

DUNBAR COMMUNITY WOODLAND GROUP

Minutes of Committee Meeting - 22/11/2010 held at 20.00 at home of Jayne Chappell

Present - Simon Bell (Convenor), Isobel Knox, Isobel Campbell, Jayne Chappell, Ute Penny, Philip Revell, Mark James

Apologies - Jacquie Bell, Andy Morris

1. Meeting opened by SB at 20.10.

2. Approval of Minutes

Minutes from the October meeting reviewed. Minor changes made and minutes then accepted.

3. Matters Arising from Previous Minutes Action Plan

3.1. PR to speak to Stuart McPherson re fish issue for pond

3.2. SB has spoken to MP re planting. Planting will be achieved in one day

3.3. Marquee insurance - SB to draft a standard acceptance of liability letter. Separate receipt book also required for this

3.4. Membership offer to Paul McLennan pending

3.5. Rota system - MJ to do set up Google doc

3.6. Kellie Rd sign - will cost £79 + VAT...or more if redesigned. IK to ask for sign to be moved

3.7. IK bought padlocks for barriers - keys given to IK, IC, AM, ?SB

3.8. Treasurers report - bank mandate form nearly ready. JC needs cheque book for paying bills as she has several invoices that need attention. AK yet to give JC all info regarding this

4. Inspection Report(s) and issues arising

- both SB and IK had completed their reports. Both had made comments re a path that required attention. SB suggested hardcore as a temporary measure, but will speak to MP about patching it up. A couple of trees also need attention.

5. Financial Statement

- No statement as yet. JC to see AK if possible

6. Membership Statement

- AM not present to give numbers, but more members gained from Gathering In. JC had info regarding this and it will be delivered to AM by IC

7. Events, Publicity and PR Aspects

- BTCV - IK has info re this - please ask her, but she discussed potential work to be done in woods
- Beltane (May 1st) brought up, but to be discussed again at a later date
- Next newsletter to be in February 2011
- Opening up an access path from John Muir Gardens discussed. Flyers/information to be posted through residents doors ?when and by whom?

8. DCDC Liaison

PR reported that there had been no meeting for sometime - also that its role is under review

9. Specific Items

9.1 Planting - see 3.2

9.2. Broken Sign Cost - see 3.6

9.3 Wood Fuel Coppice - DCWG to organise planting around pond

9.4. Bank Mandates - see 3.8

9.5. Office of the Scottish Charity Regulator (OSCR) update & report - report needs to be done

10. AOCB

- information re permissions for getting wood for personal use needs to be added to website. Please could AM do this?
- inventory required of all our equipment. Each item needs to have identification marks on it. When all listed and identified, JC to enquire re insurance for it
- idea for container for all of our equipment mooted. Suggested site Halhil IHealthy Living Centre

11. Next Meeting - 21st December - venue and time to be announced...watch this space!

ACTION PLAN

1. Fish issue - PR to speak to Stuart McPherson
2. Marquee - Liability letter to be drafted by SB. Receipt book also required
3. Kellie Rd sign - IK to ask for it to be moved into position that had been originally agreed
4. Paul McLennan membership offer - pending
5. Rota System - MJ to set up Google doc, so we can all access it.
6. JC needs info re accounts etc -to see AK if possible ASAP
7. Path Repair - SB to speak to MP re temporary repair

8. Membership Information and barrier key to be delivered to AM by IC