

# Friends of Towneley Park

Minutes from the meeting held on 9<sup>th</sup> August 2018 at 10:00 am

## in the Friends Meeting Room

**Present:** Maureen Frankland, Barbara Nutter, Gillian Robinson, Mary McNeile, Pete Ashton, Pat Ashton, Judith Hindle, Denise Motley, Grayson Holden, Anne Mason, Ken Brown, Pat Colbran, Margaret Crane, Andy Buck (BBC), Damian (BBC).

**Apologies:** Gillian Atkinson, June Pritchard, Phil Dykes, Richard Moss, Ronnie Pollard, David Marsden, Diane Flynn, Keith Buchanan

### 1. Welcome

Maureen opened the meeting and welcomed everyone.

The 'pink sheet' was circulated for people to volunteer for tasks, including the cleaning rota, Heritage & Woodland (H & W) event on 9<sup>th</sup> September, Christmas planning meeting on 8 October, Craft event 25 November and Santa comes to Towneley on 9 December. Extra volunteers are needed for H & W to take money for overflow car parking.

Hall passes were given out to members. Anyone who did not attend should ask Maureen for their Hall passes.

Maureen mentioned a meeting on 10 September that the Towneley Hall Society are hosting and have invited the other groups who work and volunteer in the park to speak, this is to inform everyone what is going on and what the various groups do. Maureen will be speaking on behalf of FOTP, but other members are welcome to attend, the meeting starts at 1.30pm

### 2. Minutes from the last Meeting and Matters Arising

The minutes from the last meeting were accepted as a true record with the following comments and matters arising:

- Three people have not completed volunteer registration forms.
- The willow deer have had some cosmetic surgery, thanks to Maureen and Andrew the deer have new heads and the new willow is growing well
- The willow tunnel at Barwise has been removed and re-planted as it was not robust enough to stay in position. Members will look for an alternative tunnel structure to replace it. The central area at Barwise still needs to be tidied up. However, a port-a-loo has been hired for the summer at £25 per week + £15 delivery and £15 removal. Members were requested to keep an eye on the loo, and if necessary flush it using the footpump (which may be difficult for small children to operate)

### 3. Burnley Borough Council Officers Report

Andy introduced Damian who is now managing the park. Damian is an experienced green-keeper so this is a new role for him. He was particularly keen to get the staff team working effectively and in partnership with FOTP. Everyone agreed that great improvements have been made and the extra effort from all his team has been noticed and is appreciated. Damian has been impressed by the enthusiasm and dedication of the Friends. As for staffing, there are currently no full time

Towneley staff, temps have been used throughout the summer and in winter one of the team from the golf course crew will be working in the park.

Andy will be retiring in September and Sean Kerr will be taking on Andy's role.

It is not clear whether there will be Brass in the Parks or Heritage & Woodland next year. The Friends are keen for the Brass Band concert to continue.

As this was Andy's last meeting with us he was presented with a card, cake and a gift. Andy was most appreciative and said how much he had enjoyed working with the Friends.

#### **4. Chair's report**

Maureen highlighted recent projects and activities and thanked members and council staff for a really successful few months. Projects and activities include:

- Craft and Treasure Trails are proving very popular and are bringing in a steady income. Whilst the Trails have proved mostly positive, the negative aspects include stolen and damaged craft work, and people not donating £1 in the honesty box. However, a member of the public is now checking the trail for us daily and has offered to do this in future. We will check the trail before the Heritage & Woodland to ensure it is in good condition.
- Crafters are having a summer break, they will re-start on 17<sup>th</sup> September. Thanks to Richard Colbran for making the mosaic cards, and thanks to Denise for collecting the money from the Hall. Pauline will no longer "lead" the group, but the group will share the leadership. We are very grateful for all Pauline has done to help the group.
- Smallholdings Trail – Thanks to Richard Colbran and Andrew Johnson for all the work they have done to improve the trail. A new sign is in place to direct people to the trail.
- Brass Band concert - £440 raised, our best ever result, thanks to all the cake makers (we need you again 9<sup>th</sup> September and 25<sup>th</sup> November)
- Plant Sale – this year the Friends emptied the Italian Garden and raised £265 from the sale of plants and bulbs. No plastic was used during the sale of plants, only newspaper. Thanks to Ken for all the extra work he did, and to Pat for banking the money.
- Community partnerships – Holly Grove special school, Burnley College and the National Citizens Service have all worked with us over the summer. Burnley College will continue to work with us in the Autumn. It is planned that they also use the Meeting Room every Thursday afternoon for their College lectures.
- Meeting Room – thanks to all those who have cleaned, washed and re-stocked.
- Volunteer Days – now held every Thursday to include Small Lime Walk, Gardening Club, TYP (tidy your park) and Balsam Bashing. The staff car park has also been cleared. Thanks to all the volunteers who have turned up and worked really hard.
- Two of the new picnic benches by the River Calder had been damaged, thanks to Andrew Johnson and John Gilbert for repairing them.
- We are awaiting news from Simon Goff with regard to the location of the Water Fountain purchased from FOTP funds, and hope it will soon be installed.
- Working with the Council Team – a huge thank you to Damian and his team for the help and co-operation that is offered every Thursday. It makes such a difference to us and we can get so much more done.

Maureen finished her report by saying 'You as individuals are making a difference. Together, with the Council, we are making Towneley into a real visitor attraction. Without us the park would be a

very different place and as long as we each do what we can, it will continue to be a very special place. So thank you to each one once again'

**5. Treasurer's Report** – a separate copy of the financial report is available.

Headlines are:

£57,000 - grant received from BBC for Riverside Play Area refurbishment

£9,628 – donations received

£2,433 – income from events and sales

£71,745 – current bank balance

Because of the amount of the BBC grant our accounts will have to be audited this year.

Refurbishment of the Riverside Play area will cost over £100,000 and therefore our fund raising efforts are currently focussed towards this. Any money raised at H & W will go towards this.

## **6. Area reports**

Members keep an eye on an area of the park in terms of maintenance and improvements, i.e. to wander through occasionally and report to the meeting.

Denise – Barwise: Main problems litter and balsam, there are areas that Denise has been looking after, but some of the litter and balsam is quite inaccessible.

Grayson – still litter near entrance to pitch and putt, Grayson will come up with a sign to discourage people from dropping litter and to use the bins.

Maureen – Thanet Lee, a muddy area under a yew tree needs attention.

Pat Colbran and Margaret – Smallholdings: litter collects in gully (near the fox carving), and there is lots of litter on the football pitch. The car park near the golf course is very untidy.

Gill R – Triangle: nice and tidy although drainage work is still to be done. Andy confirmed that it's a leaking water main and the responsibility of United Utilities

Barbara – The gate into the Italian Garden has been open recently which has encouraged members of the public to go in. Andy and Damian to look at putting in a new gate.

## **7. Data Protection Policy**

Due to new legislation all organisations need to have a Data Protection Policy to protect the personal data of members. As a charity we must comply with this and there are some basic principles that we must adhere to including:

- Safe storage of personal data
- Removing personal data on request from the individual
- Reporting any breach of data protection to the Information Commissioner
- Only storing data that we need, and we can justify why we store it
- Nominating a Data Collection Officer

Maureen circulated a draft policy for members to look at, and a copy will be circulated with these minutes for members to comment.

One immediate concern is the 'In Case of Emergency' information that is stored in the meeting room. It was agreed to have only the emergency contact information on a list, which will be housed in a locked drawer. Other personal info (such as addresses, personal phone numbers etc) will be held centrally by Maureen (Chairman) and Gill (Secretary) on computer. The contact list will be circulated to members, but only to be used by members to contact other members. If any member wishes to remove their information from either list contact Maureen or Gill.

## **8. Future spending**

£1500 has already been committed to H & W.

Maureen circulated a list of suggested spending plans, it was agreed to fund:

- £5500 Riverside Play area
- £100 New Signage
- £500 FOTP notice board
- £1500 Barwise improvements
- £50 Wildflower garden
- £300 Sensory garden
- £200 Crafters resources
- £350 Training budget
- £500 Trout in the Classroom

## **9. Any other business**

The AGM will be on Saturday 20<sup>th</sup> October, 11am in the Lecture Theatre at Towneley Hall, and a lunch will be arranged afterwards at The Stables Café (upstairs room).

Pat Ashton will bring bird seed to the AGM for the autumn/winter bird feeding. Pat and Pete will organise the Hallow E'en trail and received the "Spiders" etc from Diane, with thanks.

Maureen asked for suggestions for a guest speaker or other presentation at the AGM.

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