

# Collings Park Trust Management Committee Minutes

## 13th October 2022

### at Lexden, Hartley Avenue, Plymouth

Present: Andy Stewart (Chair), Tony Bray, Andrew Leigh, Lois Conrad, Liz Rawlings, Pen Cabot. Belated apologies received from Dy Taylor.

Liz was thanked for hosting the meeting.

**1. Minutes** of last meeting (12th October 2021) were accepted. **Matters arising: Improvements to main pathway.** Councillor Charlotte Carlyle supports the idea of upgrading the existing pathway and has been quoted £20,000 for the path to be extended from its current length to go around the playing field to the gate at Egguckland Road. There is support in principle from the Council. Charlotte is looking for funding or local businesses (e.g. Tesco Express) could be approached.

**2. Health & Safety** Repairs to steps in garden are needed and the 'leaning wall of Leigh' (is it getting worse?) needs to be remeasured. In addition, regular gardeners can look to see whether there any piles of wood etc building up near or in the garden. No accidents or injuries so far this year.

**3. Finance, Membership & Funding** In the absence of the Treasurer, there is limited access to the accounts, but Andy S confirmed that the bank account is looking healthy at around £8,713. This has been bolstered by the return of Gift Aid to the account in June, which totalled £1,192.39.

**Memberships** are not looking as good as they should be. CPT had around 23 memberships previously, but paid-up memberships are now at 13. This could be in part to not actively 'chasing' members for renewals, not recruiting new members/ supporters and also financial tensions which are now an issue.

It was agreed that the Committee needs to redouble efforts to collect pending membership fees and increase subscription receipts: maybe through increasing supporter numbers rather than memberships (as these are less expensive). It was also agreed not to backdate fee collection to last year, but rather to move forward.

The Committee discussed restructuring fees. It was suggested that we are more proactive in gathering supporters and also that we illustrate what can be done/ purchased with different amounts of money so that members and supporters understand what their contributions can achieve. Do we need to restructure the payment fees? How do we leverage the noticeboard to drive support and increase membership/ support? To be discussed further.

#### **4. Policies, Procedures & Key Documents**

Andy S has reviewed and updated documents when necessary, readying them for the next Trustee meeting. Few changes have been required. Andy L is working on the communications policy (needs a review) and Andy S on the safeguarding policy, which needs

updating, and a new Conflict of Interest policy. Draft Data protection policy and procedure also need to be reviewed (data protection needs to be addressed in membership agreements). Can Mike Taylor do this? The aim is to agree all policies etc at the next Trustee meeting, to be live for the next 3 years.

The CPT Website has all the links to the policies, procedures and key documents. There are a few updates required also on the website. Can Dave Rowe support with this (Andy S)?

**5. Progress and Planning for the Community Garden** • Proposals for 2022/23 • Wildlife and diversity. Great progress has been seen in the garden, with: the water collection working well; water transfer in place; new compost system; lots of new plants, trees, round bench, pergola and arch and roses. There was a discussion on the pond. It is not sustainable. Should it be dug out deeper and covered with a mesh? Is there a leak in the lining? Should we get a moulded liner? To be progressed.

CPT is receiving regular donations of woodchip.

Biodiversity was discussed. There is a preference for creating food for birds through growing, rather than through feeders. There are now 3 beehives. Can we plant more trees? Luke Pollard has suggested that we plant a Plymouth Pear when saplings become available: this would be a nice addition. It was agreed that an email to Luke Pollard should be created.

**6. Future events planning** • Proposals for 2022/23. The Summer event for the Queen's Jubilee was very successful and brought many people to the garden. We will organise Christmas Carols in the garden for this December, potentially 16<sup>th</sup> or 17<sup>th</sup>, asking the ladies' acapella group to sing again and using Malcolm's firepit. The event could also be used to harness supporters.

**7. External events** CPT is a Member of Plymouth Open Spaces Network but there has not been much activity since Covid. It was suggested that CPT approach the Pearn Trust again.

**8. Feedback from Board of Trustees** There is a Trustee meeting on 8 November (without Liz, who is travelling) to finalise accounts for previous financial year and approve annual report. 29 November is the AGM for members to approve accounts and report. The format of the meeting will be to agree the formalities, then discuss the 2023 plans for the garden.

**9. AOB • Collings Park Playing Field** CPT has been approached by Ocean City Football Club operating just outside Plymouth for youth, male and female, coaching and matches. Potentially eligible for funding from the Football Association and keen to take over the pitches on Collings Park. Land is currently under-used so vulnerable to development. CPT could take over the field and sublease to the football club, or approach Council together. A full proposal to the Council will be required. More details needed from the club and further consideration given before deciding how to proceed.

**10. Date and venue of next meeting:** 7pm, Tuesday 21<sup>st</sup> March 2023, Lexden