

**Fairfield Association**  
**Minutes of the meeting held**  
**on: 19<sup>th</sup> Sept 2012, at: Friends' Meeting House**

**Present:** Mandy Bannon (minutes), Graham Brandwood, Andrew Brennand (chair), Dave Brookes, Elley Bulman, Ken Capewell, Tony Finn, Oliver Fulton, Ruth Haigh (Membership Secretary), Jane Parker (Treasurer), Hilary Short, Mick Short, Ann Woodfine

- 1) **Welcome by the chair** Andrew said he'd been unable to put a poster up on the noticeboards to advertise this meeting, so that may explain why there were fewer people attending than usual for this venue.
- 2) **Apologies:** Sarah Dawson, Laura Matthews (new member)
- 3) **Minutes of the last meeting:** were agreed with following two amendments:  
Item 4, line 2 should read: "We had a grant from the Community Fund ( CVS) for the hire of the marquee and portaloos. We are still waiting for an invoice for the tables and chairs from Ray's marquees. [delete: "so we can claim for a grant for these too"]".  
Item 8, second line: should read: "38 membership renewals (4 by standing order)"
- 4) **Insurance policy – report**  
Andrew explained how Community Spaces funding was on condition we had FAUNA assets insured. The quote from Zurich for £80k of assets came to an additional £1300 on top of public liability, which we already pay for. So we relooked at the asset register, pared it down and increased the excess to £500. As a result we have halved the premium to £692 per annum, less for this year since it will be pro-rated from July. Although this is still a high a figure, it's unlikely that we'll find a local insurer who will just quote us for assets – and Zurich's public liability cost is reasonable. Next year, we may pursue with another broker. Oliver said Community Spaces are keen on feedback, so he will write a letter to them explaining how the insurance cost is representing 6% of the funding award, and is unlikely to be needed, as it is hard to imagine how a rolled footpath or hedges could be damaged.  
Dave raise the possibility that the new toolshed will require more insurance in the future .  
It was suggested that we put insurance renewal on the agenda for next April.
- 5) **Health & Safety**  
Andrew reported that we are approaching the end of the process. At the last F.A meeting, we agreed a framework. We now need to discuss our priorities for the appendices. These rely upon specifics. There are six categories:
  - i) Sample risk assessments for specific activities:
    - Big events (Fun Day exemplar)
    - Small events (e.g. Go Wild walks)
  - ii) Policy for FAUNA fields. Access policy has been done, but needs higher level approval from the F.A meeting . Oliver to liaise with Glenys. Mick said all require method statements.
  - iii) Policy for Volunteer working parties (done, but needs higher level approval )
  - iv) Guidance for External Contractors. Dave said the law requires we need a H & S statement in place. He has something we can adapt.
  - v) Information for school visits, including agreement form – Tony has this almost ready
  - vi) Information for external volunteering groups including agreement form. We don't currently have anything in place, but it could be modelled on the schools one. The university volunteering groups have their own H&S document, which they modify according to what jobs we tell them we'll be doing. Mick and Ian to explore whether we can adapt the university's H&S document

Dave stressed that Health & Safety documents need to be "live", not just put in the corner. Mick raised the issue that if different event organisers were producing documents there could be inconsistencies. Andrew reminded us that all documents come back to this committee for rubber-stamping. Andrew was not sure about putting the H&S documents on the website – he'd prefer a Cloud-like solution, where event organisers can access the relevant documents. Dave suggested putting our H&S policy on the website and recommended "Drop Box" as an alternative to Google.

**Forest Schools** – Graham would prefer to run these activities independently of Fairfield Association. He does his own risk assessments and has his own public liability. He is still happy to run a Forest School activities as part of Apple Day say, but not branded as a Fairfield Association event.

Andrew expressed gratitude to Graham for his work so far and was happy for him to present his activities separately. Oliver raised concerns that Fairfield Association may still have residual responsibility over H& S, if Graham is using our space, especially if we are inviting the public to attend. There was some discussion over different scenarios e.g. who has H&S responsibility for schools visiting on their own accord under supervision, or a group of children visiting on their own.

Dave suggested contacting a Health & Safety consultant, and paying if necessary. Andrew to get information from Michael once the schools risk assessment is complete.

## 6) Allocation of Funds

### i) LEF (Lancashire Environment Fund)

Hilary announced that FAUNA has won a £500 prize for best practice in the environment category. We need to decide what FAUNA related item to spend it on. LEF are keen on paths, and we will need one for the toolshed in time. Another option could be putting it towards buying the fields, or removing the asbestos, near to the proposed site of the toolshed. Everyone agreed this latter option would be an excellent use for the money. Hilary added that LEF have presented the F.A via Hilary & Mick with a framed certificate and a stained glass Kingfisher, which maybe we could auction.

ii) **Rotary** Andrew reported on how he recently attended a Rotary Club meeting as a speaker. He received lots of positive feedback from them and one member wants to look around, with a view to making F.A a partial beneficiary of funds raised at a race night (may be several hundred pounds). They may want to nail a plaque up somewhere, (on the toolshed, perhaps?).

### iii) QE2 status

Hilary reported that we now have the plaque in place (on the allotment fence overlooking the playground) and we can apply for more funding. We might be able to use this to top up the County grant for playground resurfacing.

## 7) Treasurer's Report

### Co-op Account

Balance on 18/07/12	£64,610.88
Balance on 19/09/12	£66,938.73

### Income - significant

Cross Bay walk to date	£794.74
Plus Just Giving	£140
Groundworks grant (FAUNA)	£3,978.60
Kwik Cricket – net	£137.72
Olympic Torch(Just Giving)	£100

### Expenses – significant:

Toolshed planning application	£395.00
Land valuation	£664.80

<b>Gift Aid claim in for</b>	£1,241
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Hilary asked for a vote of thanks to be given to Annabel for organising the Cross Bay walk and generating such a substantial funds for us.

## 8a) Membership Report

Since July 18<sup>th</sup>, there have been:

13 membership renewals (2 paid by standing order).

9 new members (some recruited at Fun Day)

## 8b) Events

**Kwik Cricket** – It was a great day of cricket, a lovely family event, well-attended, and Stephen Hoyland did a great commentary.

**Apple Day** – Elley is organising it. She is doing an inventory for Mrs Ridley's garage. Tony to email Elley list of requirements from last year.

**Open Garden 15<sup>th</sup> & 16<sup>th</sup> June 2013** is the confirmed date that of Robin Loxham's open garden. We will need to discuss next month, whether to have Fun Day next year, given the fact that there will be the open garden just a couple of weeks before our usual date of the first Saturday in July. Andrew will not be able to attend Fun Day in 2013 if it goes ahead then.

## 9) FOG Report

Mick reported that 1200 reeds had been planted on a good volunteer day with university students. There has been lots of volunteering over the summer. Hay has been cut and collected which will be sold to Robin and Frazer for cattle feed. Toolshed – we have planning permission and are now waiting to hear about the Take Pride grant claim (£16,000 for storage building).

There have been Forest School activities.

We are going to run an advertising campaign to get FAUNA walkers to come to the next volunteer session to trim the footpath. Ken has done lots of work in FAUNA.

## 10) FOTT report

Dave reported that Friends of the Triangle were still new and coalescing as a group. They have applied for a Take Pride grant of just under £10,000. They have a cake sale event next Sunday – using F.A marquees and noticeboards. They are still in negotiation with the City Council and Canal & River Trust. They have a new website which several people commented was excellent.

## 11) Playground Report

Andrew is meeting with the play surface people tomorrow, to get a new quote. The roundabout needs maintenance too and contact has been made but we are trying to arrange a time when the engineer is in the area to avoid paying his travel costs. There is a small bit of graffiti on a bench. Stephen has done some work on the trees near the toddler frame. A sharp branch needs sorting out and Mick said he'd take a look.

## 12) Correspondence – none since last minutes.

## 13) Website & Facebook

Andrew has put Apple Day, FOTT and grass cutting on Facebook.

Apple Day is not on the website yet. Ruth to issue an email to members and ask James to put the info on the website (will include info on Beyond the Castle and Fruity Corners events in her email) Andrew to table discussion about website for next meeting. Andrew to ask James to attend.

## 14) Any Other Business

### Ruth:

i) She had watched the Fun Day DVD and feels it is an excellent advertisement for the event.

ii) Ruth has written a letter of support to Alison Halliday of the Highfield Project (who are planning to have ponds and plant trees).

iii) Ruth has met with Olive Branch people on the corner of Sibsey street. They are a Christian organisation who offer help, advice and food to the poor and homeless in Lancaster. Ruth was able to give them advice on how to promote themselves locally, but didn't feel it appropriate for the F.A to promoting them.

### Mick:

i) Beyond the Castle did not borrow any F.A marquees in the end.

ii) Can the DVD go on the website? (probably not, as it is too long)

iii) It's a long time since we've had a newsletter, so could we have one late October, early November?

Andrew to put it on the agenda for the next meeting.

### Oliver:

Keith Taylor, the apple tree expert has identified the orchard trees and as a result, nearly all the apple trees have been labelled. (If we want further identification, Wisley offers a service if you send them two apples and two leaves.)

## 15) Date of next meetings

Wednesday 17<sup>th</sup> October 2012, upstairs at The Robert Gillow pub, Market Street

Wednesday 21<sup>st</sup> November 2012, 49 Wingate Saul Rd

Both meetings start at 7.30pm