

MINUTES

Congresbury Millennium Green Trustees

Meeting held at 6pm on Thursday 26th May 2022 in Jubilee Hall, The Old School Rooms, Station Road, Congresbury BS49 5DX

Ref	Information	Action
1	Present Lizzie Burd (LB) Chair Jane Clarke (JC) Trustee Ken Hill (KH) Trustee Laurence Freeman(LF) Trustee Carolyn Crocker (CC) (Parish Clerk) Catrin Lewis (CL) (Parish Administrator)	
2	Apologies Wendy Holland, Stuart Sampson, Arthur Hacking, Tom Griffiths	
3	Minutes of the meeting held on 13th September 2021 The minutes of the last meeting held on 13 th September 2021 were agreed as a true and accurate record.	All
4	Memorial Bench request A recent request for a bench was discussed and the position requested has already been approved for another application at a previous meeting. Action - LB will meet with family to discuss alternative locations of the latest request. Due to the number of number requests for benches being received, LF suggested a 10 year plan for the siting of future benches similar to the process applied to the cemetery. Proposed by LF and seconded by LB.	LB/All
5	Bristol Avon River Trust event 16th/17th July 2022 The Bristol River Trust request for an event to be held on the 16th and 17 th July 2022 was agreed by LP and seconded by KH. Request that the public toilets are opened and cleaned before the event. LB agreed to open and close the facility. Due to the number of number requests for benches LF suggested a 10 year plan for bench with a plan for the siting of future benches similar to the cemetery. Proposed by LF and seconded by LB. Action - CC will notify applicant by email.	LB/CC
6	Auditor visit A one hour visit by the internal auditor was approved for the MG accounts.	All
7	Update on tree works An update was provided to the meeting by LB. Dangerous trees were discussed along with quotes for obligatory works. These quotes were unable to be agreed due to the timescales required (5 day notice). Also discussed were 2 replacement Beech will need to be planted as part of the 5 day notice (8 – 10cm girth).	LB

	Action - LB needs to check with the insurance company if we are currently covered or if we can obtain insurance for future protection.	
8	Update on flood defences Flood defences update provided by LB. LB had met with the Environment Agency to discuss community impact of the works proposed. The work is a legal requirement and will be commencing in April 2023. There will be an impact on the Youth Club and ball court for the 2 years of work. LB stressed this was a vital community resource and alternative sites were discussed for the facilities. The Environment Agency are now going to revisit their plans with a view to finding a less disruptive option and come back to present an update to the council on the 9 th June.	All
9	Update on monies available for play equipment Awaiting a detailed spread sheet from NSC regarding the available funds (s106). This has been requested by the Clerk and is due to be received at the end of next week. Action -CC to progress.	CC
10	Update on Bridge Inspection quote The bridge inspection was discussed at a cost of £700 plus VAT for a full report with photographs. LB proposed and JC seconded.	LB
11	Review of Risk Assessment The risk assessment was discussed and agreed. LB proposed and seconded by KH	All
12	Review of Management Plan The Management Plan was reviewed and a suggestion to appoint the persons present at the last meeting as the management group. Action - Agreed however prior to progression, LB will need to speak to GM previously responsible for MGT volunteers.	LB
13	Review Terms of Reference and Code of Conduct The Code of Conduct and terms of Reference were discussed. Proposed by LB and seconded by JC	All
14	Maintenance of footpaths Footpath condition will be reviewed over the next 6 months. The current state of the footpaths was discussed an acknowledgement made that some remedial work will be required. Action – to be included in the agenda of the next meeting.	All
15	Year End Accounts The end of year accounts were noted.	All
16	AOB A letter received from a member of the public was discussed. Action – LB will respond directly	LB