

Minutes of the Annual General Meeting – October 20th 2018
Held in the Lecture Theatre, Towneley Hall.

Present: Maureen Frankland, Andrew Johnson, Pat Colbran, Pat & Pete Ashton, Keith Buchanan, Ken Brown, Ronnie Pollard, Anne Mason, Gill Robinson, Margaret Crane, Dianne Flynn, Corinne & Bryan Concah, Gillian Atkinson, Judith Hindle, Richard & Cynthia Moss, John Nuttall, Barbara Nutter, Cllr. John Harbour (BBC), Sean Kerr (Parks Officer) Ethel Lloyd, Tony Lloyd, Denise Greenwood, David Marsden, Pauline Mann

Apologies: Susan Barker, Grayson Holden, Mary McNeile, June Pritchard

1. The Chairman welcomed all who attended. Hall passes and Registration forms were distributed. Members were asked to fill in the volunteer task list for the next few months, including bird feeding, meeting room cleaning, craft fair, Christmas etc. Maureen/Gill will collate and circulate the members list. Data Protection policy is attached to these minutes.

2. **Minutes for the 2017AGM** were passed as a true record. Members were asked to make any comments on this year's minutes as soon as they are circulated so that any amendments can be made.
Matters arising: The two new picnic benches installed by the river Calder had been vandalised. Andrew has done a good job to minimise the damage by reversing the affected boards. The benches for Barwise are still to go in, but we are waiting for some Council work to be done first.
Work to re-vitalise the Rotary Club garden still outstanding, but hopefully should soon start, In the meantime we will keep it tidy as usual.
Unfortunately no funding has been found to improve the Brunshaw Road access path to have a better surface for prams, buggies and wheel chair users. We will keep on trying!!
Our Thursday gardening and Park tidying sessions are now held **every** Thursday (10am-noon).

3. Officers Reports: Trustees: (Pete Ashton)

Maureen, Pat C, Ronnie and Pete have agreed to continue for the next 12 months. Gill Robinson has also agreed to join as a further trustee.

We again have a very healthy bank balance. Income from events held this year total £2433. Thanks to Richard for keeping the books in order, and Pat C for paying cash into our account.

2019 will see the start of a major refurbishment of the Riverside Playground by the Council. The Group has so far donated £5,500 from our account, but the majority funding is from BBC (£57,000) and Lancs Environment Fund (£30,000) plus £9,628 in donations and Gift Aid.

We have 2 additional projects to carry out in 2019.

1-a sensory garden at the end of the Small Lime Walk.

2 -helping the Ribble Rivers Trust with a project to put a trout tank at Springfield Primary School to teach the children the importance of clean rivers. The trout will be released in the New Year. This is along with our regular gardening and Park tidying sessions and fund raising events.

We need to thank various outside groups who have helped us, giving their time and energy in many ways e.g. Burnley College, Ribble Rivers Trust, Holly Grove school, National Citizens Service.

Some good news just received – The FOTP has been nominated for the Queen's Award for Voluntary Service. The Lord Lieutenant of Lancashire has asked the Lancashire Panel to visit us to assess the nomination. This will be on Thursday November 15th

Finally we must thank Maureen and Gill for all the hard work and support given to keep our Friends' activities running smoothly.

Burnley Borough Council

Cllr. Harbour thanked the Group on behalf of Burnley Council for our work and enthusiasm during the year. Voluntary groups are essential for getting grant money to help upgrade our Park development and maintenance programmes, and our money raising events play a very important role. The Council will try to find ways to fund the improvements to the Brunshaw access path. With so many cut backs to the

Council finances it may be a long wait! Problems with vandalism occur everywhere, not just at Towneley. We just have to replace things and hope things will improve!

Sean Kerr (our new Parks Officer) said how impressed he was with the work of our Group. With the retirement of Steve Woods the head gardener, Damien has taken over the overseeing of work. In the Park along with his Golf Club and Prairie sports grounds commitments and we will work closely together to make sure the Park can run smoothly.

Projects for 2019 include development work the Riverside and Barwise playgrounds.

The Riverside playground development will start in January, with lots of new and exciting play equipment to be installed. The playground will be closed while work is carried out.

If the total funding can be raised, it is hoped that both phase 1 and 2 can be completed then.

100 oak tree saplings have been allocated to Burnley to commemorate the end of the Great War.

One of these will be planted behind the Towneley War Memorial. Wooden Crosses will be put into the front lawn. To represent the number of local soldiers who lost their lives in the last week of the war.

Help may be needed for this work.

A course on sign language and hearing loss will be held at Towneley on November 23rd. Places for this were almost booked up. Tree pruning and rhododendron management will be ongoing during the winter months.

Ken Darwen (Towneley Hall Manager) A lot of structural work is needed in the Hall and awaiting Insurance funding. This includes dry rot and a leaking roof in places, also cracks in the outside stonework. On the bright side, there are now 36 regular volunteers on steward duties. Regular training sessions take place for safety and fire procedures. FOTP members are welcome to attend.

Exhibitions for next year include paintings by Evelyn de Morgan (first time outside London!)

Eric Knowles to give a talk about Moorcroft Pottery. Already ten Weddings are booked for 2019.

The Craft Museum is now open daily for the sale of antiques.

On behalf of the Group Pat C expressed our thanks to Ken and his Staff for the help given with our Indoor events.

- 4. Appointment of Officers:** The current Officers for the Group all agreed to continue. These are Maureen Frankland (Chair), Pat Ashton (Vice Chair) Richard Moss (Treasurer) Gill Robinson, (Liaison Secretary)
Minutes Secretary duties shared between Barbara Nutter, Margaret Crane, Gill Robinson and Pat Colbran.
All members were in favour – proposed by Margaret Crane and seconded by David Marsden.

5. Treasurers Report and questions. The Balance sheet is attached

We are holding £57,000 grant funding for the playground development work on behalf of the Council.

We feel it is a privilege to be trusted with such a large sum until it is needed.

We have promised to add £5,500 from our own funds to buy one item of play equipment and benches.

Also there is a grant just in for £30,000 from Lancashire Environment Fund.

So we are in a healthy position financially with £14,261 to continue helping to improve our Park.

By having such a large balance we need to have an official audit of our account.

At a short break we enjoyed 3 videos from events during the year (Santa at Towneley, the Craft Fair and the H&W day). Many thanks to Judith for making such good records for us all to enjoy

6. Chairman's Report:

Maureen began by saying how we continue to fulfil our criteria for the benefit of our local and the wider community. Members then helped Maureen to recount the year's activities as follows:

Craft activities have included preparing displays for the popular Summer trail around Thanet Lea.

a) Poppy knitting and crocheting continue, ready for the November 11th commemorations. Some of these have helped Tesco's to make a display in their car park! Our display will be on the oak tree behind the War Memorial.

b) Work is on going on displays and activities for the Santa Christmas Trail in the Hall on December 9th.

c) On November 19th there will be a workshop with the man who runs the "Glass Monkey" Studio. We can make and decorate a Christmas ornament. We just need to pay for materials used.

Gardening has as always been a big part of our work in the Park:

Clearing continues in the Small Lime Walk, and replanting with Memorial shrubs.

A "stumpery" is being constructed by Ken Brown, to be planted with ferns etc.

There is a plan to make a sensory garden at the far end of the Small Lime Walk

The Friends, Stables and Rotary beds have been maintained and further planting continues.

The Rotary Club garden is due for a complete re-vamp, so we just keep it tidy until work can start.

We have been glad to have help from the Park apprentices.

A group of environment students from Burnley College have done a great job in helping to clear the Hall car park of weeds and unwanted saplings, and some balsam clearing.

The Staff car park area is being cleared of brambles and weeds with some replanting. We hope a wild flower area will thrive next year. Some members have done a good job in cleaning signage / benches.

In our fund raising, this year we have used an on-line booking system for the Santa event.

This has been well used, and tickets sales are nearly up to our 100 limit already.

We have also been able to claim gift aid on cash donations to our events in 2017 (£400).

The Summer "Look and Linger" trail and the ongoing Mystery History trail have so far raised £100.

Tesco's have been very helpful in providing tea, coffee and milk for our catering events at the Band Concert and Woodland Festival etc. We also hope to benefit from the Tesco Community Fund.

A big thanks to all our member for making all our events and activities so successful. Everyone contributes in whatever way they are able.

Unfortunately there has been a theft of one of the new carvings (a deer) on the Small Holdings Trail

Some strong person has used a jemmy to lever it from the post

This has been publicised widely on Facebook and the press with lots of sympathy from the public.

The Towneley News publication continues to be produced every Spring. Thanks to Pat A who master minds the content and BBC Graphics dept. for publication.

The new **play area at the Barwise** car park has proved very popular and we may be able to add to it in the future. This Summer we paid to hire a Portaloo until the end of the Holidays, as it is quite a hike to the Hall loos!! We intend to hire a portaloo with facilities for disabled people and a changing mat, from Easter to September in 2019.

Two more metal **memorial benches** have been installed. (15 were put in last year)

Gill and Maureen have been involved in the planning and funding of the **Riverside Playground** development. It will be worth the January closure

June Pritchard is still the organiser for **bird feeding**, and has prepared, cleaned and installed the feeders.

Pat and Pete have bought and bagged up the seed which in the Meeting room for collection.

The Band Concert in June: Should go ahead in 2019 organised by Carly Glover (BBC) but if we have to organise it ourselves, we urgently need to book a band.

The Woodland festival may not be held next September, or it would have to be on a much smaller scale. A new member (Ethel Lloyd) kindly offered to help with this as she had always enjoyed the event and has the skills and experience to help in this way.

The Easter Egg Trail: Pat and Pete agreed to organise the Easter Egg Trail again.

Maureen thanked everyone for their help and enthusiasm with all the events during the year, and looked forward to an equally successful 2019.

The members agreed to undertake the following responsibilities.

Gardening Club	Pete Ashton, Pat Colbran, Barbara Nutter
Small Lime Walk	Ken Brown, Maureen Frankland, Gill Robinson
Tidy Your Park	Gill Robinson, Maureen Frankland, Ken Brown
Newsletter	Pat Ashton, Maureen Frankland (Margaret Crane)
Minute Secretaries	Gill Robinson, Pat Colbran, Margaret Crane, Barbara Nutter
Towneley Crafters	The Crafters
Bird Feeding – Riverside	June Pritchard
Small Lime Walk	TYP group
Events - Hallow E'en	Pat and Pete Ashton
Christmas	Gill Robinson, Pat Ashton, Maureen Frankland and all.
Easter	Pat and Pete Ashton and all
Brass Band	Pat Ashton, Maureen Frankland and all
Heritage & Woodland	
Craft Fair Refreshments	Pat Ashton and all.
Litter	Denise Motley
Himalayan Balsam	Gill Robinson
Riverside refurbishment	Gill Robinson and Maureen Frankland
Barwise development	Gill Robinson and Maureen Frankland
Meeting Room	Pat Colbran
Meeting room heating	Ronnie Pollard
Smallholdings trail	Richard Colbran and Andrew Johnson
Park Trails	Gill Robinson and Maureen Frankland
Press, Grants, Leaflet refills	Gill Robinson
Website	Pat Colbran and Susan Barker
Facebook	Gill Robinson, Maureen Frankland
Recording – Sound and Vision	Judith Hindle

The meeting closed at 1.00pm

Next Meeting: January 17th at 10am in the meeting room

Contacts: Maureen Frankland, Tel. 01282 432423.

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FRIENDS OF TOWNELEY PARK 2018

Data Protection Policy

The purpose of this policy is to ensure that personal details of the Friends of Towneley Park members are kept securely and are not used to disclose personal information inappropriately. All members are responsible for maintaining the privacy of personal details of members, and members should always err on the side of discretion if they are in doubt.

- 1) When joining the Friends of Towneley Park, all members complete a Registration document which is held by the chairman and/or secretary, in paper form. A copy of this document is also given to Burnley Borough Council (BBC) as part of their Volunteers in Parks initiative. When a member is no longer active within the group, their registration document will be held for approximately six months and then destroyed. BBC will be notified annually, of members, and those who have left the group.
- 2) All members are made aware of this Data Protection Policy when completing their Registration document and sign the Registration document acknowledging that they accept this policy.
- 3) Information from the Registration document will only be shared with members and BBC Officers, and will not be shared with non-members unless the member has given their consent.
- 4) Members' names, phone numbers and email addresses will be used to compile a directory for members, which enables members to contact one another, to improve the communication within the group. This information should not be shared with other people beyond the group, except with the member's permission. This "Members Directory" will be updated annually, and details of members who have left the group will be removed. Members will be requested to delete/destroy any previous Members Directories when they receive an updated Members Directory.
- 5) Members' names, phone numbers, addresses and contact details for "people to contact in an emergency" will be collated on an In Case of Emergency (ICE) form. This will be kept by the Chairman and Secretary. A Next Of Kin (NOK) form will be kept in a discreet manner in the Friends Meeting Room at Towneley, and can be accessed if there is an emergency. The ICE/NOK form will be updated annually and details of members who have left the group will be removed.
- 6) If possible, Members Directories and ICE/NOK lists should be stored on a pen-drive rather than the officers' computers to avoid inappropriate disclosure, and should be deleted when they are no longer needed, and not later than three years after they have been used.
- 7) Should there be a breach of security, and data is inappropriately accessed by a third party, this should be disclosed to the people concerned, and discussed by the Trustees in order to decide on an appropriate course of action, including notifying the Charity Commission, if necessary.
- 8) Members are also covered by BBC's Data Protection policy.
- 9) This Friends of Towneley Park policy will be reviewed every three years.

ACCOUNT

Friends of Towneley Park Income and Expenditure for the year ended August 31st 2018

RECEIPTS	£	EXPENDITURE	£
Donations and Gift Aid	9628	Event and Project Expenses	3899
Grant held for Burnley Council	57000	Heritage and Woodland Contribution	1725
Event and Sales Income	<u>2685</u>	Advertising	421
TOTAL	69313	Scooter Service	190
		Subscriptions and Insurance	233
		Bank Charges	<u>60</u>
		TOTAL	6528

BANK ACCOUNT

Balance at 1 st September 2017	£8467	RING FENCED ITEM	£57000
Add receipts	£69313	AVAILABLE FUNDS	£14261
Less expenditure	£6528		
Cheque unpresented on 4 th July	<u>£9</u>		
	£71261		