

**Minutes of the
Ordinary Meeting of the Kettleburgh Green Trust
Held on 19 November 2008 – 7.15pm – Orchard End**

1 APOLOGIES RECEIVED

Katie Harris, Trevor Jessop

2 MINUTES OF PREVIOUS MEETING

17 September 2008 - Accepted as a true record by those who attended

3 Matters Arising

Letter of thank you to Derek Hill – Gwenda will send

Plaque – Gwenda to discuss with Derek Hill

DVD – The Chairman and Trustees wished to congratulate Robert on an excellent DVD.

Trim Trail – Item 8.

Christmas Card – Trustees agreed that it would not be done this year

4 FINANCE

Audit

Libby confirmed that Lisa Handley will be able to do the audit by the end of next week and she will then send it to the Charity Commission.

Strategy & Objectives

It was agreed that the Chairman and Secretary would meet to discuss further.

Budget

The Chairman asked for Trustees to provide him with any budget items before the next meeting.

Income & Expenditure

Previously circulated to all Trustees and attached to minutes; Expenses Analysis, Bank Reconciliation & Budget/Forecast to 31 March 2009 and Treasurer's notes. Total funds at 12 November 2008 £4,861.37.

5 REPORT ON FUND-RAISING

Caroline provided a progress report; attached to the minutes.

Cheese & Wine – £1800

DVD Appeal – £ 103

Biffa Award – unsuccessful

Peoples Millions – short-listed for our region but unsuccessful.

Trim Trail application; extension requested by Framlingham PC until 4th December 2008

The Chairman & Trustees wished to thank Caroline for all her outstanding work.

DVD Appeal

Robert enjoyed creating the DVD but had discovered that many people had not yet had time to view it at home.

Robert's expenses were much higher than the expenses incurred by Gwenda of approx. £40 but he wanted to donate his costs in support of the Trust and Trustees were very grateful.

Lynda suggested that it could be shown at the Village Breakfast and would look into the possibility of the loan of the equipment necessary.

Fat Band

Lynda suggested that a member of the Band could raise awareness of the Trust during the evening. The Chairman suggested that a script was prepared.

6 REPORT ON MAINTENANCE PROGRAMME

Lynda reported that the contract was in place for Darren Frost at £200 p.m and that she meets Darren on the village green every 2 weeks to discuss what needs to be done. Lynda stated that anyone who comes in contact with the village green is very impressed. Trustees were asked to report to her if they carried out any work themselves on the green or were aware of anyone else doing so.

Lynda confirmed that pruning and cutting back were not included in the contract and she would speak to Darren for a costing. Additional hours would be calculated at his current hourly rate although Libby asked that there was a ceiling to this. Lynda will report back. Robert said that he would ask Liz if she would be willing to provide her expertise to Darren & Anita to ensure pruning was done correctly.

Robert suggested that the paths need to be kept free of weeds, as they are very destructive. Weed-killing is needed twice a year to prevent this. Clover has also taken over the green and needs tackling. It was suggested that Derek Hill might help if the Trust supplied the chemicals and Gwenda was asked to speak to Derek about this. If this was unsuccessful then Robert is willing to ask Alfie Moore if he could help.

7 REPORT ON SAFETY, HEALTH & ENVIRONMENT

Water Tanks

Gwenda agreed to write to Derek thanking him for supplying these tanks. Robert has asked Derek to remove them and Derek will do so when he has the time.

Steps

Trevor provided detail and costings to Trustees of £158.04 to supply capping on the steps and it was agreed to confirm to Trevor that this should go ahead.

Inspection Reports, Cost of RoSPA annual inspection to be c/f to next meeting.

8 REPORT ON PLAY EQUIPMENT

Quotations received from Fawns £7880.00 and application made to SCDC. Caroline will speak to Fawns to confirm that they will hold the price until extended date of 5 December 2008.

9 REPORT ON PARISH COUNCIL MATTERS

Lease

The Chairman confirmed that there appears to be a general acceptance that this should go ahead and he will discuss this with Trevor separately with regard to appointment of solicitors.

Parish Tree Scheme

The Chairman gave some background to this scheme, stating that the Trust lost out last year as Lynda's verbal request to Cllr. Tim Chase was not taken forward. The Scheme has been changed due to costs last year having to be borne by the Parish Council that were not budgeted for and in future each applicant will bear the cost of their scheme above that which is not supported by SCDC. This year the Trust's application was submitted in plenty of time but Cllr. Chase stated at the Parish Council meeting that he had only one application from Mr John Bater. The Parish Clerk confirmed that there were two applications. Cllr. Chase has now said that he will look at the Trust's application and the Chairman has asked that the application be copied to Councillors for information. This has not yet been received. Gwenda wished to withdraw the application. Trustees however agreed that the application should go forward and if the costs were too high the Trust would not go ahead.

10 REPORT FROM EVENTS COMMITTEE

Village Dance with The Fat Band

All plans in place for 29 November, tickets going well. Lynda asked if a gazebo could be erected outside the rear fire door giving access to a gazebo put there for the use of smokers. The Village Hall committee had previously stated that they were not happy with a fire door being used for that purpose.

After some discussion it was agreed that a gazebo for smokers could be erected at the front of the hall car park area and smokers could access that area from the front main door. Robert would check with Derek to confirm he was happy about that suggestion as he owns the land.

Finally, Robert suggested that the Trust provided a bucket with sand inside the gazebo for cigarette ends and he, representing the The Village Hall, would see that a similar sand bucket was provide under the canopy outside the front Hall entrance.

Quiz

Mark & Jo provided a report on the progress of the Quiz; attached to the minutes

Date confirmed at 20 February 2009. They are seeking a Quizmaster and further background/expectations from previous quiz events. Trevor and Helen have both attended many quiz evenings in the past and Trevor provided some insight by email. Helen agreed to support Mark & Jo and stressed in particular that good food was an important part of the event.

11 REPORT ON COMMUNITY EVENTS

Village Breakfast will take place this Sunday 23rd November. Helen has the help she needs but Lynda offered further help if necessary. Lynda also said that she was unaware of this event and asked if events could be advertised by email in future. Gwenda agreed to do this but would circulate as b.c.c. to ensure other people's emails were not displayed. Additional cafetieres

required. Libby to provide £20 float.

No other events planned at present except possibly The Fun Dog Show.

12 A.O.B.

Libby asked if wire mesh could be fixed to the fence that surrounds the pond for safety of young children. Most Trustees felt that parental control was all that was necessary although Gwenda wished it to go ahead. Robert confirmed that for insurance purposes it was acceptable as it is. The Chairman suggested that this be referred to Trevor as a Health & Safety Issue.

13 DATE FOR NEXT MEETING

21st January 2009 – Watermill House

Approved