**MARESFIELD CONSERVATION GROUP**

**Minutes of the Meeting of the Executive Committee**

**Held at 7.00pm on Tuesday 19th April 2022 at The Chequers, Maresfield**

**COMMITTEE MEMBERS:**

**Present:**

Jo Lawrance (JL) Chair

Liz Lewis (LL) Treasurer

Stan Sadowski (SS) Membership

Dick Thompson (DT)

Bruce Milton (BM)

Alex Clarke (AC)

Jacqui Royal (JR)

Ian Shaw (IS)

Rob Penfold (RP)

Stephany Reed-Perkins (SRP)

**PRESENT:** Jo Lawrance, Liz Lewis, Stan Sadowski, Bruce Milton, Alex Clarke, Jacqui Royal, Stephany Reed-Perkins

Stephanie Bassett (Minutes Secretary)

**APOLOGIES:** Dick Thompson.

**1 . DECLARATION OF CONFLICTS OF INTEREST**

No conflicts of interest were declared.

**2. APPROVAL OF MINUTES DATED 16th March & MATTERS ARISING**

The paragraph confirming the appointment of Liz Lewis as bank signatory was countersigned by JL and SS.

Matters arising

Footpaths: BM to ask David Guckenheim if he will undergo training to be a second first aider.

 c/f final arrangements to a later meeting.

BM has tried to contact the company in Hellingly several times without success re the fingerposts.

 BM to search for another company.

Parapets: SS is waiting for a reply from the Highways Department re safety standards.

 c/f next meeting.

Insurance: LL confirmed our insurance has been renewed until 24th March 2023.

 c/f next meeting.

Our insurance includes unspecified items up to £2000 yet the marquees cost approx. £4,000. Some of the tents and gazebos are damaged but serviceable. The marquee for the pavilion is intact.

LL to send a list of items specified in the schedule to BM for checking.

JL to check Pat Palmer’s old files for an inventory of fete items.

Membership: SS confirmed all unpaid members have been removed.

The Minutes were then approved and signed.

**3. TREASURER’S REPORT - LL**

Very little reporting could be done until the bank formalities have been completed. It will take the bank 2 weeks from receipt of the signed Minutes for March to administer the change of Treasurer/bank signatory.

Accounts for the period from 1st to 18th April 2022 were circulated.

Income

As a result of increased contributions and the push to encourage members to add the Gift Aid option to their subscriptions, the amount this year shows an increase from £517 in 2021 to £628.06 in 2022.

Total Bank Balance: £10,488.31.

**4. MEMBERSHIP AND WEBSITE - SS**

 **Website**

Nothing to report.

**Membership**

As at 31st March there are 163 members (a reduction of 20 on pre-Covid numbers).

Details of MCG membership and application forms to be made available at the Fete.

**5. AGM - All**

Stephanie Bassett is unable to take the Minutes.

JL to ask Peta Penfold.

The AGM Agenda was discussed as follows:

Treasurer’s Report - To be presented by John Smith.

Chair’s Report

JL, BM, AC to send any photos of completed projects, Footpath Group activity etc. to SS for inclusion in the Chair’s slide presentation and for the website.

Website – To be presented by SS.

Footpaths - To be presented by JS and BM. BM to discuss with JS.

Future Projects - To be presented by JL.

Election and AOB

To date, AC has received no proxy nor nominations forms nor items for AOB.

To be held later in the year next time.

Refreshments are usually organised by RP and IS. LL and JR offered to help.

* JL to check with RP and IS.
* JR to check with Pat Bowler about the key to the Village Hall cupboard.
* JR to purchase tea, coffee and biscuits.

Setting up will be at 6pm.

SS to send reminder about the AGM to all members 1 week before the meeting.

**6. UPCOMING EVENTS**.

* **Village Clean Up – 9th April 2022 - JL**

About 5 members plus Committee took part. 15 bags of rubbish were collected and has been logged on the Keep Britain Tidy website.

IT WAS AGREED to continue to hold the event twice a year but to avoid school holiday times.

* Next year SS to send out a reminder one week beforehand to all members.
* JL to put on Maresfield Matters Facebook Page.
* BM to contact Tennis Club and Community Police Officer about the rubbish at the Tennis Club.
* **Jubilee Fete – 12th June 2022 - JL**

The site plan has not yet been decided. The next Fete Committee meeting will be on 27th April.

RP to check on the condition of the display boards.

2 marquees (1 for the pavilion and 1 for the tea tent) are available. There is a mix of 6 gazebos/tents but these need pressure washing.

* Tents to be erected on the space near to JL or JR to ask for use of Gillian Bullock’s barn.
* 2 dates to be agreed to carry out the work.

JL/SRP have drawn up schedules for jobs to be done on the day and for clearing up. IT WAS AGREED to set up the marquees at 6.30 on the Saturday night and a BBQ for helpers be organised.

Meeting to be held on 10th June to discuss final arrangements.

Kirsten Ramsay of the Repair Shop has been booked to open the Fete.

JL to send a copy of the Fete programme to Kirsten.

* **Summer Supper (Cheese and Wine) – 2nd July – JL**

RP and IS will lead the organising.

The event will be cheese and wine plus bread and Biscuits. Cost £10 per person. To be held in the Village Hall, with drinks in Dick and Ann’s garden beforehand. This is to be primarily a social rather than a fundraising event.

* Posters and a note to members are to be produced.
* AC to amend the calendar and Chair’s note in the Summer newsletter, adding BM’s email as contact for the sale of tickets. Also, remove March and April 2023 events.
* Details to be displayed at Fete.

SS raised the issue of the Collectors Evening. There was discussion on whether the Collectors and the Footpaths Group should be given free tickets to the Summer Cheese and Wine as a thank you for their active service to MCG or whether to arrange a special event in September either the Pavilion, the Village Hall or the Chequers.

* SS to come up with a proposal based on previous events. c/f next meeting.

**7. SUMMER NEWSLETTER - AC**

IT WAS AGREED the final draft be sent to printer in the next week, subject to the amendments above (see Summer Supper).

AC has obtained quotes for a print run limited to membership only (£108) and the whole village (£248).

IT WAS AGREED to distribute to the whole village and there was discussion around the logistics of doing this. SRP estimated a job completion time of 9 man-hours to deliver to each household.

* AC to order 800 and request printing on a lighter GSM.
* JR to ask Ben/Angie if we can send out with June Parish Magazine.

**8. FOOTPATHS GROUP UPDATE – BM**

All equipment has been transferred to BM from John Smith.

The following work has been undertaken:

* School Hill and Lampool Corner.
* Tree near Marshalls Manor.
* Work has been started on the epicormic growth in the churchard

Outstanding:

* Trees along the Duddleswell Lane footpath is to be started tomorrow (20th April).

Attendance is still poor and it is hoped the lighter evenings will allow more people to help.

* An appeal for more workers is to be included in the AGM presentation.
* Committee members to let BM know of projects that need to be done.

**9. SHORTBRIDGE STREAM CONSERVATION PROJECT – JL/BM**

An email from Ben Sear was circulated on 29th March and JL has forwarded it to an environmentalist who lives in the village.

IT WAS AGREED that, subject to the landowner’s permission, MCG would offer to remove debris and overgrowth around the stream at Mill Farm to help clear the sea trout spawning headwaters.

JL to write to Ben Sear.

10. **PICTORIAL FOOTPATHS MAP – JL**

David Bailey has already done a lot of work on this project (see update email from David circulated 11th April).

The site of the maps was discussed and IT WAS AGREED a location in the centre of the village be found. The following areas were considered: Church Car Park centre, by bus stop, the triangle of land outside the Village Hall, the top of Underhill, the wall of the Chequers and the Recreation Ground.

There could be 2 maps: 1 for the centre of Maresfield and 1 to include footpaths of the wider area.

RP to lead.

**11. ANY OTHER BUSINESS**

* **Resignation**

Dick Thompson will be resigning from the Committee at the AGM but would like to continue to receive Committee Meeting Minutes. JL suggested he be made an Honorary Member.

* **Repairs to Car Park**

c/f next meeting.

* **Tradesperson advertising**

IT WAS AGREED that the MCG would not advertise recommendations for tradespeople on our website.

* **Changes to Minutes**

IT WAS AGREED that any changes to the Minutes be made at the subsequent meeting (proposed by AC).

* **Merchandise**

JR has ordered the tea towels and hopes they will be available for sale at the Fete.

The meeting closed at 9.02pm.

**DATE OF NEXT MEETING**: **1st June 7.00 at The Chequers (Note change of date)**

* **Dates of Future Meetings For 2022:**  June 15th, July 13th, September 14th, October 19th, November 16th, December 14th.