

**MINUTES OF THE MEETING OF GREAT SOMERFORD FREE GARDEN TRUSTEES HELD ON
ZOOM ON MONDAY 22nd FEBRUARY 2021 AT 19.30 HRS.**

**PRESENT: Trustees S. Mansfield-Chairman, H. Cole, S. Binstead, M. Griffiths, A. Gravell,
C. Blount, F. Hyde, M. Hourigan, D. Butcher.**

IN ATTENDANCE: T. Chapman

MINUTES

1	<p>Apologies for Absence.</p> <p>None – all present</p>
2	<p>Minutes</p> <p>It was proposed by Dave Butcher and seconded by Chris Blount that the Minutes of the previous Trustees meeting held on 25th January 2021 be adopted as a true record. This was approved unanimously; the minutes were then signed by the chairman as a true record.</p>
3	<p><i>Stuei</i></p> <p>Draft CIO</p> <p>The Draft CIO Constitution has been registered with the Charity Commission to start the process of incorporation. Early indication is that the process could take a number of months. A final bill has been received from the Charity Lawyer – this is due for payment now</p> <p>Since the previous meeting a number of documents and references have been uncovered which suggest that the Parish Council might hold legal title to the land with the beneficial title (occupancy and enjoyment thereof) being managed by the trustees of the Free Gardens registered charity. However, we do need sight of the 1896 deed or information relating to the 1929 Act of Parliament and, as access to historical archives is not possible at present due to the COVID-19 pandemic, it was agreed to wait until the Trustees can access such archives themselves rather than employ a solicitor to do the same which could incur significant legal fees.</p> <p>Additionally, the Chair was tasked with contacting the Charity Commission in order to access any material that was used to set up the existing charity in the 1960's.</p>
4	<p>Update on Backhouse Development at Broadfield Farm</p> <p>Work to fell the 11 identified Ash trees started today – the contractors informed the Chair that they would be leaving the larger logs for villagers to take away if they wanted to. The remainder of the existing plants in the hedge are being left</p> <p>Once the tree work is completed, Backhouse will install boundary markers to indicate, for the convenience of both parties, the extent of their land. They originally offered this to be a post-and-rail fence.</p> <p>Post Meeting Note Backhouse have agreed to simple boundary markers rather than a post-and-rail fence so that maintenance work on the hedge and ditch is simplified.</p>
5	<p>Tenancy Renewals</p> <p>Mel Hourigan has updated the tenancy Agreement template so that, in the future, e-mail communication to tenants is to be possible.</p> <p>Contrary to what was stated in the last meeting minutes, the tenancies will be renewed in March, as usual, and for two years as has become the norm for the Free Gardens.</p>

6	<p>Maintenance</p> <p>The hedge bordering the Dauntsey Road (mentioned in the last meeting minutes) has now been cut.</p> <p>The Free Gardens has been closed to vehicular traffic to prevent any further damage to the track. Chair to monitor and, when conditions improve, the trustees will jointly take a decision to re-open.</p>
7	<p>APM</p> <p>Meriel Griffiths offered to write a report for the annual Parish Meeting explaining the thinking behind the proposed CIO</p>
8	<p>Finance Report</p> <p>(Attached) The CCLA investment fund has re-bounded since November. It now stands at £66,627 (up from £63,094 in November and up from £55,000 when it was set up in 2018). Additionally it gives an annual income to the trust of approx. £1,980 (varies slightly year to year)</p>
9	<p>Items for the next agenda.</p> <p>The next meeting to be at 7.30pm on Wednesday 14th April. As this meeting follows the financial year end a bank reconciliation and a set of year-end accounts are required. Sarah Binstead offered to undertake this bank reconciliation.</p>

S. T. Mansfield 31/3/21

Date	Description	FY Opening Balance	Inter-Acc Transfers	Income	Expenditure	FY Closing Balance
Free Gardens Treasurers Account						
06/04/20	Start of Year Balance	12,396.00				
28/04/20	Cheque No 0040 to J Derrick - Grass Cutting: Inv No 0420 †				-330.00	
29/05/20	Bank Giro Credit from COIF †			497.06		
29/05/20	Cheque No 0041 to J Derrick - Grass Cutting: Inv No 0520 †				-165.00	
30/05/20	Cheque No 0042 to BHIB – Public Liability Insurance †				-186.19	
27/06/20	Cheque No 0043 to Rob Griffith – Free Gardens sign †				-150.00	
06/07/20	Cheque No 0044 to J Derrick - Grass Cutting: Inv No 0620 †				-165.00	
01/08/20	Cheque No 0045 to J Derrick - Grass Cutting: Inv No 0720 †				-165.00	
25/08/20	Cheque No 0046 to B Roberts – Clearing Plot 21 †				-20.00	
28/08/20	Bank Giro Credit from COIF †			497.06		
04/09/20	Cheque No 0047 to J Derrick - Grass Cutting: Inv No 0820 †				-165.00	
30/09/20	Cheque No 0048 to J Derrick - Grass Cutting: Inv No 0920 †				-165.00	
07/10/20	Cheque No 0049 to B Roberts – Removing fallen tree †				-20.00	
01/11/20	Cheque No 0050 to J Derrick – Grass Cutting: Inv No 1020 †				-165.00	
01/11/20	Cheque No 0051 to T Hennessey – Legal Advice: Inv No 0013/2020 †				-693.00	
30/11/20	Bank Giro Credit from COIF †			489.52		
FY Totals		12,396.00	0.00	1,483.64	-2,389.19	11,490.45
Closing Balance less Opening Balance						-905.55
COIF Investment Fund						
06/04/19	Start of Year Value (actually e/o Feb 2020)	63,394.21				
	Value at 17/07/2020	64,194.62				
	Value at 4/11/2020	63,094.00				
	Value at 17/02/2021 *	68,627.06				
05/04/21	End of Year Value					

Treasurers Acc. As of 20th February 2021

† - Indicates verified in Statement

* - CF £55,000 when invested in 2018