



Friends of Finchley Way Open Space

Minutes of Board of Trustees Meeting No.1 held on Monday 11 January 2021 at 8.00 p.m. via Google Meets.

1. Present -

Suzanne King (Chair), Alan Douglas (Secretary), Karen Godman (Treasurer), Richard Bartholomew, Cllr. Ross Houston, Laurence Lewis, Samuel Levy.

Apologies - Arlette Garcia, Cllr. Danny Rich.

Philip West had decided not to continue as a trustee and had formally resigned. He would, however, continue to be a “friend” and take part in activities on site.

As this was the first meeting of the trustees, introductions were made.

2. Treasurer's Report -

2.1. Current financial situation -

Cash in bank: £5284.14

Invoices outstanding: £2,389.00

Balance: £2,895.14 of which £1,260.20 is restricted for information board and seating and £249.00 for tools.

The Orchard clearance cost came in at £2,600, rather than the £3,000 we were expecting, leaving more money for the seat and information board or other purposes.

LBB Greenspaces had agreed to pay for the removal of fly-tipping from the site.

2.2. Budget for 2020-2021 -

Our budget year ends 16 December but it was agreed to change this to 31 December to make accounting easier.

The Charity Commission only require a report on receipts and payments. This will be at the end of our financial year.

To manage our money, budget and identify how much income we need to raise, management accounts will be kept. The draft budget previously circulated was accepted with no comment.

2.3. Payments -

The three officers have debit cards for the bank account. Cheques need to be signed by two officers, but online payments only need one officer to authorise.

It was agreed that payment authority for items within the agreed budget (as set out in the management accounts) will not need further agreement from the Board. For other items, it was agreed that up to a limit of £300.00, if two of the three officers agree, spending does not need to be referred to the Board. Any such payments must be reported at the next trustee meeting.



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2.4 Payroll Giving

It was noted that FoFWOS is now registered with Benevity. This will be included in the January newsletter to encourage others to consider payroll giving.

2.5 Gift Aid

Awaiting last NI number to enable the Treasurer to register FoFWOS for Gift Aid. This will help to boost donations as tax on small amounts can be claimed without donors completing a form.

3. Ways of working -

3.1. Meetings -

Agreed that the Trustees would meet quarterly.

Agreed that a Management Committee would be set up to manage day to day running and would meet approximately monthly. All the attendees agreed to be members of the Management Committee. Those not in attendance to be asked whether they want to be included. **ACTION SK**

It was agreed that not all trustees need attend all meetings and that “Friends” who have special skills could be co-opted for particular projects.

The constitution calls for a “general meeting” of trustees. It was agreed that this should be our Annual General Meeting and that this meeting is the first AGM. The next AGM will be held in January 2022.

3.2 Liaison -

As requested by LBB Greenspaces, the Chair will be the prime point of contact for FoFWOS. All contact with contractors appointed by Greenspaces to go via the Greenspace Officer.

3.3. Email -

A new email address has been set up for communications with the trustees - trustees.fofwos@gmail.com

4. Trustee details -

Confirmed that all trustee details on the CC website are correct.

Philip West’s details have been deleted.

5. Policies update -

5.1. Conflicts of Interest -

Agreed.

Noted that this could affect Cllrs. Houston and Rich as they are members of the council, who are “landlords” for the site.

It was also noted that The Chair, Suzanne King, and Richard Bartholomew are married and Karen Goodman and Samuel Levy are mother and son.



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5.2. Volunteer Management -

Policy agreed.

5.3. Risk Management -

Policy agreed.

5.4. Risk Assessment for work parties -

Existing document to be included in Policy and Procedures document.

The existing Policies and Procedures document to be updated to include the above four policies - (attached to the minutes) and posted on the FoFWOS website.

ACTION SK

6. Trustee Indemnity Insurance -

LBB Greenspaces have confirmed that the Adopt a place agreement between LBB and FoFWOS covers public liability for works on site - copy of email attached.

It was agreed that we do not require additional public liability but do require trustee indemnity insurance to cover personal liability. Quotes had been obtained and the cost was approximately £140. Agreed that this could be funded from the current budget and the officers were delegated to expedite.

7. Review of Masterplan -

Agreed to defer this to the first management committee meeting. The Secretary to provide a checklist of potential works that could be undertaken in the next twelve months.

ACTION AD

8. Work Parties -

Currently unable to organise work parties.

Family groups could still carry out specific tasks. On-line H&S briefing to be considered.

ACTION SK

Possibility that people undertaking Duke of Edinburgh award scheme could carry out some projects, provided properly briefed and supervised by adults. Chair to investigate further.

ACTION SK

9. Funding for Projects -

9.1. Agreed to make an application to LBB for an area grant of £10,000.00. Options on which project to take forward were discussed. It was agreed to apply to replace/repair the boundary fencing along Hamilton Way, to include a lockable gate adjacent to 33 Hamilton Way for maintenance only, as suggested by the Ward police officers.

Greenspaces are obtaining quotes from their contractors but need FoFWOS to measure the length of fencing required.

ACTION SK/RB

Cllr. Houston recommended applying as soon as possible - preferably in time for the Area Committee meeting on 23 February.

9.2. Chair to investigate sources of funding for running costs.

ACTION SK



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10. Friends SGM -

The existing Friends of Finchley Way was set up as an unincorporated body and needs to be dissolved. A Special General Meeting is to be arranged - two weeks' notice will be required. **ACTION SK/AD**

11. AOB -

No items.

12. Next Meetings -

Trustee Meetings - Monday 12 April 2021
 Monday 12 July 2021
 Monday 11 October 2021
 Monday 10 January 2022 (AGM)

Friends SGM - Monday 01 February 2021

Management Committee - Tuesday 26 January 2021

Work Parties - to be discussed at Management Committee Meeting