

# FRIENDS OF KNOLLS WOOD

## MINUTES OF THE ANNUAL GENERAL MEETING

Held on Tuesday 8 September 2020

1	<b>PRESENT</b> Clive Atkins, Diane Liness, Fiona Shillitto, Jack Owens, Jenny Monk, Mick Hewett, Rosemary Hewett and Martin Purvis.	<b>ACTIONS</b>
2	<b>APOLOGIES</b> Apologies were received from Roger Seldon, Claire Mills and John Creasey.	
3	<b>MINUTES OF THE PREVIOUS AGM MEETING</b> The Minutes of the meeting held on 2 July 2019 were reviewed and formally accepted.  <b>Matters arising</b> <i>Communication</i> Committee agreed that any communication matters would be discussed during the year as and when they arose.  <i>Tesco fundraising scheme</i> It was noted that the Waitrose scheme was not proceeding at the moment. <b>Clive would contact Tesco to find out about their scheme.</b>  <i>Website</i> John Foreman had completed the revamped site and updates/improvements were ongoing.	<b>Clive</b>
4	<b>ELECTION OF COMMITTEE 2020-2021</b> <ul style="list-style-type: none"> <li>All Committee Members, both present and absent, confirmed that they were willing to continue their membership in their current roles including Clive Atkins - Chair, Roger Seldon - Treasurer and Diane Liness - Secretary.</li> </ul> <b>It was agreed that the Committee would continue with its current membership for 2020-21.</b>	
5	<b>REPORT FROM THE CHAIR</b> Clive gave a PowerPoint presentation to the meeting which detailed the past year's activities.  <i>Objectives</i> Committee discussed the Objectives of the Friends Group and felt that, due to the situation with Covid-19, our main focus at this time should be on looking after the Wood for the benefit of local residents. <b>Committee were asked to provide Diane with any wording changes or ideas, particularly with regard to climate change.</b> <b>"Objectives" would become a standard agenda item for future meetings where any suggestions and ideas would be discussed and agreed.</b>  <i>Events 2019-20</i> Following guidance from John Creasey, the Volunteer Event scheduled for 27 September would be cancelled. <b>Clive would contact John Foreman to remove this event from the website and Fiona would contact Claire to ask her to remove it from Facebook.</b> For now, we expect to continue with the 22 November Volunteer event. <b>A short virtual meeting of the Committee would be set up two weeks before 22 November to discuss details and agree the conditions whereby the Volunteer Event would continue.</b>	<b>All</b>  <b>Diane</b>  <b>Clive</b> <b>Fiona</b>  <b>Diane</b>

	<p>The date for the Children's Event, usually held in the October school half term, had not been agreed. Committee noted that we needed to have the guidelines being set by John Creasey and Central Beds Council in place, as well as agreeing risk assessments and method statements, before going ahead.</p> <p>Committee felt that we should remind local people of the Friends Group's existence and send a notice to Heathwood, Doverly Down and Oak Bank Schools saying that  <i>"Unfortunately due to the ongoing situation with Covid-19 we are having to cancel this event."</i></p> <p><b>E-mail addresses for the schools would be added to our Contact List to enable Clive to send the notices.</b></p> <p><b>The event would be cancelled on the Website and Facebook.</b></p> <p><i>Volunteer sessions</i></p> <p>Enquiries about volunteering had been received via the Website and the meeting discussed whether we should be recruiting at this time. Clive noted that we had successfully cleared a large area of <i>Holly</i> from the pathways but there were several untidy trees. Tree stumps and overgrown nettles on pathways which could be cleared by a working party.</p> <p><b>Committee agreed that a walk around the Wood, before the November Virtual meeting, to identify areas which required work or where we would like to see changes would be beneficial.</b></p> <p><i>Website</i></p> <p>During 2020 Facebook had received 165 <i>Followers</i> and 157 <i>Likes</i>.</p> <p><b>To enhance communication, Fiona would set up a public Instagram account to promote our future events and include photos of significant events in the Wood, such as the flowering bluebells and snowdrops. She would aim to update this between two and four times a year.</b></p> <p>Roger had circulated a spreadsheet setting out the various requests for information and comments received so far this year via the "Contact us" areas on our Website. Committee sought clarification on how these were being dealt with and processed. Jack noted that the requests were currently being sent to both Roger and himself which he felt was feasible in order to cover holidays etc. and noted that he and Roger had been letting each other know about any responses they had made.</p> <p><b>It was agreed to draw up a process for responding to enquiries which included a narrative about FoKW, detailing who we are and what we do. A friendly "holding response" should also be composed for enquiries. Clive would discuss this with Jack and Roger before the December meeting.</b></p> <p>Jack noted that there seemed to be an issue with how John Foreman had set up the "Contact us" areas of the Website. Were we receiving all of the enquiries sent to us, were some going straight into "junk" and were we getting the full context of the messages we did receive?</p> <p><b>The process would be re-visited with John Foreman to ascertain how it was set up and how the messages were being relayed to Jack and Roger.</b></p> <p><b>The areas for consideration were "Please get in touch and Contact us" and "If you would like to receive our Newsletters Sign up now" on the Home Page and the "Send us a message" in How to Contact Us.</b></p> <p><b>"Website enquiries" would be a standard item on the all main meeting agendas.</b></p> <p><i>SWOT Analysis</i></p> <p><i>Opportunities</i> – Due to the current pandemic situation, Committee felt that consideration should be given to getting the Volunteer sessions up and running as well as resuming "normal" meetings of the Group.</p>	<p>Diane/ Clive Clive/Fiona /Claire</p> <p>All</p> <p>Fiona</p> <p>Clive Jack/ Roger</p> <p>Clive</p> <p>Diane</p>
--	--	--

6	<b>REPORT FROM THE TREASURER</b> Roger Seldon sent his apologies to the meeting and submitted the following report: <ul style="list-style-type: none"> <li>• The balance currently stood at £495.67.</li> <li>• Roger had since received an invoice from John Foreman amounting to £140.60 for Web hosting, software usage and domain renewal for the last year.</li> <li>• He strongly recommended that we needed to raise funds over the next two years. Committee discussed ideas such as placing a <i>Just Giving</i> page on our website or displaying something on our Notice Boards or Facebook along the lines of “We would it appreciate if you could donate ...”.</li> </ul> <b>Jenny would look into options and report back to the meeting.</b>	Jenny
7	<b>REPORT FROM THE GREENSAND TRUST</b> John Creasey sent his apologies to the meeting and submitted the following report: <ul style="list-style-type: none"> <li>• Three successful Volunteer days had been held during the year where <i>Holly</i> had been cleared back from the lower path through to Sandy Lane. A proportion of this had been chipped and would be used on paths in the future, whilst some had been left in habitat piles. Many thanks to the Volunteers and Committee Members for their hard work which was rewarded with a hot drink and biscuits!</li> <li>• Future plans for the Wood have yet to be finalised due to Covid-19 but some planting of <i>Hazel</i> along the lower path and the possibility of laying a hedge along the Sandy Lane boundary had been discussed.</li> </ul>	
8	<b>ANY OTHER BUSINESS</b> There was no other business.	
9	<b>DATE &amp; TIME OF NEXT MEETING</b> <b>The 2021 AGM meeting date would be discussed and arranged.</b>	Clive