

West Fife Woodlands

Registered Charity No. SCO48093



Notes of Meeting

Held at Blairhall Community Centre: Thursday 7th June 2018

Attendance

Frank Waterworth (FW) , Alistair Hendry(AH), Andy Trumper(AT), Maggie Dalglish(MD), Ronnie Collins(RC), Lynda Milne (LM) Stan Welch (SW) and David Welch (DW).

1. Chair's Welcome

Chair Stan Welch welcomed all to the meeting.

2. Apologies

Liz and Peter McMullan, Hilda Carmichael, Alan McGurkin.

3. Minutes of Previous Meeting 3/05/18

Proposed by Alistair Hendry, Seconded by Maggie Dalglish.

4. Matters Arising

FW confirmed that WFW would not be taking part in the IFLI event in June as the proposed date clashed with other events and holidays.

FW also corrected last month's minutes in section 7. The group he guided was from Royal Scottish Geographical Society.

5. Floor Limit expenditure since previous meeting

FW advised that the RDA had been paid £359 as their contribution from the funds raised during the Snow drop walks.

6. Treasurer's Report

FW provided details of the group's current financial position

There has been little change to the bank balance from last month's report.

FW has also set up the new bank account. AT has become a signatory to the account following the resignation of John Rogers.

AT agreed to be a second signatory to the internet banking account.

FW advised that the bank wanted confirmation of the names of all Trustees on headed paper. FW to speak to JR to ensure he no longer wishes to be involved as a Trustee. SW will also need to go into a local branch to confirm his identity as Chairman.

FW has also heard from Leader with 3 additions to the agreement

The Group :-

- a) Cannot dispose of land
- b) Change use of asset
- c) To confirm responsibility for 5 years.

Trustees present agreed. FW to sign and return.

7. Correspondence

Group discussed the e mail from Kate Fuller of IFLI regarding a review of the funded projects.

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Agreed: SW to set up meeting to discuss response before deadline at end of June. SW has been sent details of the group's insurance renewal and TCV membership.
ACTION: SW to forward to FW to process.

8. Data Protection Legislation

Action: AT to email members to confirm they wish to receive e mails and information from WFW.

Group e mails to be BCC from now on.

9. Group Secretary Position.

The group discussed the current position with the Secretary and the division of roles. AT advised he had only received one response and that was from Alan McGuckin who had kindly volunteered his services as shown below.

- The preparation of the agenda and the taking of the minutes of the monthly meeting. **AT. LM to assist in absence of AT**
- Attending to correspondence.
- Maintaining the list of members. Relationship Secretary. **AMcG**
- Archivist of the Groups photographs and press articles.
- Weekly workout announcements. **AT**
- Liaison with the RDA. **LM**
- Events and projects manager. **AMcG -Trustees**
- Liaison with local schools, The Forestry Commission, Fife Council and other local groups. **AMcG**
- Marketing and funding applications. **AMcG**
- Taking the group to full Charitable status and ensuring the group complies with its obligations under the SCIO. **FW**
- Enforcing Health and Safety. **AT**
- Insurance. **FW**
- Social convenor. Organising the Christmas lunch. **HC**

The only role not covered is for an archivist.

It was agreed that there was a need for an overall Acting Secretary until the AGM. FW and SW asked AT if he would take up this position. AT agreed on the proviso that all decisions are taken by the Trustees going forward as per the Constitution and not by individuals. This was agreed.

10. Woodland Workouts – scheduled activities to next meeting

The group agreed to reduce the workouts during the summer months. Also agreed not to work on Bank Holidays.

Work to be planned includes, Pruning of stone fruit trees, insect and wild flower survey, cutting orchard grass and attempts to control Himalayan balsam.

The planned activities as follows:

11 June Maintenance work on the Balgownie Woods footpath linking forestry road

25 June- Pruning stone fruit trees in orchard.

2nd July- Repair to footpath to rear of RDA. To use spare chippings for footpath down to burn. **Action: SW to obtain geotextile and RC to obtain posts for the steps.**

11. Blairhall to Devilla Forest path project – update

MD confirmed that she and Sandy were generally happy with the progress. The current issues requiring clarification are:-

- Reinstatement of entrance fence
- Drainage at Muirhead
- Removal of scrap metal and cut shrubs.
- Repair broken manhole cover.

A meeting with Gordon Walker (GW) and contractor to be arranged to discuss fence line.

FW received 3rd valuation from GW but this is too high. Requested this is reviewed and reissued.

FW spoken to Leader and they have confirmed the final payment will not be made until they have viewed the project.

FW has made changes to Leader on line re the timeline of the project.

ACTION SW to arrange meeting with Forestry Commission to discuss parking at Balgownie and signage for new path.

Meeting with GW to be arranged.

12. Signage for new footpath

This will be resolved once project has been completed. To talk to Paths For All and Scottish Rights of Way Society.

SW has spoken to Andrew Clark re the link footpath in Devilla.

Action SW as above, to arrange meeting with Forestry Commission to discuss new footpath and links to Devilla and also possible training for Jock Thompson to enable him to use his quod bike on Forestry land.

13. Options and dates for an opening ceremony for the footpath

To arrange a meeting. To discuss at July meeting. Aiming for second half of September.

Action: To be arranged by SW

14. Valleyfield Woodlands Orchard Garden - update

There are works to be carried out by Graham Construction before it is signed off.

The invoice is being processed by IFLI and the money should be in WFW account soon so the contractor can be paid.

To add its maintenance to WFW work schedule.

14. AOCB / Date of next meeting

RC advised he has been speaking to the leader of Fife Scouts and they could possibly provide volunteers to assist the group with a project.

Thursday 05 July 2018 commencing 7pm at Blairhall Community Centre.

Meeting ended 9.00pm.

Minutes prepared and completed by Andrew Trumper, Acting Secretary, West Fife Woodlands.

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