



Trustee Meeting No. 2

12 April 2021, 8pm. Via Google Meets

1. Welcome and introductions

Present: Suzanne King (Chair), Alan Douglas (Secretary), Richard Bartholomew, Simon Dukes, Arlette Garcia, Karen Goodman, Cllr Ross Houston, Samuel Levy, Lawrence Lewis.

Apologies; Danny Rich

Simon Dukes in attendance as an observer.

2. Minutes of last meeting

The minutes of the January meeting were agreed. It was noted that the cost of the Countryside Contracts project was £800 less than budgeted.

3. Financial Report

3.1 Cash in bank

Current bank balance is £4,241.52 - all but about £100 are restricted funds.

It was agreed that the size of the reserve in the account should be set at £165, to be revisited later if this proved inadequate.

3.2 Points arising

- £725 has been spent on buying a set of tools for work parties etc. It was decided to also purchase a pair of loppers.
- FOFWOS has registered for Gift Aid. Forms will be sent to those who have already donated so that they can register.
- Paypal account and GoFundMe accounts set-up. Paypal charge no additional costs for handling Go Fund Me donations.

4. Funding

The National Lottery had returned our most recent application as organisations are only allowed to hold one lottery grant at a time. We can apply again when the current grant expires.

It was decided not to obtain National Lottery bunting and stickers to decorate the gateway etc. as this could look untidy and would not include FoFWOS branding.

Space Hive bid: it was agreed that the new trees for the Orchard area which would be the subject of the Space Hive bid would be a hornbeam, a cherry, a field maple and a red hazel. Costs for watering bags, compost and a removable hand pump for the well will also be included. Appropriate photos to include with the bid were also needed. A possible video with voiceover was also discussed. **ACTION AD/SK**



5. Insurance

5.2 The rationale for taking out 'cyber insurance' for FOFWOS was discussed including the types of data held. As no clear conclusion could be reached it was agreed to ask LBB (Matt Gunyon) for his advice. However, at this time we cannot afford it. **ACTION SK**

6. Tools and storage

Tools: A full set of tools for use by work parties have been purchased (see 3.2 above).

Storage container: As the Lottery Community Fund bid for the costs of a container could no longer be submitted Ross agreed to request a meeting with Matt Gunyon (LBB) to see if he could obtain or provide a storage container on our behalf at no cost. The meeting could also be used to raise a number of other outstanding points with Matt. [At a meeting held four days later Matt subsequently agreed to try to find funding for the purchase of a storage container.]

7. People counter

It was agreed to go ahead with the purchase of an automatic people counter to be installed at the main entrance to the field. This would provide accurate information on the number of people who visited the site over the course of a year which would be very useful in supporting further grant applications. **ACTION SK/RB**

A Friend with market research expertise had developed an algorithm to convert simple footfall figures into the number of individuals who visited.

8. Vision

The existing vision was fully endorsed and did not need to be updated. The aims and objectives will be up-dated as proposed. **ACTION SK**

9. Plan

The revised plan for the Orchard area was agreed. The Copse area and the field were to be left as they are. The focus will be on the Orchard for the rest of this year.

10. Volunteering

Around 10 new volunteers have expressed interest through the Barnet Volunteering site. Good Gym has yielded six. A Mailchimp message will be sent to them with joining instructions and the health and safety briefing.

11. Work on site

This would be discussed at the management meeting to follow.



12. Plaque

The draft design for the board was discussed. It was felt to be a very good design. The graphic designer will be asked to include a more precise outline of the original ground plan of the demolished Brent Lodge. A timeline showing key events in the site's history will be added along the bottom of the design. **ACTION SK**

It was confirmed that Iris Garden Services, LBB's contractor, will install the board.

It was agreed that Shelley Signs should fabricate it.

Cllr Huston suggested that the Mayor of Barnet should be invited to unveil the board and this was agreed.

13. Website

It was agreed to add brief biographies of the Trustees and Management Board members to the web site to give people a better idea of who was involved, to promote good communication with local people and to encourage more to get involved. A group photo of the Trustees and Management Board for the website was also agreed. **ACTION SK/AD**

14-16.

These items were noted.

17. AOB

Alan Douglas has decided, with great regret, that he must step down as Secretary for the time being due to his current health problems. Trustees expressed their enormous gratitude to Alan for all the work and thought he had put into getting FOFWOS off the ground and enthusing others with his vision for the future of the Open Space. He will continue as a Trustee and member of the Management Board. Arrangements for taking forward Alan's various roles as minute secretary, website manager and mailchimp organiser were allocated pro tem pending the appointment of a new Secretary.

Richard agreed to take the minutes, Arlette agreed to plan the work parties.

18. Date of next meetings

Trustees meeting: 8pm 12 July 2021

Work Party: 10.30 am, Sunday 25 April 2021