



Annual General Meeting of Dunbar Community Woodland Group (DCWG)
held on November 7th 2012 at Hallhill Healthy Living Centre

Present (Committee) - Simon Bell (Convenor), Isobel Knox, Ute Penny, Eva Hurley, Philip Revell, Isobel Campbell

Others - Gordon Shotton, Carmen Ambrozevich, Agnes Clark

Meeting opened by Simon Bell

- 1. Apologies for Absence** - Allan Kilpatrick, Ruth Frost, Lesley May Miller, Cynthia Stephens, Morag Hadow, Dave Andrews, Jacquie Bell
- 2. Minutes of Previous AGM -**
Item 5 - Treasurers Report - redrafted to read as follows:

SB also presented the treasurers report. There has not been much income this year – mainly from membership fees - and a fair amount has been paid out for the path works – it was necessary to lend DCDC money to cover an instalment to the path contractors before the money is repaid from the Forestry Commission under the WIAT grant scheme at which point DCWG will be repaid the loan, which was £13,000. There are also various running expenses that have to be taken into account, e.g. stationery, printing etc. Finally, it was mentioned that Viridor are donating money to Scottish Native Woods, who in turn are buying and giving some trees to us for a Learning Woods.

Item 7 - Election of Office bearers - the misspelling of Eva Hurley's name was noted and corrected

IK proposed and PR accepted the minutes as correct.

- 3. Matters Arising** - none
- 4. Convenors report - presented by SB**

At the end of my second year as convenor I am happy to be able to report that the woods continue to develop in a positive direction. As last year saw the completion of the main investment phase of our development plans this year

has been rather quieter. The trees continue to show the benefits of the thinning, as does the undergrowth. The paths are extremely well-used but standing up well to this use. Litter continues to be a problem. The stormy weather brought down some trees which had to be removed but we came off lightly compared with some other areas in Scotland. The main activities have been the planting of the Learning Woods with trees supplied by the now sadly wound-up Scottish Native Woods and the development of the pump track, which was first presented as an idea at the last AGM and which now has funding and planning permission and construction is ready to start. The tender for the construction was won by Dave Crosbie. Funding is coming from Viridor. This will probably be the last major infrastructure investment. We failed to secure funding from the Forestry Commission Community Seedcorn Fund but we have the chance to reapply with a modified proposal. The website has also received a complete redesign and overhaul and is much improved.

As we move from the investment phase into the ongoing management and maintenance of the woods we move into a different phase of activity – first there was the campaign to get the woods handed over, then to thin them and invest in infrastructure, now to keep them going and to maintain activities. As a result we face the needs for expenditure without the chance to obtain much in the way of funding support. We needed to clear back all the path edges where vegetation had encroached on them. This turned out to be a bigger job than expected and although we got some funding it did not cover the whole cost. Thus, while we have some funds in the DCWG account and also in the DCDC ring-fenced account (the residue of the endowment that came when the woods were handed over to DCDC) there is no prospect of significant income so it will be necessary to budget carefully for any maintenance work such as path edges or tree surgery or for any tree planting to fill gaps. The management agreement with DCDC has expired and needs to be revised and renewed. The management plan we have been working to has also been more-or-less fulfilled and also needs a revision to take it into the next 5 years or so. Thus the group has some new challenges ahead for which we need a good active committee and a vigorous and committed membership.

I hope we can meet these challenges and I would like to express my thanks to the committee over the past year. In particular, I would like to single out Isobel Knox who took on the treasurer's job, as well as that of community liaison, and Ute Penny who took over the membership secretary position.

SB then went on to thank committee members both past and present.

5. Treasurers Report presented by IK - IK started by thanking John Sparksman, who has sorted out the accounts, although they cannot yet be signed off, until independently verified. There is £21,700 approx currently with Dunbar Community Development Company, (DCDC - our parent company) which Norman Hampshire (Chairman of DCDC), is happy to hand over, when our accounts have been finalized. Thanks were also extended to Dave Andrews, who prepared the DCWG proposal for contract labour.

Please see appendix for financial statement and explanatory notes.

6. Membership Report presented by UP - there are currently 93 members 16 did not renew. It was suggested at this point to introduce a junior membership. Prices and what age constitutes a junior, is yet to be decided.

7. Community Activity Report presented by IK -

The role of the community liaison office is:

- a) to process enquiries from the members of the public and endeavour to sort out problems
- b) to promote activities and events in the woods
- c) to deal with contractors
- d) to compile the bi-annual newsletters

It has been another busy year and I am finding it a heavy workload for a volunteer, now with the added treasurers duties since Jayne moved away to Edinburgh and we have no one else willing to take this on (so far!). It would be good to have more help! Or if anyone fancies taking on the newsletters...

Some of the main issues and events of 2011-2012 have been:

The January 3rd storm when around 25 trees were blown down and 25 tops were blown off, so I had to organise clearance work by the trees surgeon.

We receive many enquiries about overhanging branches and broken trees all through the year. Many of these are not real problems and in any case, people have a common law right to cut overhanging branches off back to their property line.

The annual litter pick went off as usual in February. Litter is a perennial problem.

The Pump Track required a lot of attention ranging from the funding application, community consultation, obtaining planning permission and tendering for the work, all tasks now complete allowing work to start soon. Thanks to Morag Haddow for taking this project forward.

Recent activities (not the current year but updating you all) include:

Tree planting - we started to plant a hazel wood at the pond and alders will be planted in some wet places around the woods. On Nov 4th (last Sunday) we had 10 helpers and made good progress but at least one further session will be needed.

The Woodland Trust is to provide us some more trees for spring planting.

New and replacement signs (one for the Learning Wood and two to replace damaged ones arrive on Friday 9th November).

We will probably hold an event on Sunday 21st April 2013 with arts and green wood crafting.

Finally, thanks to all committee members for all efforts and support.

Eva (contract) Ute (taking on membership), Simon (expertise) Philip (back-up), Morag (taking on projects), Dave Andrews (Civic Pride application), Jayne Chappell (ex-treasurer) and Andy Morris (ex-membership secretary).

8. Committee Membership & Officers -

Ute Penny - proposed and seconded as new membership secretary

Isobel Campbell - proposed and seconded to take over as treasurer

9. Amendments to the Constitution - much discussion and debate took place as the correct way to proceed with this. We cannot do this at present, because it needs to be agreed by a certain percentage of the membership and that 21 days notice needs to be given. It was decided to hold an Extraordinary General Meeting (EGM) in late January/early February. Notice and voting papers will be sent out to all members prior to the EGM. Proxy voting will occur, where a no reply will be taken as a 'Yes'.

10. AOCB - the pump track will be marked out in the woods at 11.00 on November 17th 2012. All welcome.

Annual General Meeting Closed - Thanks to all who attended.

Appendix

DUNBAR COMMUNITY WOODLAND GROUP					
STATEMENT FOR THE YEAR ENDED 30th SEPTEMBER 2012					
		<u>2011</u>		<u>2012</u>	
		£	£	£	£
RECEIPTS & PAYMENTS ACCOUNT					
	note				
RECEIPTS (unrestricted funds)					
Subscriptions / Donations		823		700	
Gift Aid Tax Recovery					
Bank Interest		10		0	
Donations		34		196	
Grants	1			6,630	
Events & Fundraising	2	758			
DCDC (parent org) payment returned				13,000	
Scottish Finest Woods Award		1,000			
			2,625		20,526
PAYMENTS (unrestricted funds)					
Equipment purchased	3	274		112	
Equipment maintenance		31		0	
Estate maintenance	4	203		3,715	
Training				450	
Volunteer expenses - tidying		48		0	
Newsletter		350		96	
Stationary & Postage		107		67	
Website maintenance				28	
Subscription – Community Woodland Assoc		30		30	
Advance payment to Viridor for grant				1,760	
E L Council – planning permission pump track				160	
Shavehorse Course				1,985	
Map Leaflet project				1,575	
Events & Fundraising, General	5	678		440	
Committee Expenses (travel, stationery)		99		118	
			1,820		10,536
SURPLUS			805		9,990
Payments to/on behalf of DCDC (Parent Org.)			13,000		
(DEFICIT) / SURPLUS			(-12,195)		9,990
STATEMENT OF BALANCES					
MONIES IN BANK					
Balance at beginning of year			15,196		3,436
(Deficit)/Surplus for year			(-12,195)		9,990
Balance at end of year			<u>3,001</u>		<u>13,426</u>

Approved at Council Meeting and signed on their behalf.

S. Bell Convenor

Date: June 2012

Appendix (cont)

**DUNBAR COMMUNITY WOODLAND GROUP
NOTES TO FINANCIAL STATEMENT
FOR THE YEAR ENDED 21ST SEPTEMBER 2011**

	<u>2011</u>		<u>2012</u>	
	£		£	for
1. Grants				<i>Learning Wood</i>
		Scottish Native woods	1650	<i>saplings, tubes,</i>
		Forestry Commission	1795	<i>stakes. Signs</i>
		E L Council	1200	<i>map leaflet</i>
		Comm Woods Assoc	1985	<i>path maintenance</i>
				<i>Shavehorse course</i>
2. Events & Fundraising income				
Calendars	606			
Beltane Day	152			
	758			
3. Equipment				
2 Husqvarna strimmer repair	274	safety gear	100	<i>chainsaw trousers</i>
		key cutting	12	<i>container padlock</i>
4 Estate Maintenance				
Benches	100	Tree Surgery	1,715	<i>storm clearance</i>
General	103	Paths	2,000	<i>overgrown paths</i>
				<i>cutting back</i>
5 Events & Fundraising expenses				
Calendars	572	Halloween, crafts	100	<i>J Macnamara</i>
Beltane Day	106	crafts	100	<i>S Goodwin</i>
		bushcraft skills	240	<i>G Mitchell</i>
	678			