**COLWINSTON OLD FORD PROJECT**

**MINUTES OF MEETING HELD ON 18th OCTOBER 2022**

**PRESENT**

Richard Gibb (Chair), Miles Davies (MD), Paul Griffiths (PG), Brian Morris (BM), Liz Stone (LS), Cynthia Gibb (CG), Ed Lewis (EL), Julia Olsen (JO), Phil Isaac (PI), Alan Carr (AC), Pamela Haines (PH), Nia Davies (ND)

**APOLOGIES**

Noni Bates (NB) and Sasha Ufnowska (SU)

**MATTERS ARISING FROM PREVIOUS MEETING**

Any issues of significance from previous meetings covered by other agenda headings.

**CONSTITUTION UPDATE**

PG informed the meeting that the Project’s Constitution has had to be updated in part to meet the requirements of the Project’s bankers – see below.

**BANK ACCOUNT**

PG informed the meeting that an online bank account had now been opened with Metro Bank. The Bank is comparatively new to the ‘High Street’ and has 2 branches in Cardiff which are both open 7 days a week. The Bank provides a free banking service for community organisations.

The Community Council has now transferred into the account a ‘start-up’ contribution of £500. Thanks were extended to the Community Council.

**VALE OF GLAMORGAN GRANT APPLICATION**

No decision made as yet. EL thought we might hear something by the end of October (*since updated to end of calendar year).*

**INSURANCE**

Thanks extended to Pamela Haines and Alan Carr for their work in identifying an appropriate insurance policy. Policy provides volunteers liability of £10m and public liability of £5m. PG to purchase policy at a cost of approximately £160.

In response to issues raised at the meeting, PG agreed to make further enquiries to see whether the insurance company would be prepared to carry out a full risk assessment of the project to help ensure the policy ‘fits the bill’.

**COMMUNITY COUNCIL UPDATE**

**Woodland:** EL is planning to meet tree surgeon in the next week or so to decide what further trees need to be cut back or removed. The additional cost may need to be financed by other budget heads.

The tree felling arrangements, the standard of fencing required and the potential costs involved were discussed at length. A further informed discussion will need to take place once the outcome of the 2022 grant application is known.

**Well:** The repair work required to the ‘Well’ was more significant than initially expected. However, EL informed the meeting that the work had now been completed. Hopefully, this will avoid the need for major remedial work for many years to come.

**OLD FORD PROJECT UPDATE**

**Wildflower Meadow:** The Chair thanked members of the latest working party for their considerable efforts in cutting back the wildflowers and other overgrown vegetation. Based on the experience of the past 12 months, the meadow will need to be cut back twice yearly i.e., in April and September.

**Willow Tree Planting:** LS informed the meeting that the 2 willow trees are scheduled to be delivered and planted on 3rd November (cost of £350 plus VAT funded by Community Council). Alternative contingency sources were discussed should supplier be unable to deliver.

**Bulbs:** Three hundred bulbs are ready to plant. A further working party is likely to be required for this task.

**PLANNING**

**Programme for next 12 months:** Difficult to plan with any degree of confidence pending outcome of grant application. Subject to a successful outcome, priority to be given to the building of a wooden bridge and the construction and installation of benches.

Looking ahead, the meeting agreed that once the outcome of the grant application is known a more detailed planning meeting needs to take place between Community Council and Project Team representatives to help develop a collaborative approach and a common understanding of each other’s work programme and funding responsibilities. This approach will also entail a review of all ideas and suggestions, including earlier survey results, feedback from the school and signage requirements.

**Future Grant Applications:** Given the above, the meeting agreed to establish a grant application group to consider the availability of grants more generally. The meeting extended its thanks to those members who volunteered to sit on the group, namely, the Chair, PH, PI, JL, MD, JL and PG.

**Capital Expenditure:** The Project has been relying, so far, on members using their own equipment and tools to carry out the work. Given the nature of the work involved, this arrangement is not considered to be sustainable in the longer term. As a result, consideration will be given to the purchase (or rental) of appropriate equipment such as an industrial strimmer, chipper, mower etc. MD to undertake research to establish the likely costs involved.

**Fundraising and Sponsorship:** Notwithstanding the potential to raise funds by way of grant applications, a wide-ranging discussion touched upon several areas where, potentially, funds could be raised including general donations, sponsorship, ‘fun run’ events, raffles and so on. This issue to be given more detailed consideration at a future meeting.

In the meantime, LS kindly donated £50 raised by a recent WI raffle. In addition, JL generously offered the project the proceeds of the 2023 Pantomime raffle, provided it goes ahead as planned.

**ANY OTHER BUSINESS**

BM offered 3 oak trees for planting. Although very grateful for the offer, the Chair thought it might be preferable to plant the trees next year when the project is a little more advanced.

**NEXT MEETING**

To be decided