

Minutes of the Ordinary Meeting of the Kettleburgh Green Trust held at Corner Cottage 25/3/09

1. Apologies

Trevor Jessop, Robert Marzetti

2. Minutes of previous meeting

28 January 2009 – ordinary meeting, and 20 January 2009 – Events meeting minutes, both accepted as a true record by those who attended

3. Matters Arising

Steps

Libby has received an invoice from Trevor for the purchase of the step nosings. They have not yet been fitted. Gwenda will contact Trevor to establish who will fit them. Lynda suggested that Darran might be prepared to fit them, if Trevor is unable.

ACTION - GW

Clover Removal

Robert circulated an email prior to the meeting stating that he had asked Derek Hill for advice about the clover eradication. Derek feels it is too big a job for a manual spray, and would need large scale equipment, such as that used by Framlingham College or Brandeston School. Libby asked what might be the consequences of leaving the clover in situ – although it is green now, what would it look like in the winter? David volunteered to talk to the groundsmen at the two schools, to get more information. and advice.

ACTION - CHAIRMAN

RoSPA Inspection Costs

To be carried forward to the next meeting

ACTION - TJ.

4. Report on Finance

Libby reported that although the Trust has gone over the £10,000 threshold, she has spoken to the audit office, and the accounts can be audited at that rate still. The new forms will be available in June or July, and will be audited by Lisa Handley, as last year.

ACTION – LP

BUDGET

Trim Trail equipment £7,435

RoSPA Inspection costs not yet received

ACTION TJ

The legal fees for the Lease are still being negotiated, but the Chairman has been assured that they will not be as much as the £2,000 allocated.

ACTION – CHAIRMAN

Without future fundraising there will be a shortfall of about £600 in the budget.

Thanks were given to everyone who has sold Lottery tickets for the coming year, but we need to brainstorm to work out ways of enticing more people to join.

REPORTS RECEIVED (attached to minutes)

Bank Reconciliation, Income Analysis, Expense Analysis

There was a vote of thanks to Libby for all her work.

5. Lease

Lawyers are still working on the details of the Lease which the Chairman feels will safeguard the future of the Green. The Chairman will speak to Trevor in his capacity as Chairman of the Parish Council, to enable the Lease to be drawn up by the Parish Council AGM in May. The conditions of the Lease state that it has to be held by four named Trustees of the Green.-Gwenda, the Chairman and Linda agreed to be named, and Trevor will be asked by the Chairman to be the fourth.

ACTION – CHAIRMAN

6. New Trustees

Derrick Neilson was asked to be a new trustee, but declined. There was a discussion about future possible trustees, as Helen gave notice of her intention to stand down in the autumn. There will be space for three new trustees. A shortlist was drawn up, and the Chairman will approach some potential replacements.

ACTION – CHAIRMAN

7. Maintenance Programme

Lynda reported that, thanks to Darran's conscientiousness, the maintenance programme is progressing well

8. Fund Raising Events

The next event will be the Fun Dog Show on May 31st, following closely the format of the last one, which it was agreed was very popular. Teas and cakes will be provided by Anne Bater in their marquee. Gwenda explained that Jeanne Durbin's mother is not well enough to be asked to judge. Louise Keeble has agreed to be a judge, but another is also needed.

There was discussion about another event to take place in September, and the possibility of hiring the Fat Band again for another event in December. The Trust felt this would be a successful fun raising event, as lessons were learnt from last time.

ACTION – GW/CT/HK

9. Play Equipment

Gwenda reported that Caroline has placed the order for the trim trail, but Fawns, the supplier, is now asking for 75% of the costs upfront. They originally asked for 50%, and it was agreed that this must be kept to. Caroline will continue to negotiate with Fawns.

ACTION – CT

10. Health and Safety

Deferred

ACTION – TJ

11. Lottery

Gwenda reported that with the extra sales made by Katie, we have reached the target of 100 tickets, to allow us to have the bonus draw at Christmas. Although this is an excellent effort by all the trustees, it is less than was sold last year. We still need to push for more sales.

12. Trust's Dinner, 5th December

This will be financed by those attending. These should include trustees, their partners and key supporters. The venue is still to be decided – the Harris' will explore possibilities

ACTION – CHAIRMAN/KH

13. AOB

None

14. Venue For Next Meeting, 3rd June 2009

It was suggested that we should revert to the previous list, and ask Robert if we can meet at Orchard End.

ACTION - GW

Approved