



Bracknell Conservation Volunteers

Annual General Meeting 2020

Minutes of Annual General Meeting of Bracknell Conservation Volunteers (BCV), held 1 September 2020 at Cabbage Hill, Binfield, 11:00 – 12:10

Welcome

Richard Elsbury (Chairman) welcomed everybody to the Annual General Meeting.

Present:

Colin Bird
Maggie Britt
Roger Britt
Paul Cooper
Paul Eaton

Richard Elsbury
Malcolm Hawkes
Graham Lovejoy
Andy Mansfield
Lissie Mitchell

Jon Munday
Lynette Nunn
Neville Pike
Trevor Scott
Helen Viner

Apologies

Apologies were received from Stuart Bell, Michael Byrne, Rose Byrne, Barrie Sexton, Michael John Norton Esq., Steve Forster, Barbara Jerome and Nicky Clothier

Previous meeting

The AGM 2019 was held on 4 June 2019 at Lily Hill Park. The minutes of the 2019 meeting were accepted: proposed by Maggie Britt, seconded by Lissie Mitchell.

The issue of first aid training is still ongoing (see below).

Chairman's Review of past year

Chairman Richard Elsbury thanked everyone for playing their part over the past very difficult year. We are currently averaging about 15 volunteers per task. The group is a mature group, everybody seems to get on well and makes their own contribution.

Officers of BCV

Richard Elsbury was voted in again as Chairman, nominated Jon Munday, seconded Roger Britt
Other officers were voted in by general consent:

Trevor Scott was voted in again as Task Coordinator, but intends to stand down before next AGM, so a replacement is required.

Tools Coordinator: Michael J. Norton
Secretary: Roger Britt
Treasurer: Malcolm Hawkes

Tea kit coordinator: [not applicable at present] Maggie Britt (Lynette Nunn and Lissie Mitchell deputising as necessary)
Webmaster: Stuart Bell
Data Controller (GDPR): Jon Munday
Group Photographer: Nicky Clothier (Lynette Nunn and Lissie Mitchell deputising as necessary) Nicky Clothier is willing to stand down if someone else wants to take over.

Task leaders: Richard Elsbury, Jon Munday, Graham Coe, Helen Viner.

Graham Coe is mostly working on his gardening business, but has indicated that he is willing to serve as leader if required.

Paul Cooper is unable to commit to being task leader at the moment because of other commitments.

Financial Report

A copy of the income and expenditure report for the year to 31 March 2020 is appended to this document; please see this for detailed figures.

The financial report covers three years: 2019/2020/2021. Car depreciation is not covered.

We have a £600 surplus to end 2019/2020.

Four sessions were lost because of the coronavirus. We are therefore down £280 on revenue.

However, we saved money on car repairs.

Many thanks to Lynette Nunn for refurbishing and selling the stoneware jar found at one of our tasks. The jar was from a brewery, and was bought by one of the family of the owner of the brewery.

Many thanks also to Paul Cooper for reviewing the accounts.

Revenue to y/e 2021 is down, now recovering; we are budgeting for a small surplus.

The Christmas party has to be budgeted for, we may have to ask for contributions from volunteers.

The MOT on the car has been extended for 6 months because of coronavirus. Public liability insurance cover with Zurich has been extended to 21/6/21.

Silva Homes did propose to put the garage rent up by 10%, but this has now been reversed for the time being.

A sum of £250 has been set aside for other ? (sorry, illegible in minutes).

At the moment we have £126 for the Christmas event (last year it cost £675), we may not be able to afford it this year. It has been suggested that we hold a "burn and bash" event, where everybody brings their own food for a barbecue.

Tools

Michael John Norton Esq. will continue as tools coordinator.

No tools are required at the moment: if there is a need for any, please contact MJN.

Tools coordinator is happy with £100 budgeted for new tools.

Lynette Nunn commented on the lists of items missing.; some tools may have inadvertently been put away with the Rangers tools.

The gazebo was missing, but is now back in the group car.

The winch is missing, which may be in Richard's garage or may have been put in the Rangers tools by mistake.. The winch is particularly valuable for removing rhododendron stumps.

Here is a winch like the one which is lost:

https://www.manomano.co.uk/winch-1290?model_id=13133878&g=1&referer_id=686945&gclid=Cj0KCQjw-uH6BRDQARIsAI3I-UfrcdF6gGY9UR_6SjcntBIBf5vUzhVSe4nYuK_lvZXIuWiDg9dbYxMaAvFHEALw_wcB

Trevor Scott commented that we might consider acquiring a tire-fort (hand puller).

Here is a tire-fort:



<https://www.manomano.fr/p/tire-fort-2-tonnes-treuil-de-halage-qualite-pro-4995746>

BCV wants to give away 2 wheelbarrows which are now surplus to requirements.

[Information received since meeting: M Britt has arranged to donate wheelbarrows to Jealotts Hill Community Landshare].

Richard Elsbury commented that he would like someone to buy some oil for the tool kit.

Comments were made about replacing saw blades when they are blunt. Helen Viner offered to work with Richard Elsbury to mark tools that need repair and fix and report to MJN.

Reviewing tools is a task which could be done as an additional task if we already have 2 groups of six under the coronavirus rules.

New leaders – report on experience

Helen Viner has now been a task leader for about a year. Helen said it had been a largely positive experience, not too onerous. Helen still felt that she lacked technical understanding in some areas.

She expressed her thanks to Richard and Jon, who had spent a long time training her.

Helen expressed some concern about responsibility for H/S issues on tasks. Are leaders responsible?

Who are the qualified first aiders in the group, and there are no contact details for nearest hospitals.

[Added by secretary after meeting: Roger Britt and Maggie Britt are currently only qualified first aiders in group. Secretary has circulated list of local A&E departments; although we would probably ring 111 or 999 in any case

Helen asked whether a H&S briefing should be held before each task, covering for example whether goggles should be worn, e.g. if there is large quantity of blackthorn on site

Formerly, BCV used to perform risk assessments for each site, perhaps we ought to reinstate this policy?.

[Secretary has since circulated former risk assessment form: this is quite detailed, and would entail a large amount of additional bureaucracy. Leaders might have to make site visits before each task.]

Richard Elsbury suggested adding provision for risk assessment to existing task record form.

First aid courses

The issue of first aid training is still ongoing. At the moment, Roger Britt and Maggie Britt are the only two certificated first aiders in the group. First aid courses are offered by the British Red Cross and St Johns Ambulance, but these cost £334.80 and £372 respectively per person. Treasurer Malcolm Hawkes was shocked by the prices asked. Malcolm will investigate whether other, cheaper courses are available, possibly asking Involve, the Bracknell Forest Council volunteer organisation. BCV cannot afford to pay £300+ for first aid training.

[RB has since found first aid courses offered by Open Learning Centre for £36, and volunteers will sign on for this as soon as possible.]

Richard Elsbury commented that all volunteers should carry their own first aid kit under current circumstances. Secretary will e-mail a reminder to all group members.

Emergency contact

Mention was made of the what3words app: this provides an unequivocal location for any position, which can then be shared with emergency services.

See:

<https://what3words.com/products/what3words-app/>

Vote of thanks to tea kit coordinator/deputies

The tea kit is not being used during the current emergency. A trial of using the kit was made some weeks ago, but was not found to be practicable with social distancing in force.

Vote of thanks to group photographer/deputies

A vote of thanks was moved for Nicky as group photographer and Lynette and Lissie as deputies, and was approved by general consent. Their efforts are greatly appreciated by members.

Deputising for officers

It may be advisable to review tasks carried out by Trevor Scott (task coordinator) and Roger Britt (secretary) with a view to providing deputies. Trevor and Roger will provide job descriptions for their posts.

Trevor Scott has indicated that he wishes to relinquish the task coordinator position before the next AGM.

Future tasks under coronavirus restrictions

Some tasks in the near future will be restricted to 12 people, as 2 groups of 6. Alternative tasks will have to be found for other volunteers.

Eco test MOTs

Lynette Nunn pointed out the Eco Test garage and MOT station at Winkfield Row (opposite the Mercedes garage on the Ascot road). The garage is very environmentally aware (see website). We could even consider doing environmental tasks (litter picking at Long Hill Park?) while we wait..

<https://www.bracknellmot-ecotest.co.uk/>

Any other business

N/A

Date of next Annual General Meeting

We have not agreed a date, it is impossible to predict what conditions will be next May/June/July