Chairman thanked Caroline for her hard work in raising the funding for the Trim Trail, and overseeing its installation, particularly as she had borne the brunt of some unpleasantness during the installation.

Robert was concerned that there was one piece which did not seem to have been fitted properly- this will need to be resolved with Fawns.

Trevor reported that he had received a method statement from Fawns before installation, but that it had raised some concerns in him over Health and Safety practises. Darran will need to be given a Health and Safety Plan, to comply with revised legislation (2007). This will also impact future events on the Green, which will need a Health and Safety assessment.

ACTION – TJ

9. Maintenance

Gwenda asked if the weeding of the shrub borders is covered by Darran's contract. Robert had a copy with him, and was able to confirm that it is – Lynda will therefore ask Darran to spend some time weeding those borders.

Robert requested a copy of Darran's insurance policy.

ACTION – LD, RM

10. Fund raising

The Fun Dog Show was felt to be very successful. The Chairman reported that many people had told him how much they enjoyed it. The report for the Parish magazine should express thanks to everyone concerned, not individual people. The Chairman expressed thanks to Gwenda, Caroline and Helen. There was a discussion about whether the Dog Show should become an annual event, but no conclusion was reached.

The next event will be called Totally Tapas, to be held at Watermill House, 19th September. This will be organised by Caroline.

ACTION – CT

11. Health and Safety

The step nosings have been fitted.

Weekly inspections have been restarted, but, as yet there is no formal plan for the Trim Trail.

Trevor's qualification with Registered Play Inspectors International has lapsed. He will investigate the cost of ROSPA making an annual inspection, instead.

ACTION – TJ

12. Trust's Dinner, 5th December

There was a discussion about what sort of event would be suitable, and the majority felt a local event would be best. Gwenda will contact the Queens Head in Brandeston to book a table. It was agreed that Caroline, Libby and Darran will be invited as paid for guests.

ACTION – GW

13. AOB

Gwenda asked if any Trustee would be willing to take minutes at future meetings after Helen has left the committee..

14. Venue For Next Meeting

Watermill House 9th September 2009

There being no further business the meeting was closed at 8.40 pm