



January 11th 2011 Minutes of Dunbar Community Woodland Group Meeting Held in Hallhill Healthy Living Centre

Present - Simon Bell (Convenor), Isobel Knox, Jayne Chappell, Isobel Campbell

Apologies - Andy Morris, Philip Revell, Ute Penny, Morag Hadow, Jacquie Bell

1. Meeting opened by SB at 20.05.

2. **Approval of Minutes** - minutes from the December meeting reviewed and accepted as correct.

3. **Matters Arising from Previous Minutes** - item at 10.2 in the previous minutes, refers to a permission letter and letter of authority for collecting firewood. SB has the master permission letter and four people have already been issued with one. If anyone else needs one, please ask SB for the letter and please keep a record of to whom it is to be issued.

4. **Inspection Report & Issues Arising** - when people do their inspections, could they please complete the inspection report form and sign it. If you have access, could you also complete the on-line form that was set up on Google Docs by MJ, so that everyone can view each other's reports and make comparisons.

5. Financial Statement

5.1. Nothing new to report as no statement available. However, JC and SB would like to meet with **Colin Shand (DCDC/East Lothian Council), to review the lump sum that they are 'holding' for us**. AK is to do last years (2010) accounts - we have until May - which need to be independently scrutinized, before being sent to the Office of Scottish Charity Regulators (OSCR). JC said that she thinks she knows of someone to do this. This is not an audit, just someone who will go through the sheets and make sure that it all appears correct. SB also needs a balance sheet and will complete change of convenor form, to send off to the Charity Commission.

5.2. **Income from Calendars** - So far we have nearly £400. Unfortunately, it looks as though we will have made a loss on these. The final figure will

probably be available at the next meeting. The decision was taken to reduce the price to £1.50. IK to inform various outlets.

6. Membership Statement - AM not present.

7. Events, Publicity & PR Aspects

7.1. BTCV have had a team of volunteers working in the woods. They have already done two days and will be doing a total of eleven. So far, they have cleared some debris from the burn, although today it was running too high and fast for them to be able to do anything. They have however, cleared a fair amount of the brash, making piles which will eventually rot down, but also creating habitats for wildlife. Both UP and IC went into the woods to meet them. They have done a great job.

7.2. IK reported that she had received a phone call from Diane Laing (Scottish Native Woods) regarding a bid for funding. This will be considered at the end of January.

7.3. Newsletter - IK is working on this and ran through the layout and ideas for items to be included were discussed.

7.3. Litter Pick Day - 27th February 2011 - IC is to write to ASDA asking for rubbish bags. This was done last year and they made a donation (of bags!).

7.4. Beltane - 1st May 2011 - IK is in the process of pulling together various people who have countryside craft, skills and interests to offer for this event. Activities such as Woodcraft, Poetry, Story Telling and Spinning to name but a few. Henderson's (Edinburgh catering firm) has said that they will do the catering.

7.5. East Lothian Life Article - we have been asked to write an article for ELL for their Spring issue. SB has agreed to do this and will be circulating a draft copy for our perusal, in due course.

8. DCDC Liaison - Nothing to report.

9. Specific Items

9.1. Planting - SB met with James Brown and discussed with him about the planting of the trees. He will be doing it and trees are to be planted in groups, presumably when the weather is better.

9.2. Rhododendrons - Mark Page is to spray them. Apparently, they will require three treatments, in order to be effective.

9.3. Paths - Glendinnings have given us the best quote and will get them sorted.

9.4. DCWG Website - IC observed that the website needs updating, e.g. some questions need answering in the comments section and also that the minutes of the committee meetings need to go on. It was decided to discuss this at the next meeting.

10. AOCB

10.1. IK reported on the CWA - please contact her for further details!

10.2. Calendars are to be reduced in price to **£1.50**. IK to inform various outlets.

11. Next Meeting - 22nd February 2011 - 20.00 hrs - Hallhill Healthy Living centre.

Action Plan

- 1.** We need to record names of those people who have permission to collect firewood.
- 2.** Please could we complete the inspection report when we have done our inspections - preferably on Google Docs.
- 3.** JC to find someone to scrutinize the accounts.
- 4.** IC to contact ASDA regarding rubbish bags for litter pick.
- 5.** SB to write East Lothian Life article.
- 6.** JC and SB to try to arrange a meeting with Colin Shand to discuss/review lump sum which is being held for us by DCDC.