

**Minutes of the  
Ordinary Meeting of the Kettleburgh Green Trust  
Held on 2 April 2008 – 7.15pm – Corner Cottage**

1 **APOLOGIES RECEIVED**

Katie Harris (but attending later)

2 **MINUTES OF PREVIOUS MEETING**

23 January 2008 - Accepted as a true record by those who attended

3 **MATTERS ARISING**

(i) **Wooden Rail on steps erected**

Trevor confirmed that he would be erecting the rail during the summer months with Patrick Garland.

4 **FINANCE**

(a) **New Interest Account**

Libby confirmed that the account with the Charity Aid Foundation is now open and £10,500 has been transferred.

(b) **Audit**

Accounts have been audited and submitted to the Charity Commission

(c) **New Mandate**

New mandate complete. Signatories will be: David Harris, Gwenda Weeks and Libby Payne. Any two of the three signatories will be required to sign.

(d) **Income & Expenditure**

Libby submitted a detailed set of accounts and explained it fully. The Trustees wished to thank Libby for providing such up to date information.

Interest a/c: £12,134

Current a/c: £ 1,600

P/Cash: £ 16

INCOME: £ 5,800

EXPENSES: £14,800 including transfer

The Chairman and Libby will get together to put together a Summary of Accounts for the next meeting

(e) **Budget 2008/2009**

A special meeting will be arranged to discuss next year's budget before the next formal meeting. What would Trustees like to budget for next year? Budget should relate to specific items. Proposals required by Trustees within next two weeks to Chairman. Lynda confirmed that Darren's costs would remain the same for the maintenance of the green at approx. £12.50 per hour.

5 **INSURANCE**

Payments made £247.00

£58 Property Insurance + £131 Public Liability – annual costs. Additional £58 paid in the same year due to late payment. Public Liability due 1<sup>st</sup> August. It was unanimously agreed that Robert would arrange payment of insurance and refer only to the Trustees if there were issues and/or increased costs.

6 **APPOINTMENT/RESIGNATION OF TRUSTEES**

All Trustees are currently operating within their election period.

Lynda stated that Adrian was unable to fulfil his duties as a Trustee due to work commitments. The Chairman will speak to Adrian to confirm that he wishes to resign.

It was unanimously agreed that Caroline Tosh would be a suitable & direct replacement for Adrian should she be willing to take on the role. There was concern that Derrick would be offended, as he would not be invited to become a Trustee. Trevor stated that he knew that Derrick was quite happy to continue to help and was not concerned about becoming a Trustee. He would be assisting Trevor with inspections on the green. The Chairman agreed to telephone Caroline Tosh to discuss her possible role, which would be primarily fund-raising, supported by Gwenda and support to Helen for events.

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## **REPORT ON FUNDING - Katie arrived at the meeting**

- (a) **Play equipment** – arrived in country last Monday. Waiting a further call from Proludic for an installation date. Gwenda requested up to date information on order and Robert asked Helen to provide details of the equipment chosen. Trevor wishes to contact Proludic to discuss timescale of installation in connection with CDMs. Katie will provide contact telephone number to Trevor.
- (b) **Long Term Maintenance** - Lottery Club has been successful and has contributed £1284 to funds with payouts of £420 and some expenses. No other action has been taken
- (c) **Proposed letter to the village** – Gwenda will email to all Trustees for comment. It was commented that some objections to the green have been received but not clarified and overall the response to the village green is very positive and encouraging.
- (d) **Village Pound as source for funding**  
Gwenda has asked the Parish Council to consider a proposal for selling the Pound to support other projects and this will be brought before the PC at the next meeting. The Chairman clarified that if this was sold on the open market it could generate a sum, which could be the start of the endowment funding for maintenance as people are more inclined to donate if the funds are underway.

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## **REPORT ON MAINTENANCE PROGRAMME**

Lynda reported concerns about the loss of shingle on the pathways. After further discussion it was agreed that Trevor would prepare a spec for the work that needs doing and Lynda will get two quotes for the work.

Robert reported that the yellow paint is disappearing on the steps and could be dangerous. Trevor has identified plastic nosing and will progress.

Robert asked that the records be put straight regarding Item 7. At the last meeting “Liz Marzetti has asked for a couple more trees and Lynda will progress”. He stated that this was not accurate and Liz did not wish to pursue the purchase of more trees. Extra trees will not be forthcoming.

Three Chestnuts are still to be delivered by Katie.

There are two faults on furniture, which Robert will address and from advice received he will purchase and treat the Glasdon furniture with teak oil.

Clover could be a problem but expensive to treat – Advice to be taken on treatment.

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

### **(a) Defects on green furniture**

Patrick had report this to the Trust and Gwenda would email to thank him.

### **(b) Recent Inspections**

**More glass** has appeared but this could be coming up through the soil.

Not much litter. Dog-fouling variable. Trevor will introduce Derrick to the work he does on the green.

Perspex covers over dog fouling signs is a great improvement, thanks to Trevor, although the sign located at the Church Road access has been tampered with.

- (c) Darran is doing a very good job and the Trust will make sure he is thanked.

**10 REPORT ON PARISH COUNCIL MATTERS**

**(a) Barrier at The Street off public footpath**

Parish Council are pursuing this with Highways as a safety issue.

**(b) Parish Tree Scheme 2008/2009**

The Parish Council needs to receive schemes by July. Cllr. Chase stated that the Trust missed the deadline last year to receive any trees therefore the request must go in as soon as possible. The Trust assumed that the Parish Council Newsletter would promote the tree scheme to the whole village.

**(b) APM 21st May – Helen to report**

**(c) APM 14<sup>th</sup> May – Chairman to report – Gwenda to provide background information**

**11 REPORT ON COMMUNITY EVENTS**

**FORTHCOMING EVENTS –**

**Egg Hunt & opening of play equipment – 27<sup>th</sup> April – 3pm.** The Trust had received a complaint from Anne Bater that Rogation Sunday was already arranged and would clash. Helen had previously confirmed the dates with Jackie as arranged. However, it was agreed that the date would be changed on this occasion and that confirmation of the play equipment installation date would be established before another date was confirmed. Gwenda was asked to draft a reply to Anne from the Trust for Trustees to see. Caroline would be asked to remove any promotional material, Gwenda will remove from website and inform Jackie.

**Open Gardens – 22<sup>nd</sup> June 11 – 4 pm**

Liz has produced an action list. Paul & Claire Norman have declined to open their gardens. Others are still being contacted.

**Music at the Mill**

No luck with artists so far. Events Team will progress. Chairman & Katie will respond by the end of next week on this event.

**Hog Roast – 7<sup>th</sup> September**

Equipment for roasting will be provided by Caroline – Allister will be asked at Café morning if he can provide the pig. If not, Anne Young can be asked.

**Medieval Market & Fair**

To be arranged for next year – date to be confirmed.

Gwenda stated that rather than having several events per year that were not particularly profitable – why not have one really good event per year to ensure maintenance funding. Together with the lottery this should produce enough funds. It was agreed that the original objective of the Trust was to hold community events, but now that the Kettleburgh Café and Village Breakfast were established – one other event per year could be considered.

**Dance Band –** Gwenda will progress dates with the Fat Band to arrange a dance in the village hall.

**12 100+ Club**

Gwenda reported that 108 tickets have been sold -total sum of £1289. The overall experience has been extremely positive and a worthwhile opportunity to speak to residents.

**13 A.O.B.**

Promotion/Co-ordination needs to be better.

Installation of play equipment – site management volunteer required.

Condition 2 –planning Permission application – no responses yet.

Draft lease required for submission to PC – Lawyers to be appointed. Chairman will contact Birketts for best deal.

A notice board would be useful for the village green. All Trustees thought it was a good idea.

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**DATE FOR NEXT MEETING**  
**4<sup>th</sup> June – Watermill House**  
**Agenda Item: Lease**

ROBERT'S AMENDMENTS DONE – 4.4.08