

**Natural Kirklees Trustees Meeting
22nd February 2022 9.45am Teams Meeting**

Attendee	Organisation
Ed Day	
Tim Duke	
Joan Vevers	
Christine Senior	
David Rudd	
Phil Slater	
Kat Woolley	Yorkshire Wildlife Trust

Item	Action
<p>Facebook</p> <p>Ed welcomed Kat Woolley of the Yorkshire Wildlife Trust who had kindly agreed to advise us on Facebook and the other social media. We need to encourage members to share what they are doing and widen our audience on our page. There is a need to explain who Natural Kirklees are and what we hope to achieve. Ed will email information to Kat giving an overview of what we do. Beaumont Park Facebook are linked to Twitter and Instagram. People should Tag NK but we should restrict editors and control what is posted. In the Newsletter we could ask members to like our page. Kat has agreed to keep our page alive. Dave suggested putting an advert on our page to encourage people to volunteer. Ed will send Kat a simple list of members to introduce groups on the page and via the newsletter, offer to give them a spotlight. It was pointed out that any photographs must have permission before they are used.</p> <p>Website</p> <p>The website should be updated to signpost the public and volunteers. It has been controlled by Delicious Media since 2016. Stefanie (Rocher Wood) has offered to change our website but if she is no longer here we will be stuck. She offered to produce a one-page draft of her ideas and we can discuss where we want the website to go. The site is adequate for what members want it for but not for public enquiries or volunteers. Kat will look to link Facebook with the website. Dennis wants input to the website and is offering various facilities owned by the council to be added to our website.</p>	<p>ED</p>

Trustees Responsibilities

Ed outlined his proposals for Trustees and these were agreed:

Meetings Venue – David & Julie
Catering – David, Julie & Christine
Chair – Ed (in absence Tim)
Secretary – Joan

Treasurer (accounts, payments, assets, scrutiny, filing) - Julie supported by Ed for first year

Admin & Information Storage (minutes, member documents etc) – Ed

Membership – Ed – new members agreed by trustees

Insurance – Ed

Representing NK (talks, events etc) – Ed & Tim

Newsletter – Ed – though if anyone wants to take it on?

Web Site – Day to Day Management – No-one at present - appeal via Facebook?
– ED in interim

Social Media – Phil & David

Grant Scheme Administration (if and when) – Phil & David

Tool Store – Tim, Christine & David

Events – David

Council Liaison – Ed, Tim & anyone who wishes to attend

Ed suggested we invite Kat to see if she wishes to be a trustee in a few month's time - all agreed

Events We will not be doing anything but Beaumont Park can ask our groups if they would want a stall at their Events on 17th April (Easter) and 31st July. Holmepride in the Community and River Holme Connections may be interested. Dave to take on event responsibilities

Budget – We will liaise with Julie for the budget

- Insurance £25,000 (reserve to cover 2022 & 23 costs) - Ed
- Tool Store £5,000 – Tim & Christine but also to cover any joint initiatives on tools with the council
- Media £5000 – split £3500 for web site upgrade (Ed initially until we can find someone to take this on)
 - £1000 web site hosting and already spent – Ed
 - £500 media for Facebook publicity – David & Phil
- Admin – £2,000 - Julie for accounts scrutiny, subscriptions, licences etc.
- There is a balance in the bank over and above the budgeted amounts of £1779 which could be used at Julie's discretion.

If the Council agree to a Small Grants Scheme or invasive plants eradication grant, **Dave and Phil** agreed to be responsible.

<p>Tool Stores</p> <p>The Insurance Brokers were reasonably relaxed about the tools. We must explain that the use of tools is at users own risk. It will be best to lend to member groups only. We have occasionally lent tools to a school or church but the answer to anyone not from a member group should be No. There was then discussion about VC's using the tools but they should have their own tools. VC's could take tools provided that they collect them complete and sign the paper work and bring them back. We have a lot of broken tools but it is difficult to prove that inappropriate use has caused the damage. Andy G has borrowed tools from Wilton Park and he will bring them back so that Tim can do a stock take. The Ramblers have tools and they repair footpaths. Christine asked could they store their tools? There needs to be separate Stock Lists for tools owned by the council, purchased by NK, EPIKS and the Ramblers if they do store their tools in Beaumont Park.</p> <p>Insurance</p> <p>It was agreed that we cannot offer insurance to Groups who have paid staff (except those already covered. Dennis presumed the land our members were working on was covered by our insurance. ED will check Public Liability terms.</p>	
<p>Any Other Business</p> <p>Mark mentioned a booklet about introducing people to volunteering. Tim, Mary & Rob produced a booklet for groups that volunteer and we should take another look at it.</p> <p>We had a 3 year agreement from 2016 with Kirklees Council for £20,000 per year to maintain insurance, tool stores and website. This requires updating – Tim has a draft of amendments proposed 3 years ago and will forward to ED.</p> <p>Training – Phil to put something on Facebook for someone to look after the website, ED will liaise with Stefanie to identify the requirement.</p>	<p>TD/ED</p> <p>TD/ED</p> <p>PS/ED</p>