

**Open Team Meeting
15th December 2017
23rd Bromley Scout Group Hall, Homemead Road**

Present: Andrew Harby (idVerde), Zara Jolly, Angela Snowdon, Mary Stirling, Annette Rose, Sylvia Chubb* (SCh-Membership), David Atkinson, Ros Martin * (RM - Events), Ann McCarthy, Margaret Harrington (Refreshments), Ranee Patel, Terry Pyle, Jennie Randall (JR), Graham Shirbon, Alan Saban (AS), Carole Whiteland, Richard Comaish, Susan Folkes* (SF-Chair), John Bruce* (JB-Events)

*current committee members

Item		
1	John Bruce (JB) agreed to take the minutes.	
2	<p>Sue Folkes (SF) welcomed everyone and outlined the purpose of the meeting. She said that the Friends of Jubilee Country Park had suffered the sad loss of Marcus Jordan who had suddenly died recently. Marcus was our qualified expert on butterflies, small mammals, reptiles and amphibians. Furthermore several other team members had moved (or were about to move) which left the committee and working party depleted.</p> <p>SF then went round the table asking each to introduce themselves and indicate why they had come along. Andrew Harby explained that he was working with Darren Russell at idVerde and would be taking on the park's management soon. There were several new members interested in how the park is managed and the role of the Friends. The role of Bromley Council (who own the park) and idVerde (who manage it) was explained.</p>	
3	Apologies for absence from Paula Murphy*, Patricia Biggs, Paul du Plessis, May Knapp, Deanna Marshal and Delia Palmer	
4	<p>SF elaborated on how the FoJCP (Friends of Jubilee Country Park) operates, in relation to its constitution, and how it relates to Bromley Council, idVerde and other Friends groups (who meet regularly at the Civic Centre under the auspices of The Friends Forum.</p> <p>Alan Saban explained that a working party meets regularly on Monday mornings to undertake maintenance and project work. All are welcome and no special skills required. A schedule of meeting places and work to be undertaken is posted on our notice boards and on the website.</p> <p>Surveys are an important aspect of a wildlife country park. With the loss of Marcus, help is needed for the butterfly transects and aquatic and reptile surveys. Stephen Lofting (Bromley Biodiversity Advisor and friend of JCP for many years) will be conducting a small mammal study on Feb 24, and John Bruce will be leading a wild flower walk on June 30.</p> <p>Funding – SF explained that funding for our work comes from subscriptions, donations, sales, grants and fund-raising events (quiz, coffee mornings, fairs etc.). It was suggested that collections after walks might provide a further source of revenue.</p> <p>SF outlined some of the administrative tasks that the group needs help with, (working party, group secretary, treasurer, surveys, membership, events) and confirmed that she intends to step down as Chair (and the managing of some of the IT) at the AGM in March.</p>	

5	Minutes and matters arising from last meeting 22/08/17 – the minutes were accepted subject to the points below and items dealt with later in the meeting.	
5.1	Friends Banner – JB is looking into designing and producing a banner for the gazebo and displays for meetings etc.	JB
5.2	Key to Work Party Equipment container – AS, JR and idVerde have keys. Another will be cut and held by RM and/or JB. JR will check if PM holds a key.	RM/JB JR
5.3	SF to buy a new bulb for projector	SF
5.4	Draft risk analysis for walks and talks – in hand. This can now be submitted to idVerde online	SF/RM
5.5	Dates of next meetings – there was a typo. The dates for next committee meetings are: Feb 9, April 20, and Aug 10 or 17, from 10 am to 12 in Scout Hall.	
5.6	It was requested that minutes of the Team Meetings should go on our web-site, and that minutes of this meeting be circulated to those present. (Note from chair, minutes will be posted after they have been agreed at the next meeting)	SF
6	Events update for 2018: The programme up to the AGM on March 21 is complete and on our web-site. All present were invited to suggest walks leaders or talks presenters for April onwards. RM and JB are looking at a Bluebell Walk (Sam Pettman, April 29), Voles and Shrews talk by Stephen Lofting, talks by other National Trust speakers, talk by Met Police Wild-life detective etc. Plus our regular Summer walks.	RM/JB
7	<u>Projects update</u> <u>Orienteering Course</u> – JR explained orienteering and said that the posts will be replaced with better quality posts identified by unique rubbing plaques. A question was asked about geo-caching. The park has one or two locations, but we do not want to encourage rooting around the site. <u>Wheelchair Walk</u> – this is virtually complete but it requires finishing off. This is an idVerde responsibility. As soon as it is complete we will order and install signage. Our Group has been awarded £1000 grant from Orpington Walnut Community Fund for this. The grant (details in the newsletter) is provisional on us providing a blog (see www.projectdirt.com) – and spending the money before next August. SF is waiting for some progress before updating the blog. <u>Digital Nature Trail</u> – this project undertaken with Bromley High School aims to develop an interactive trail. The first stage of fieldwork was undertaken in October and SF is working with Dr Judy John to provide narratives for each post, and with the school to resolve the technical problems of putting together/distributing the videos. <u>Marcus Memorial</u> – JB asked what ideas there were for a memorial to Marcus. JR said that naming a pond after him seemed the most suitable, and that currently we were considering the Secret Pond. AS said that he would make a sign for it as soon as a decision had been made. <u>Other projects</u> – JB reported that he had attended a fund-raising course organised by idVerde (for working with them in sourcing funds). There is a dead-line of January 12 for the next application round. JB had suggested a need for resurfacing of two of our car parks, and the continuing need for	JR SF SF/JJ All JB/JR

	replacement or new signage. JR felt that we should be looking at replacing/improving the London Loop signs which goes through our park. Probably 4 large and 12 small signs at a cost possibly of £1-2K.	
8	<p>Membership – SC reported that we currently have 329 members in 205 households. In the last year we have gained 26 new households and lost 16. Membership renewal requests will go out after Christmas, by email and by post (for those not on email).</p> <p>SF said that although some payments are made by bank transfer, some by cheque and many in cash we need a clear paper trail so we can account for fees and donations.</p>	SF
9	Statistical Report – SF has compiled the annual report for idVerde of the number of hours that our volunteers put into park support and the funds raised in the current year	
10	<p>Spring Newsletter – SF explained that we produce two newsletters a year. Most of these are distributed by email, but some members do not have email or prefer to have a printed version. In the past the Council have paid for these via the library service, but this is no longer possible The last newsletter was printed in black and white by idVerde. The cost for printing in colour would be in the region of £110. It was generally agreed that this is not sustainable – even if sponsors were found. In order to get the newsletter printed in time for the AGM we need to produce it earlier than last year.</p> <p>SF will circulate a newsletter timetable in the New Year.</p>	SF
11	<p>Date of Next Meeting February 9 at 10am at Scout Hall.</p>	