

Friends of Kings Wood

Minutes of the Committee meeting held on Monday 15 September 2008, 7 p.m.

Present; Diana Sawyer (DS)
Jon Shelton (JS)
Mick Sherwood (MS)
Rona Doyle (RD)
Alan Burton (AB)
Dan Jennings (DJ)
Sophie Walkden (SW)
Peter Walkden (PW)

Apologies for absence; Wendy Hogg (WH)

Action

1. a) The **Minutes** of the previous meeting held on 15 September were approved as correct.
- b) **Matters arising** – PW provided an update on the Risk Assessment course he had attended with BTCV who advised that it was not necessary to complete a risk assessment for each activity unless the Friends were employing people and/or the public liability insurance policy required this to be done.
DJ offered to bring in the Forestry Commissions risk assessment template and it was agreed that the group would then design a composite form for use if necessary. DJ
2. **AGM 10th November 2008 – suggested order of proceedings and draft reports** – the group discussed the following aspects;-
 - a) **Presentations to Pam and Matt** – it was agreed that DS would undertake the presentation DS
 - b) **Terry Jennings, speaker** – DJ agreed to ask him to contact DS re the AGM DJ
 - c) **Minutes of the AGM held on 12th November 2007**
 - d) **Draft annual report** – DS advised that this would be updated to include the numbers attending the Beavers walk and Deer Dawdle which took place last week and the additional Dormouse Survey being run on 18th October. It was also agreed to add that 50 dormouse boxes were put up earlier this year. DS
 - e) **Draft treasurer's report** – it was agreed that the date of the financial year end would revert to 31 August with effect from 2008. RD and AB agreed to draw up an income and expenditure statement for the period November 2007 to 31 August 2008. SW mentioned that there was one cheque for £40.99 from November 2007 which needed to be included. RD & AB

f) Constitution – the group discussed the amended version produced by RD and various changes were proposed. It was agreed to present the proposed revised constitution at the AGM for approval. SW

g) Events for 2009 and wish list, ideas invited – Benches – DJ confirmed that there would be additional benches available from Bedgebury and he will check their condition. The Friends could then let the Forestry Commission know where these were to be sited. DJ
Repair of noticeboard – it was decided to leave this as a project for the new committee. RD reminded the group that Stour Valley Arts are 50% responsible for the cost and decision making.
JS advised that the KSCP board has now been repaired but might be relocated somewhere less prominent in view of previous vandalism.

h) Date of next AGM – 9th November 2009

3. Treasurer's report for October – AB presented his latest report including details of the current bank balance.

4. AOB – RD provided a change of signatories form to DS for the bank account.

5. Date of next meeting – AGM 10th November 2008

The meeting closed at 8 p.m.