

**MEETING OF GREAT SOMERFORD FREE GARDEN TRUSTEES HELD ON  
WEDNESDAY 30th MARCH 19.30 HOURS IN THE COMMUNITY ROOM**

**Present:** Steve Mansfield-Chair, Meriel Griffiths, Janice Botterill, Ian Vout, Helen Lennox

**MINUTES – DRAFT**

1	<p><b>Apologies for Absence:</b> Dave Butcher, Andrew Lennox, Mark Hammond, Luke Campbell S. Binstead, Treasurer</p>
2	<p><b>Minutes</b> – approved and signed as a correct record the Minutes of the Great Somerford Free Gardens Trustees Meeting held on 16<sup>th</sup>December 2021. Proposed by H Lennox and seconded by I Vout.</p>
3	<p><b>Finance Report</b> – from the Chair/Treasurer(S Binstead)</p> <p>Expenditure was as expected. However, the forecast margin of income over costs for next financial year is only £100, excluding the Jubilee Gardens tree survey (cost £360+VAT). It was proposed that the Trustees should seek to increase its donation from GSPC to £300/year (up from £200/year) and seek to raise funds in the future through voluntary donations from ploholders (Little Somerford allotment rent is £20 p.a) and/or fundraising activities.</p>
4	<p><b>Maintenance</b> – any updates.</p> <p>Lee Butcher’s assistant Charles is due to carry out the first grass cutting on 31/3/22.</p> <p>The large compost heap in SE corner has been almost removed entirely</p> <p>ACER are due to carry out a survey of the 20-year old trees in the Jubilee Gardens, to identify any required maintenance work. Two diseased ash trees are to be removed from the western perimeter following an arboriculturist report. This is expected to be paid for by Backhouse housing developers.</p>
5	<p><b>Roles of Trustees-</b> Roles were identified as follows:</p> <p><b>Chair:</b> Steve Mansfield  <b>Secretary:</b> Meriel Griffiths  <b>Day-to-Day Operations:</b> Dave Butcher/Janice Botterill  <b>Tenancy Agreements:</b> Janice Botterill  <b>Contractors’ Contracts for Grass Cutting, etc:</b> Vacant  <b>Action:</b> <b>One trustee</b> – volunteer for Contractors’ Contracts role</p>
6	<p><b>Policy on Memorial Donations</b> –Trees, benches, etc</p> <p>The Trustees are endeavouring to discourage trees being planted without permission. Space for further memorial benches is limited. A policy will be drawn up with regards to the procedure for handing future requests. The Jubilee Gardens is now at capacity and no more trees may be planted in them.</p> <p><b>Action:</b> <b>M Griffiths</b> to draft policy</p>

7	<p><b>Plotolders</b>– See separate report by J Botterill.</p> <p>63 agreed tenancies plus 3 pending</p> <p>Need to consider how to facilitate car delivery access (for compost, etc) for the new plots in the former fallow area.</p> <p>The contract terms with regards to management of trees on individual plots will be reviewed.</p> <p><b>Action: J Botterill/M Griffiths</b></p>
8	<p><b>Free Gardens CIL Working Group:</b></p> <p>It was agreed that new gates were not required following the repairs to the existing iron gate. It was suggested that the stile by the Old Masons Arms be removed to facilitate pedestrian access.</p> <p>It was agreed that the Trustees would further investigate the cost of a 2<sup>nd</sup> water pump with a mind to making a CIL money application from GSPC.</p> <p><b>Action: J Botterill</b> to obtain updated quote for a 2<sup>nd</sup> water pump</p>
9	<p><b>Risk Register</b></p> <p>Need to create a Trustee Risk Register including procedures for holding back-up data sticks, etc.</p> <p><b>Action: J Botterill and M Griffiths</b> to compile</p>
10	<p><b>CIO</b></p> <p>The Trustees who joined in April 2021 should review the information pack provided in 2021 and revert with any specific amendments to the wording.</p> <p>An extraordinary Trustees meeting will be held in 4 weeks' time (Thurs 28<sup>th</sup> April) to decide whether to proceed with the CIO process or not. Theresa Chapman has also been invited to this meeting.</p>
11	<p><b>AOB</b></p> <p>An August picnic in the Free Gardens for plotolders, Trustees, etc, was suggested - more details to follow.</p> <p><b>Action: J Botterill</b></p>