**The Friends of Littleheath Woods**

**Minutes of Committee Meeting of 12th September 2023, 42 Farley Road.**

**1 Welcome and Apologies.**

Present: Ian Leggatt, Chris Hyde, Shirley Shepherd, Peter Underwood, Brian Stone, John Gallagher and Jeff Bayton.

Apologies: Sean Walsh.

**2 Minutes of Last Meeting.**

The minutes of the last Committee meeting, 5th July 2023, were agreed.

**3 Treasurer’s Report.**

Chris reported the current balance as £5,159.71 Noted that our insurances are due for renewal end September: Public Liability @ £307, Personal Accident & Tools @ £67. (£374 total premium) It is currently unclear whether Croydon Council will be able / willing to cover any or all of our insurance costs. Chris advised that our chainsaw operatives are now named on our policy with Zurich.

**Action: CH to renew our insurance policy.**

**4 Health & Safety.**

**a,** Ian advised that he had carried out the 2023 review of the Risk Assessments and Method Statements and would be issuing them imminently. It was noted that a copy of all RAs amd MSs are kept in the First Aid bag for easy reference by volunteers and it was agreed to email all RAs and MSs to all volunteers. Brian Stones ‘Tool Safety’ guidance was discussed and it was agreed to also issue this to Volunteers, to promote good practice. PM Note: Ian has pdf version.

**Action: IL to email out Ras / MSs and Tool Safety guidance.**

**b,** Discussion re pond work – agreed to purchase personal Waders for Micky Wheeler. Pond Work RA to be reviewed.

**Action: CH to order Waders, IL to review Risk Assessment.**

**5 Website / Facebook.**

The website continues to be maintained and updated on an ad hoc basis.

Ian confessed to having lost the 2022 Flora and Fauna details and asked Shirley to resend the information.

**Action: SS to reprovide survey details and IL to upload the 2022 version.**

**6** **Membership**

It was reported that membership remains steady at around 105.

**7 Any Other Business:**

a) **Chainsaw refresher training:** Peter, Cyril and Brian require recertification. Chris agreed to check costs of training with the Guildford site and Peter the Kingswood site before making a booking. Brian kindly offered to fund his own re certification costs.

**Action CH and PU to confirm training costs.**

b) **Council Forestry Adviser:** Chris noted that Nick Shanks has visited the woods for his Ash Tree survey. We would be interested in his views on our Ash trees together with further details of when he may wish to carry out Ride Widening work to the Vanguard Way and also regarding further works on Holy Control, all so that we may firm up our review to the 5 year management plan

**Action: IL to liaise with Nick Shanks**

c) **Workparty Diary:** Ian explained that we now upload to the website a diary of our monthly workparty activities.

**Action: CH to continue to forward monthly diary to IL**

d) **Future Open Days:**

1 The loan of a more robust Gazebo for our attendance at open days would be appreciated. Peter suggested that a TCV Gazebo (4m x 3m) may be available.

2 Information Boards for Displays: It was agreed to review one of the triangular display frames at the next committee meeting and agree ways to improve their stability.

**Action: IL to bring display board frame to next meeting**

3 It was decided that we should find ways to encourage ‘audience participation’ in order to make our stall more appealing to visitors. Committee members to come up with ideas for presentation and discussion at next meeting.

**Action: All**

e) **Butterfly Scrape:**

In anticipation that the Council may be imminently cutting the grass in Fallen Oak Field it was agreed to strim the Butterfly Scrape area next week.

**Action: CH to include in workparty activity**

f) **Post Meeting Note:** Chris reports the Grappling Hook is missing. She offers to carry out a search of the tool store first and, if not found, will order a replacement.

**Action: CH**

Date of next Committee meeting: Tuesday 16th November.

‘Office’ thank you party scheduled for 19th December

Ian thanked Shirley for her hospitality. Mtg closed @ 20.30