

Gifford Community Land Company

Trustees Meeting Agenda

Monday 26th May 2025, 7.30pm

in the Todrick Room, Gifford Village Hall

1. Introduction

- a. Welcome
- b. Apologies
- c. New conflicts of interest

2. Review Action Note from previous meeting

(https://docs.google.com/document/d/1zcUaqf9Lx0LHaauRHyJXmh-az7zY-huK/edit?usp=drive_ljnk&oid=112864142654532089785&rtpof=true&sd=true)

3. Chair Update (Graeme)

- a. Legacy from Mr Powell
- b. Trustee Roles / Responsibilities
 - i. Finance / Treasurer
 - ii. Secretary / Annual Report etc.
 - iii. Communications
 - iv. Woodland Maintenance
 - v. Community Liaison
 - vi. Fundraising
 - vii. Others?
- c. New Trustees
- d. Open Letter Response
- e. Community Feedback / Strategy for the Woods
- f. Storage in the Woods
- g. NCV Survey Update
- h. Church Garden Party
- i. Bee Keeping Request (see:
https://docs.google.com/document/d/16x3ev5xNCeEtE-eion8XEQqORfWNMg_S4MFnaa3JY0Y/edit?usp=sharing)
- j. Other

4. Finance Report (Ian)

5. Woods Report (Nev)

- a. Any points NOT above, let Chair know.

6. OWM, Monday 02 June

- a. Shift to Guided Walk with Ben Averis - **6pm start time!**

7. 2025 Meeting Dates – reminder:

Trustee Meetings	OWM
26 th May	2 nd June

Trustee Meetings	OWM
11 th August	Sunday 24 th August (AGM)
10 th November	17 th November

8. Meeting Wrap-Up:

- a. AOB
- b. Review Action List
- c. Meeting Review

9. Trustees AOB

- a. Project Manager Contract Extension
 - i. [Confidential Paper + Contract Circulated to Trustees ONLY]

10. Housekeeping Dates / Diary

Due Date	Task	Additional Info
January	<ul style="list-style-type: none"> Agree dates for Trustees Meetings, Open Woods Meetings, AGM and intended newsletter publication dates. 	<ul style="list-style-type: none"> Quarterly meeting cycle is currently Feb, May, August and November
March	<ul style="list-style-type: none"> Annual Confirmation Statement due end March annually (with 2-week window for completion) 	<ul style="list-style-type: none"> Online via Companies House (c.£13 pa). Reminder email goes to Graeme / Gmail.
April	<ul style="list-style-type: none"> Woods Insurance Policy Renewal 	<ul style="list-style-type: none"> Email renewal. Policy currently with Keegan & Pennykid. Encompass Charity Scheme: Policy No - RKK958436. Reminder email goes to Graeme.
June/July	<ul style="list-style-type: none"> Tree Inspection 	<ul style="list-style-type: none"> Completed bi-annually (June/July & Dec/Jan).
June/July	<ul style="list-style-type: none"> Project Manager Contract Renewal (this year?) 	<ul style="list-style-type: none"> Trustees to discuss
August	<ul style="list-style-type: none"> Give notice of AGM 	<ul style="list-style-type: none"> Courier Advert and noticeboard
August/September	<ul style="list-style-type: none"> Update Directors' details to reflect any changes made at AGM 	<ul style="list-style-type: none"> Online via Companies House
December	<ul style="list-style-type: none"> Trustees Annual Report to be submitted to OSCR 	<ul style="list-style-type: none"> Currently done by Serena
December/January	<ul style="list-style-type: none"> Tree Inspection 	<ul style="list-style-type: none"> Completed bi-annually (June/July & Dec/Jan)