

Friends of Towneley Park

Notes of Trustees Meeting : Thursday October 1st 12.45pm : Friends Meeting Room

- 1) Attendance and apologies: Present Maureen Frankland, Pete Ashton, Gill Robinson and Bryan Concah. Apologies from Pat Colbran
- 2) Minutes and Matters arising from last meeting:
 - Playground furniture: Installed at Riverside and being well used.
 - Notice boards: Being repaired and cleaned by FOTP members.
 - Mobility and Wheelchair maps: Completed, leaflet holders installed, maps being used by public.
 - Wicker sculptures and descriptive posts: All finished, Monk's Well, Music pavilion, and 400 year old oak . Sculptures have been fenced off near Burnley's oldest tree. Interpretation lecterns soon to be installed. **Now installed.**
 - Drinks fountain for Riverside: Delayed due to Covid, now is not the right time to install a water fountain that will be shared by lots of people.
 - Walks leaflet: Maureen has worked really hard on the new leaflet and liaised with graphics at BBC. The new leaflet looks great. Pennine Prospects have paid £369, FOTP £221. **We now have 5000 leaflets.**
 - Ronnie: A traditional bench is being restored, this will be placed outside the Hall shop with a plaque. Also a new plaque has been made for the Ginkgo Biloba tree on the front lawn, and Ronnie's ashes will be buried in the Italian Garden. Maureen is liaising with Ronnie's daughter in law to set a date for this **(in 2021)** FOTP members welcome to attend. **Bench and Plaques in place.**
 - Books in the Wood: On hold until next year
 - Parkrun footpath: Maureen in discussion with parks team, could possibly be completed this winter. **Should be underway in November.**
 - Balsam: Some FOTP members have picked throughout Covid. Thankyou. Some balsam bashing has taken plan in conjunction with Ribble Rivers Trust. Next year we may get help from Evolve (young people's Military College) **Maureen has contacted the group leader.**
 - Logo: Our new logo has been designed and is now being used
 - Covid 19 Reflective Garden (as discussed at last meeting): Simon did not want us to progress this.
 - New Trustee – Bryan has been invited and is attending this meeting.

- 3) Charity Commission Governance – Constitution updates and Trustees report: **Maureen needs help to complete amendments to our Constitution on the Charity Commission site, and will need to write and submit a Trustees report for 2019 - 2020.**
- 4) Trees: Maureen has met with Roger Rawlinson and Damian Hartley and agreed a tree planting schedule costing around £4000 including 7 mature trees, (possibly a small fruit orchard – **not to be developed this year**), a willow tunnel etc at Barwise, and a possible project with Evolve, to include planting whips on the edges of Wilson’s Wood. **Simon has now authorised this plan. Gill to investigate costs of Willow tunnel, shape and installation.**
- 5) Italian Garden: Maureen has identified a Metal Sculptor who can make us 2 metal deer for the Italian Garden at a cost of £4500. Trustees were in favour of this. Maureen to get further details including installation costs. **Simon is in favour of this. This project is now going ahead, to be completed in Spring 2021.**

6) Finances:

End of year accounts: Corrine and Bryan have completed the end of year accounts. We have a balance of £14,897. **Thanks to them both for this.**

Charity Checkout: Work still to be done on identifying the best and most cost effective way to claim Gift Aid. Gill to look at alternative providers. Corrine and Bryan to look at the HMRC website to check out the process of claiming this ourselves. **Corrine has now found Golden Giving as a possible alternative to Charity Checkout (which is now called Enthuse). Maureen, Gill, Corinne and Bryan will meet to progress this.**

Gareth Morgan has agreed to independently verify the accounts for us.

Future expenditure agreed:

- RRT children’s booklet: (possible future expenditure cost unknown)
- Trout in classroom 2021: £600
- History Leaflet: Towneley Hall **will probably pay** for this
- Park signs: Maureen to check out with Sean and find a cost :Boggart Bridge, Thanet Lee Wood, Barwise in situ and a finger post on SLW.
- Trees: £4000
- Scooter: £2000
- Parkrun path: £1000 **£380**
- Metal Deer: £4500 plus installation
- Towneley News: trustees agreed to put this on hold, possibly just produce a list of events if things get back to normal. **Pat Colbran mentioned that possible articles could include the Trees we’re paying for, the Italian Garden Deer, the new walks leaflet, new mobility maps, scooters, parkrun paths.**

Total agreed: £12,100. We are not keeping a float of £5000, as £2000 of this was for a scooter and we will have bought 2 scooters.

7) Activities and Progress since last meeting:

Our activities have been curtailed by COVID 19, we were not able to run our Easter Trail, there wasn't a Brass Band concert, Craft weekend or Heritage weekend. However, the Halloween Trail is going ahead, Gardening Club has been running each Thursday since June, and Maureen is leading a weekly Ukulele group from a village hall (with strict social distancing measures in place).

We have continued to receive donations including money, photos and art work

8) Forward Planning :

AGM – Maureen was in favour of holding the AGM at Towneley Hall on Saturday 17th October. Gill was not in favour due to the current Covid situation and both Pete and Bryan did not think it should go ahead. Maureen to e-mail members to see who wants to attend. Maureen has since checked out the ruling on use of the Hall for the AGM and the “Rule of 6” makes this impossible. These notes to be circulated to all members instead of the meeting.

Towneley News – See above

Christmas – the majority view was that we should not organise a Christmas event this year, unless the Hallow E'en Trail proves so successful that we feel we need to review this decision.

9) A.O.B. Brown Tourist signs on Motorway and around town – Gill to identify which signs needs replacing and report to Sean.

We need to set up the bird feeding schedule for this year.