

**WOODLAND PARK COMMUNITY GROUP**  
**Registered Charity No. 1089740**

**ANNUAL GENERAL MEETING 2021-22**  
**Saturday, 19th November, 2022 at 11am**  
**Orchard Hill, Salterns Lane, Bursledon**

**MINUTES**

**Present:** Trustees - Eric Reed (in the chair), Diane Andrewes, Steve and Rachel Porter, Tony Osmond, Lin Essaye

In attendance: Alan Mather:  
Liz Reed (Minute taker)

**1 CHAIR'S WELCOME & OPENING REMARKS**

The Chair thanked the Trustees for their attendance at the meeting and for all their work during the past year. The Chair asked everyone to introduce themselves.

**2 APOLOGIES**

None (all current Trustees present).

**3 MINUTES OF 2021-2022 AGM**

The minutes were agreed unanimously by those who attended last year as being a correct record.

Proposed: Diane Andrewes      Seconded: Rachel Porter

**3.1 Matters arising from the Minutes:**

Motion under 10.1 to be referred to under Item 9 of this meeting.

**4 ANNUAL REPORT 2021-2022**

The Hon. Secretary, Diane Andrewes, presented the Annual Report, which was illustrated by photographs of the Park and the Trustees' activities. She thanked Eric, Liz and Alan for their help in producing the report which gives a true reflection of how things have gone in the last year. Particular thanks were expressed to Alan for his effort in publishing the report with the wonderful pictures of the Park.

Eric gave a resume of the report on behalf of Diane which included a statement about the charity, its situation and aims, and management structure. Details of path improvement was highlighted and mention given of other work undertaken on site throughout the year to benefit users of the Park. Progress had been made with implementing aspects of the Woodland Management Plan and the Arboricultural Report. A Facebook Group had been formed and consideration on changing the constitution and charity status is ongoing.

Eric thanked all for helping on workdays.

Regarding Charity status and constitution, Eric said there seemed to be a lot of work involved to make any changes.

The Facebook group has members, so trustees need to make use of it and post comments etc. The Annual Report will go on both Web and Facebook.

Eric explained that policies for safeguarding and equality are needed to apply for any grant from EBC.

4.1 Matters arising from Annual Report:

1. Tony asked if the bridges were still in place. Eric explained that although the northern bridge has no handrails now as they had not been replaced after vandalism, both bridges are still present and kept maintained in a safe condition.
2. Lin reported that Lynne and Mike Watts are still interested and generally visit once a week to observe bird activity. Lin is pleasantly surprised with variety of birds in the Park seen on her visits.

Proposal to accept the Annual Report    Proposed: Tony Osmond    Seconded: Lin Essaye

**5 ANNUAL ACCOUNTS 2021-2022**

The Hon Treasurer, Eric Reed presented the account for financial year 26 June 2021 - 25 June 2022. He reported that the only income received has been the generous donations from previous Chairman, David Chun. The donations have funded a tree survey and the annual public liability insurance. The only outgoings in this financial year were payment for the survey and the insurance payment.

5.1 Matters Arising from Annual Accounts:

1. Alan suggested a proposal to send a card to David Chun thanking him for his generosity.  
Proposed Diane Andrewes    Seconded Alan Mather
2. Lin asked how funds have been raised in the past. Tony responded that grants had been obtained from Eastleigh BC. He also pointed out that grants have to be spent within the year they are awarded otherwise they can be taken back if all or some of the money has not been spent.

Proposal to accept the Annual Accounts:

Proposed: Steve Porter    Seconded: Diane Andrewes

5.2 Eric to send Annual Return to the Charity Commission accordingly.

**6 ELECTION OF TRUSTEES/MANAGEMENT COMMITTEE:**

(no fewer than 6 and not more than 12)

- 6.1 **Existing Trustees:**    **Diane Andrewes, Tony Osmond, Steve and Rachel Porter, Eric Reed and Lin Essaye** were willing to continue.
- 6.2 **New Trustees:**    **Alan Mather**    Proposed: Diane Andrewes    Seconded: Eric Reed

**7 ELECTION OF OFFICERS:**

Diane explained she was concerned at not being able to perform her Hon Sec duties as well as she had hoped since her strokes. She felt that she had not bounced back and recovered quickly enough and asked if Trustees thought she should resign from the post. Trustees responded that it was really her decision to make. Discussion took place on the various roles and who would be prepared to take them on. Diane then resigned as Hon Secretary and new officers were appointed. Diane will continue as a Trustee on the Management Committee without a formal role. She was thanked for her tremendous work for the Group over the years.

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|-----------------------------------|----------------------|-----------------|
| <b>7.1 CHAIR:</b> Lin Essaye      | Proposed Diane       | Seconded Eric   |
| <b>VICE CHAIR:</b> Steve Porter   | Proposed Tony Osmond | Seconded Rachel |
| <b>HON SECRETARY:</b> Eric Reed   | Proposed Diane       | Seconded Lin    |
| <b>HON TREASURER:</b> Alan Mather | Proposed Steve       | Seconded Lin    |

**7.2 Other Roles:**

- Web Administrator:** Steve Porter    )  
**Facebook Administrator:** Alan Mather    )  
**Minute Secretary:** Liz Reed    ) Voted en bloc  
**Woodland Park Maintenance Manager:** Eric Reed    )

## **8 APPOINTMENT OF MANDATE SIGNATORIES:**

8.1 Due to appointment of new Officers it was agreed the Bank mandate should be updated accordingly. Signatories to be:- Lin Essaye (Chair), Eric Reed (Hon. Secretary), Alan Mather (Hon. Treasurer).

Proposed: Rachel Porter Seconded: Diane Andrewes

8.2 Eric to liaise with Lin and Alan to action changes with Lloyds Bank.

## **9 MOTION:**

**“That implementation of any decision to change the Woodland Park Community Group to a Charitable Incorporated Organisation (CIO) be deferred for six months following the indisposition of the Hon. Secretary.”**

Proposed: Eric Reed Seconded: Diane Andrewes (Agreed unanimously)

## **10 PROGRAMME OF QUARTERLY MEETINGS/WORKDAYS FOR 2023**

After discussion it was agreed unanimously that quarterly meetings would now take place on a Saturday morning instead of a Sunday. Meetings for 2023 due on 1<sup>st</sup> Saturday of month as follows: **March 4; June 3; September 2; December 2**

## **11 AGREED ACTIONS FOR 2023:**

11.1 To adopt policies for safeguarding and equality.

Rachel was thanked for offering to prepare policies for safeguarding and equality to be approved and adopted by Trustees. (Eric to send Rachel copy of BROWAPG policies and other information to assist her.)

11.2 To raise funds to pay for public liability insurance, maintenance works and materials.

Lin proposed a meeting to discuss projects that could be funded by submission of a grant application to Eastleigh BC. Meeting arranged for 2pm on Weds 18 Jan 2023 between Lin, Steve/Rachel, Eric, Diane at Croft House.

The possibility of a grant from the County Councillor was also suggested.

It was agreed to investigate the possibility of less costly insurance.

11.3 To seek more involvement from the community in the upkeep and management of Woodland Park

11.4 To continue the implementation of the Management Plan and Tree Survey

11.5 To continue with bird counts.

## **12 AOB**

12.1 A sub-committee will meet to discuss implications CIO. Eric to liaise with Steve and other trustees to arrange date.

12.2 Officer Contact details to be changed as necessary by Eric. Steve will update Website contact form.

12.3 Eric highlighted that next year is 20<sup>th</sup> anniversary of the formal opening of Woodland Park and thought it would be good to celebrate it in some way. Lin and Alan would like to see some signs or boards erected showing who the land is managed by. Diane agreed and also suggested an interpretation board and possibility of contacting a local artist who had made the board sited at viewpoint in High St.

**Action:** To be discussed at a future meeting.

12.4 Diane thanked everyone for their contributions to the meeting and said that rapid strides forward had been made.

12.5 Eric proposed vote of thanks to Diane for her sterling work over the years. Diane said that when the Trust was about to fall she said she would get BROWAPG involved and thus took it on! A second vote of thanks proposed from Lin for all Diane has done. Lin said she considers Diane has made a remarkable recovery and that it is wonderful to see her so well, to which everyone agreed.

*There being no further business, the meeting was closed at 12.45 and the Chair thanked all for coming.*

*Signed*