

Friends of Littlemoor Park - Committee Meeting - Action Points

14-Jan-17

Present: Richard Greenwood, Jane Holdsworth, Deborah Robinson, Carolyn Bowe, Howard Baxter, Sally Duroe, David Lightfoot, Carolyn Jowett

Subject	Issue	Action	Effort	Status	Who	When
Ecological Survey	Survey/designation might help prevent park being built on.	WYES to be contacted	3		CB	ASAP
Bank Account	Need to open a bank account for FOLP	Barclays to be contacted	3		RG	Next Mtg
Development Plan	Draft plan to be continued with	To be circulated to committee for comments	3		CB	Next Mtg
NE09 Status	Need to incorporate into FOLP constitution	SD to copy to RG	2		SD	Next Mtg
Members' Meeting	To be organised for 28 January	Taj to be contacted re venue	2		RG	15 Jan
		Email to all re meeting	2		CB	18 Jan

04-Feb-17

Present: Richard Greenwood, Jane Holdsworth, Deborah Robinson, Carolyn Bowe, Sally Duroe, David Lightfoot

Apologies: Howard Baxter, Carolyn Jowett

Subject	Issue	Action	Effort	Status	Who	When
Bank Account	Three signatories needed: agreed it should be Chair, Treasurer	Signed forms to be delivered to bank	3		DR	Saturday
Ideas List	Ideas list to be kept to be added to when necessary	List to be created	1		DR	Next Mtg
Members' Meeting	Members to be emailed re date of next meeting	Email to be sent	1		CB	ASAP
Fallen Branches	These need to be cleared from paths	Council to be contacted	3		SD	Next Mtg

04-Mar-17

Present: Richard Greenwood, Jane Holdsworth, Carolyn Bowe, Carolyn Jowett, Sally Duroe, David Lightfoot

Apologies: Howard Baxter, Deborah Robinson

Subject	Issue	Action	Effort	Status	Who	When
Development Plan	Update discussed	Further discussions to be held with YWF	3		CB	Next Mtg
Tesco Bags of Help	Awaiting confirmation from Council re path clearing quote	Chase up Mick Priestley	3		DR	Next Mtg
Kew Garden Seeds	Need to apply through correct channels	Proceed with application	3		CB/JH	Next Mtg
106 Money	Discussed what money could be used for	Progress with Mick Priestley	3		RG	Next Mtg
National Citizen Service	Need public liability insurance to progress this - with Community Chest application	Progress insurance provision	3		DR/JH	Next Mtg
	Funding to be re-applied for 31 May	Application to be prepared	3		CJ/SD	31-May
Making Donations	Discussed how people could make donations	Investigate a 'Just Giving' page	3		JH	Next Mtg

04-May-17

Present: Richard Greenwood, Jane Holdsworth, Deborah Robinson, Carolyn Bowe, Sally Duroe, Carolyn Jowett

Apologies: Howard Baxter, David Lightfoot

Subject	Issue	Action	Effort	Status	Who	When
Walk-Around Park	Mick Priestley requested a walk around the park to discuss 106 money projects	Date to be arranged	3		RG	ASAP
Fallen Branches	These needed to be cleared from paths	Council to be asked to clear	3		RG	ASAP
Bat and Owl Boxes	Seek advice from WYES	WYES to be contacted	2		CB	Next Mtg
Tools	Consider purchase from the Community Chest grant	Grant to be progressed	3		CJ	Next Mtg
Nature Trail Signage	Needs to be replaced	Specification to be put together	3		CB/CJ	Next Mtg
Tesco Bags of Help	Need final copy of development plan to proceed		3		DR	Next Mtg
Newsletter	To help keep the membership informed	To be progressed	3		CB	ASAP
		Survey to be drafted	3		CB/DR	Next Mtg
Website	Will be needed	To be added to agenda of next meeting	1		DR	Next Mtg

03-Jun-17

Present: Richard Greenwood, Jane Holdsworth, Deborah Robinson, Carolyn Bowe, Carolyn Jowett, Howard Baxter, David Lightfoot

Apologies: Sally Duroe

Subject	Issue	Action	Effort	Status	Who	When
Council Decision Maker	Need to establish who this is	Council to be contacted	3		RG/HB	ASAP
Newsletter	First edition ready	To be circulated	3		CB	ASAP
Tools	A list of tools and bird/bat boxes was agreed	To be purchased	3		JH/CB	Next Mtg
Funding	Council to be advised that claims would start to be made	Email to Council to advise	2		RG	ASAP
Bat and Owl Boxes	Advice to be sought from ranger at Ogden	Ranger to be contacted	2		CB	ASAP
Balsam Bashes	To be scheduled for last Tuesday of every month 6 - 8 pm	Notice to be placed in newsletter	1		CB	Next n/letter
Kew Garden Seeds	Reaction from schools re involvement in planting meadow to be gauged	Schools to be contacted	3		DL	Next Mtg
Park Wildlife	Local resident known to photograph/catalog wildlife	Contact to be made with this resident	2		CB	Next Mtg

22-Jul-17

Present: Howard Baxter, David Lightfoot, Deborah Robinson, Carolyn Bowe, Jane Holdsworth, Sally Duroe, Carolyn Jowett

Apologies: Richard Greenwood

Subject	Issue	Action	Effort	Status	Who	When
Path Clearance	Council surveyed on 19/7	Commence work in August	3		Council	August
Bird/Bat Boxes	Advice needed on siting and installing	Ogden Ranger to be contacted	1		CB	Next Mtg
		Pricing to be finalised	2		CB/JH	Next Mtg

Community Chest	£200 has been granted	To be used for meeting rooms & insurance	2		JH	As required
Working Party	Tuesday evenings not convenient for all	Not exclusive to Tuesdays	1		All	As required
NCS Event	SD requested a gazebo in case of bad weather	Church gazebo offered	2		SD/CJ	27/07
Fairy Trail Project	Needs progressing	Maps and designing/printing needed	3		SD/CB	Next Mtg
Park Events	How to help promote	Add to the website	3		CB	As required
Development Plan	SD suggested children's play area	Ideas to be brought to next meeting	1		All	Next Mtg

12-Aug-17

Present: Richard Greenwood, Howard Baxter, David Lightfoot, Deborah Robinson, Carolyn Bowe, Jane Holdsworth, Sally Duroe, Carolyn Jowett

Subject	Issue	Action	Effort	Status	Who	When
Forest Schools	Could be a good educational link.	Contact B CEP re Forest Schools.	2		CJ	Next Mtg
Educational Links	The topic of 'Educational Links' was discussed.	Include in agenda for next meeting.	1			Next Mtg
Tesco Bags of Help	Grant could be to replace park furniture.	Get prices on furniture and liaise with Council on suitability.	3		DR	Next Mtg
Orienteering Signage	Chris at Ogden may offer help with orienteering signage	Get prices for signage and speak to Chris	3		CB	Next Mtg
Drainage	Council to be approached again to see if they would do anything about the park's poor drainage.	Richard to contact Anne Healey	3		RG	Next Mtg
Members' Meeting	Venue needed	Vicar at St Theresa's to be approached.	2		CJ	ASAP
Sowing the Meadow	Plan needs to be put together.	Circulate draft plan to committee for comment	3		CB	by End Sept
Camping in Park		Camper' to be asked to move.	2		CJ	ASAP

20-Oct-17

Present: David Lightfoot, Howard Baxter, Jane Holdsworth, Carolyn Bowe, Carolyn Jowett

Apologies: Richard Greenwood, Deborah Robinson, Sally Duroe

Subject	Issue	Action	Effort	Status	Who	When
Development Plan	A vote on the current development plan was requested	All in favour apart from SD	1		All	At Mtg
Members' Meeting	Availability of committee and venue proving difficult	Drop in meeting to be organised	3		CJ	Early Nov
	Survey to be completed by as many people as possible	Display 'Myths about Littlemoor Park'	2		CB/JH	Early Nov
	RG has resigned as Chair so HB assumed the Chair (Interim)	Meeting to be promoted with poster	3		CB/HB	Early Nov
Committee	SD to be asked to resign from committee	SD to be contacted	3		HB	ASAP
Bird Boxes	Council no longer have funding for this	Working party to be put together	3		All	ASAP

02-Dec-17

Present: Howard Baxter, David Lightfoot, Deborah Robinson

Apologies: Carolyn Bowe, Carolyn Jowett, Jane Holdsworth

Subject	Issue	Action	Effort	Status	Who	When
Survey Results	Presented and approved	To be presented to Council	3		HB	
Council Contact	Need one member to act as main contact with Council	Agreed it should be Chairman	1		All	Next Mtg

18-Dec-17

Present: Howard Baxter, David Lightfoot, Deborah Robinson, Carolyn Bowe, Jane Holdsworth, Taj Mohammed, Councillor Andrew Senior, Norah McWilliam, Ian Spencer, Sally Duroe

Apologies: Carolyn Jowett

Subject	Issue	Action	Effort	Status	Who	When
AGM	AS suggested it was time for an AGM	This would be planned for early 2018	3		FOLP	Feb/Mar
Minutes to Website		CB would do when time permitted.	2		CB	Jan
Contribution	AS suggested members should pay a contribution	To be discussed at next meeting	3		FOLP	Next Mtg
Council Viewpoint	TM said that the Council's plan for the park should be clarified as a starting point	HB was arranging a meeting for 26 January. All present were invited to attend. HB to confirm time.	3		HB	26 Jan

13-Jan-18

Present: Howard Baxter, Jane Holdsworth, Deborah Robinson, Carolyn Bowe, David Lightfoot, Carolyn Jowett

Subject	Issue	Action	Effort	Status	Who	When
Funds	£496.19 at bank + £31 cash. Public liability insurance due this month - £190. Need to claim back from Council for tools/bird boxes.	Claims to be put in to Council	3		JH	ASAP
FOLP Constitution	A few amendments to constitution agreed, including £10 per annum membership; applicable criteria for membership; and how election procedure works.	Admndments to be made and presented to Council on 26/1	3		HB/CB	26 Jan
Meeting with Council	Council agreed to meet on 26 January but only with FOLP committee	Email to be sent to others that had shown interest in attending	2		HB	ASAP
		Photos of cleared path to be shown to Council	1		HB	26 Jan
		Results of survey to be presented to Council	2		HB	26 Jan
Minutes to Website	Action point style minutes to be put into a members only area on website	DR to send action points to CB	3		DR	ASAP
		CB to create a members only area on website	3		CB	ASAP
Working Parties	Dates need to be put forward for next series	To be publicised on website	2		JH/CB	ASAP

AGM	Date set for Saturday 24 March	Discuss format, venue, etc at next meeting	3		All	Next Mtg
Next Meeting	Decided to schedule next few meetings for 9am at Tesco:	Diarise meetings	1		All	Next Mtg
	27 January / 10 February / 24 February / 10 March					

10-Feb-18

Present: Howard Baxter, Jane Holdsworth, Deborah Robinson, Carolyn Bowe, David Lightfoot, Carolyn Jowett

Subject	Issue	Action	Effort	Status	Who	When
Finance Update	Barclays Bank account is proving troublesome.	Account to be moved to Nationwide.	3		JH	Next Mtg
Fundraising	Need to raise more funds.	Nature England and Forestry Commission grants to be pursued.	3		CB	Next Mtg
		Bucket rattle at Tesco to be organised.	2		DL	Next Mtg
FOLP Constitution	Decided that a Communications Officer was needed - responsible for website and mailings.	CB asked to stand. Constitution to be amended to show this.	1		CB	Next Mtg
	More members needed.	Promote at History Society Meeting.	2		CJ	Next Mtg
		Report to be presented at Ward Partnership Forum.	3		JH/CJ	Next Mtg
		Membership form to be designed that will work on and offline.	3		CB	6 Feb
		Increase committee members to 9. Constitution to be changed.	2		CB	Next Mtg
Meeting with Council	Council had cancelled meeting on 26 January.	Awaiting new date for meeting from Taj.	2		HB	ASAP
AGM	Venue to be arranged.	Is St Theresa's available?	3		CJ	ASAP
	Content of meeting.	Each officer to prepare a report for presentation at the meeting.	3		HB/JH/DR /CB	Next Mtg
		Notice of meeting to be prepared.	2		DR	Next Mtg
	Meeting to be promoted.	As well as being promoted via email and the website, a notice to be placed on Tesco noticeboard.	1		DL	Next Mtg
Rotary Tree Restocking Offer	Approximately 60 trees donated by Bradford West Rotary Club would be arriving in the next few weeks.	Seek Council approval to plant.	3		CB/JH	Next Mtg
Working Parties	Few people attending the Wednesday morning working parties.	Dates to be changed to reflect lighter evenings.	1		JH	ASAP
Play Area Project	CB/JH have identified the ideal location for this.	Artist's impression to be prepared to present to Council for funding and approval.	3		CB	Next Mtg
	Area needs clearing.	Request help from working parties.	3		CB/JH	Next Mtg
Survey Results	Need to go on website.	HB to pass to CB.	2		CB	Next Mtg
Next Meeting		24 February, 9 am, Tesco	1		All	Next Mtg