

**Minutes of the  
Ordinary Meeting of the Kettleburgh Green Trust  
Held on 4 June 2008 – 7.15pm – Watermill House**

**1 APOLOGIES RECEIVED**

Robert Marzetti

**2 MINUTES OF PREVIOUS MEETING**

2 April 2008 - Accepted as a true record by those who attended

**3 FINANCE**

**Receipt and Payments Accounts**

Trustees agreed that the Annual Accounts were very well presented and thanked Libby for all her hard work. The final accounts will be circulated to Trustees and forwarded to the Charity Commission.

**Budget**

**Insurance** - Robert will confirm final figures

**Trees, plants, bins, signs** – Agreed at £300 + £100 for plaque. Lynda will cost the scheme presented to the Parish Council for trees & hedging as a comparison.

Trevor will check if any further planning applications are required for additional plants & trees.

**Fund-raising Events** – self-funding.

**Maintenance** – Agreed at no more than £3500.

**Newsletter** – Agreed at £150 for Christmas Card (Gwenda & Caroline to progress)

**Purchase of Equipment** - £11,634 (for play equipment already installed but not complete)  
+ ADDITIONAL SUM to complete project which will be researched by Helen & Katie.

**4 Report on Fund-raising**

Caroline circulated a report, which is attached to the minutes. For most applications a clear project has to be identified. 3 quotations will be required with full details of the play equipment and costs including installation. Helen & Katie will progress and liaise with Trevor who will prepare a detailed plan of the location of the equipment.

The Play Space Fund has granted £5192 and 50% has been received. Gwenda will provide all the necessary information for Caroline to claim the balance and pursue further funding from this scheme in the future.

Trevor will provide details to Caroline of the BTCV scheme and look into support from clubs such as the Rotary Club/Round Table/Golf Clubs.

**Endowment** – the Chairman agreed that this required a special meeting for proper discussion within the next month.

**5 APPOINTMENT/RESIGNATION OF TRUSTEES**

Adrian Williams has resigned as a Trustee from today's date.

There were no nominations at present for new Trustees.

**6 APPOINTMENT OF FUND-RAISING COMMITTEE**

Gwenda confirmed that Caroline & Gwenda would lead with Eiluned, Mark & Jo to help organise 4 events per year to bring in the required money for maintenance. There are currently two events: Lottery Club & Village Dance (6<sup>th</sup> December). This Committee will report to the Trustees on progress.

**7 REPORT ON MAINTENANCE PROGRAMME**

Darren's contract is due for renewal on 12<sup>th</sup> June 2008. The Trustees agreed with Lynda that he should continue as he is doing a great job and she confirmed that his charges would remain at £250 per month throughout the year. Lynda will discuss the contract with Darran and Gwenda will prepare it for signature. Darren's actual hourly rate needs clarification in case he is asked to do additional work. Lynda will confirm to Libby if any other expenses are likely to be incurred in the year i.e. spraying.

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

Trevor reported that;

Dog fouling is still a cause for concern, Perspex cover damaged on dog-fouling sign.

Derrick Nielsen will assist with green inspections.

ROSPA will carry out final inspection – Trevor will then do a 3 monthly operational inspection and this will be added to the work list. The ROSPA course is valid for 3 years – there may be costs incurred for a re-sit in two years' time. Trevor will confirm possible costs involved.

**9 PLAY EQUIPMENT**

**Update**

Trevor stated that the installation carried out of two pieces of equipment by Proludic was not acceptable with regard to health & safety and the work was left in an unsafe state. Trevor will provide the Chairman with full details of the issues involved. Katie and Helen will be meeting with Andrew of Proludic tomorrow and David will then report formally to Proludic and any response should be directed to Trevor as our Health & Safety representative. The Chairman confirmed that nothing would be paid until all matters were resolved. Trevor emphasised again for the benefit of the Trust that the CDM regulations are very clear that the client has prime responsibility.

**Plaque**

Gwenda will speak to Robert to develop ideas for a plaque and report back to the Trust. Wording has been agreed with Derek Hill. Budget Cost £100.

**10 REPORT ON PARISH COUNCIL MATTERS**

**Lease**

- Trust to have proper title to the green & on the basis that the Trust would maintain certain standards. Should the Trust fail to meet those standards the Parish Council could take back the responsibility for the green.
- Lease for 78 years (same as remainder of covenant)
- Totally independent of the Parish Council
- Legal advice – one firm not two but PC & Trust to have separate advisers
- Virginia French would advise the Trust (Birketts)
- Approx. cost £1000 but possibly £500
- Marshall & Hatchick (Mike Sparrow) to be contacted for an alternative quote by Trevor

**11 REPORT ON COMMUNITY EVENTS**

Music & Magic at the Mill – 13<sup>th</sup> July – 3pm

Erect marquee 12<sup>th</sup> July – Helen to contact John Bater. Decide with next 5 – 6 days layout of event.

Trevor will provide risk assessment

**12 DVD**

All Trustees agreed that this was a really excellent piece of work and provided a great opportunity to be used to promote sponsorships by way of donations/wills/endowment. Two points were identified for further discussion:

- (a) There should be an appropriate reference in the DVD to all Gwenda has achieved.
- (b) Consistent with (a) there should be an introduction but possibly more limited and without the present visuals.

The Chairman will speak to Robert on his return.

**13 A.O.B.**

Trevor will be taking over lottery draw at coffee morning, Derrick Nielsen will deputise if necessary.

Gwenda will put a note in both the Parish Magazine and the Parish Newsletter that the draw will continue at the same venue.

Maverick Festival – 29/30/31 August – Easton Farm Park

Gwenda will amend the letter headed paper now that Adrian is no longer a trustee.

**14 DATE FOR NEXT MEETING 10<sup>th</sup> September 2008 – Watermill House**

The Chairman also asked if Trustees & Non-Trustees would think about a suitable venue for themselves and partners to get together socially. The Chairman will check whether the Trust can be VAT registered.