

**Minutes of the
Ordinary Meeting of the Kettleburgh Green Trust
Held on Wednesday 23 January 2008 – 7.15pm – Old Brewhouse**

Approved

1	APOLOGIES RECEIVED Robert Marzetti	<u>ACTION</u>
2	MINUTES OF PREVIOUS MEETING 21 November 2007 Accepted as a true record	
3	MATTERS ARISING (i) New Plan of village green - Trevor to email to Gwenda for her records (ii) Chestnut Trees – deliver to The Barn for planting	TJ Chairman/KH
4	REPORT ON ACCOUNTS (a) Petty Cash Claim Form Libby produced a Petty Cash Claim Form which was agreed unanimously to be suitable for purpose. (b) Interest on Account It was unanimously agreed to open a high interest account with the Charity Aid Foundation. (c) Audit Val has accepted the accounts back for auditing with the previous auditor and Libby will progress urgently as the accounts have to be with the Charity Commission by the end of January. If the audited accounts are not available by the end of tomorrow Libby will inform the Chairman. If the deadline of 31 January is missed, although there are no financial penalties it will be a matter of record and could affect funding. (d) New Mandate The bank mandate was amended to provide a new signatory following the resignation of Valerie Butcher and the appointment of Libby Payne as Treasurer. Signatories will be: David Harris, Gwenda Weeks and Libby Payne. Any two of the three signatories will be required to sign. Libby will now progress with the bank. (e) Donation £50 received at the Village Breakfast from Paul and Caroline who have moved from the Old School House was passed to Libby.	LP LP LP
5	APPOINTMENT OF NEW TRUSTEES (i) It was unanimously agreed that both Derrick Neilsen & Caroline Tosh were excellent candidates as Trustees. However the current total of 8 members + Treasurer was considered to be a good number to enable the Trust to achieve its objectives. (ii) It was agreed that the Chairman would speak to Derrick and Lynda would speak to Caroline to confirm that their help would definitely be required, in particular on fund-raising or possibly in Derrick's case as an assistant to Trevor for inspections on the green/play equipment and possibly enforcing any bye-laws that may be created by the Parish Council i.e. dog fouling. If Caroline and Derrick were happy to help it was most likely that they could become Trustees in the near future if they still wished to do so. (iii) The Chairman had also received consent from Mark de Roeper and Mark Gilbert to join a small team for funding. (iv) The Secretary confirmed that the model document (Trust Deed)	Chairman LW ALL

that was adopted has no process for appointment of Trustees other than an annual declaration of the current Trustees. Trustees will consider whether other processes should be in place for the future i.e. maximum number of trustees.

6 **REPORT ON FUNDING**

(a) Play Space Fund

Libby confirmed that £2596 has been received by BACS to the Trust account, representing 50% of the claim. The balance will be paid when the equipment has been installed and inspected.

(b) Long term Maintenance

(i) It was acknowledged by Trustees that funding was not moving forward. Adrian, Helen & the Chairman will meet with 3 others by the end of February at Watermill House to discuss further.

(ii) The Biffa Award is the most suitable and funds of up to £55,000 are available. A payment of £100 is required before application can go ahead.

(iii) The Chairman asked Libby for the Trust's bank account details as he intends to create a standing order for £250 per year to go towards the long term maintenance.

(iv) The Chairman and Gwenda will draft a letter to be circulated to all residents of Kettleburgh concerning funding for the play area and maintenance. Fund required in the region of £25,000 for play equipment and £100,000 for maintenance. Draft to be circulated to Trustees for comment.

**Chairman
HK/AW**

Chairman

Chairman/GW

7 **REPORT ON MAINTENANCE PROGRAMME**

Lynda wished to thank Libby for dealing with payment to Darran so promptly.

Darran is paid £250 per month to cover additional hours accrued in the summer.

There were some discrepancies with invoices which have been resolved. Trevor stressed the need for written instructions to prevent any issues.

TJ

A new plan of the green will be sent to Darran

LW

Liz Marzetti has asked for a couple more trees and Lynda will progress. The 3 chestnuts from Katie will be planted.

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

(a) Wooden Rail

Trevor to progress with Patrick

TJ

(b) Recent Inspections – everything fine except:-

(i) **The Pond level** is being monitored and is currently 5-6" below the outlet there is also some ponding on the green.

(ii) **Dog fouling** still continues to be a problem which may be addressed with a bye-law by the Parish Council.

(iii) Some glass (probably unearthed) and a bottle were found on the west side near the pond.

(c) Long term solution at steps

Action with TJ – Security lights on barn now light steps at night

TJ

(d) From research carried out by Cllr. Garland 20% of the villagers are under 18

9	<p>REPORT ON PARISH COUNCIL MATTERS</p> <p>(a) Ownership issues with Mr Glason It was agreed at the last PC meeting that the land on the NW boundary would not be contested. In return for removing this objection Mr Glason would be asked if he would agree not to expect the fence or hedging to be removed. Deadline for Land Registry, end of this month. The PC have also made contact with Mr Glason concerning access over the ransom strip on the Church Road access. PC awaits Mr Glason's response.</p> <p>(b) Lease document to be presented to PC Robert had confirmed by email that the owners of Shey would not be able to assist with legal advice. The Chairman will consider the next step and inform Trustees.</p> <p>(b) Lynda wished to inform the Trustees that Mr Glason very recently spoke to her that she should not have a gate in the fence on her boundary. Lynda confirmed that the gate existed when she bought the property and that this is shown in the property deeds. The Trustees were all in agreement that this gate has existed for many years.</p> <p>(c) Barrier at The Street off public footpath Cllr. Vicky Neilsen is dealing with this matter through the Parish Council. An on site meeting is required to discuss what can be installed.</p> <p>(d) Tree Planting It was agreed at the PC Meeting that Cllr. Chase will present to the next PC Meeting on 12th March details of the Parish Tree Scheme and a plan showing trees planted so far. The Chairman proposed and It was unanimously agreed that the Trust should write to the Parish Council and comment upon what has happened in 2007 and that we would expect to have a priority claim on future trees and hedging for the village green.</p>	Chairman
10	<p>REPORT ON COMMUNITY EVENTS</p> <p>(a) Village Breakfast This was an excellent event but Helen succeeded under difficult circumstances as the village hall is ill equipped for preparation of food. The Trust discussed this matter at length and it was unanimously agreed that Gwenda would prepare a draft letter for comment to send to the Village Hall Committee in time for their next meeting on 5th February. This would list all the issues that are of concern and it was hoped that the Village Hall Committee would respond positively. A review of the breakfast has been done for the Parish Magazine and the website.</p> <p>(e) Dog Show – Helen confirmed that this would be every other year. The next Dog Show would therefore be in 2009.</p> <p>(f) Play Equipment Katie/Helen provided an order sent to Proludic for 2 pieces of play equipment. Total cost with matting and installation £9901.30. Cost has increased due to late order and change of equipment to suit all ages. Derek Hill has donated £1500. Total funds available £6692. Balance to be found £3209.30. Delivery 6/8 weeks. Derek Hill has expressed a wish to add a further donation and Gwenda and the Chairman will speak to him.</p>	GW
11	<p>MEDIEVAL MARKET & FAIR The Chairman provided historic reference to a medieval market & fair on the village green and the Trustees were unanimous in their support of creating this event on our new village green. Lynda will take this forward and a meeting will be held on 6th February. Helen will ask Wilda if she has any other historic information.</p>	LW
		HK

12	MUSIC EVENT – WATERMILL HOUSE	LW
	It was agreed that this event would also be discussed at the meeting for the Medieval Market & Fair on 6 th February.	
13	100 + Club	GW/LP
	The Trustees unanimously agreed that Gwenda should pay £35 for a licence to create this club and move it forward.	
14	A.O.B.	
	Goal posts – Gwenda has contacted those interested to ask if they would look at costs/storage etc. and come back to her. The Trust were anxious that :-	
	(i) The persons who want these should seek the funds & purchase	
	(ii) Items should be on the green for a limited period	
	(iii) Items must be properly stored away from the green	
	(iv) That this activity does not impede the use of the green for others.	
15	DATE FOR NEXT MEETING	
	2nd April 2008 – Venue: Corner Cottage – 7.15pm	
	Dates for 2008 to be circulated by Gwenda for agreement with Trustees	GW