



Bracknell Conservation Volunteers

Annual General Meeting 2019 Proceedings

**Minutes of Annual General Meeting of Bracknell Conservation Volunteers (BCV), held 4 June 2019
at Lily Hill Park, 11:00 – 12:35**

Welcome

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

Present:

Stuart Bell
Maggie Britt
Roger Britt
Graham Coe
Paul Cooper
Richard Elsbury

Steve Forster
Ian Harvey-Brown
Malcolm Hawkes
Barbara Jerome
Graham Lovejoy
Lissie Mitchell

Jon Munday
Michael J. Norton
Lynette Nunn
Neville Pike
Trevor Scott
Helen Viner

Apologies

Apologies were received from Michael Byrne, Rose Byrne and Nicky Clothier

Previous meeting

The AGM 2018 was held on 8 May 2018 at Garth Meadows. The minutes of the 2018 meeting were accepted by general consent. There were no matters arising.

Officers of BCV

Richard Elsbury was voted in again as Chairman, nominated Roger Britt, seconded Michael Norton
Trevor Scott was voted in again as Task Coordinator, nominated Jon Munday, seconded Lynette Nunn

Other officers were voted in by general consent, no other nominations were put forward:

- Tools Coordinator: Michael J. Norton
- Secretary: Roger Britt
- Treasurer: Malcolm Hawkes
- Teakit coordinator: 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)
- Task leaders: Richard Elsbury, Jon Munday, Graham Coe

Nicky Clothier had asked Roger Britt to raise the topic of group photographer at the AGM. Nicky is happy to continue as group photographer, and members were very happy for Nicky to continue in this role; the system in general is working very well. Some group members do not have access to the OneDrive photo collection, so Roger Britt will send out a reminder e-mail to the group.

The situation as regards Task Leaders has been cause for concern. Ideally the group needs 5 task leaders, but at the moment there are only 3. A request for volunteers was made, and Helen Viner and Paul Cooper agreed to consider becoming task leaders. Helen Viner commented that she would need training; leaders present agreed that they would give as much support and training as possible, and that the ideal situation would be for new volunteer leaders to “shadow” existing leaders. Jon Munday and Roger Britt have done some research into possible training opportunities for task leaders, so far without result. The Blackwater Valley group used to provide training, but it appears that this is no longer offered.

[Actions: Jon Munday to research training possibilities for task leaders]

Paul Cooper has frequent commitments which take him away from BCV tasks, but is willing to consider “filling in” as a leader when possible.

Many thanks to Helen and Paul for volunteering.

Graham Coe, leader at today’s task, explained the nature of the task leader’s job; he/she is responsible for coordinating the task with the BFC ranger, this may include a visit to the site beforehand; collecting the group car from the garage in Uffington Drive, loading with appropriate tools, driving the car to the site and coordinating activities on site.

A set of car keys are kept in a concealed place in the garage. Michael Norton requested a garage key, Malcolm Hawkes commented that he had already given Michael a key, and this was confirmed by an entry in the accounts. Michael will check whereabouts of his garage key. Duplicate keys for new task leaders will be obtained as necessary.

Financial Report

A copy of the income and expenditure report for the year to 31 March 2019 is appended to this document; please see this for detailed figures.

Treasurer Malcolm Hawkes thanked previous treasurer Barbara Jerome for her help with the handover in 2018-2019. Malcolm also thanked Jon Munday for reviewing the accounts, The income for 2018/2019 year is £3091.27, compared to £3000 budgeted. Income is better than expected, partly because we held a task on New Years’ Day, for which Bracknell Forest Council (BFC) paid us. Bracknell Forest Natural History Society (BFNHS) paid us £70 per task for work at Nightingale Triangle: this is a higher rate than the £60 per task paid by BFC for 2018/2019. Expenses: there was a big outlay on tools.

The group car has passed its MOT, road tax is £0 for accounting purposes.

Refreshments were slightly under budget for year, Maggie Britt stated that she has claimed expenses as appropriate.

The Christmas event cost £675, this is much more than budgeted (£200); there was general agreement that the Christmas event is an important part of BCV activities and funding should not be stinted. We may have to increase the budgeted cost per head. There was agreement that members might be willing to contribute towards the cost of the Christmas event.

BFC are increasing payments to £70 per task for 5 years starting 4/19.

The tools budget is lower for year starting 1/4/19; there was a large outlay for saw replacement in 2018/19.

Free tools were obtained from BFC under the Future High Street initiative; this has helped to reduce the budget for tools.

We may need new T-shirts this year. Roger Britt commented that Nicky Clothier had asked about the possibility of obtaining sweatshirts/hoodies with the BCV logo. Nicky had emphasized that these would be available to members to buy for themselves. We currently obtain T-shirts from I-prints at Holme Grange. We normally buy a batch of 30 shirts; there are 15 left from the current batch. Neville Pike is exploring suppliers of shirts for his bowling club, and will share any findings with BCV. Richard Elsbury asked who was taking responsibility for obtaining T-shirts and other clothing. It was suggested that Nicky Clothier might be willing to explore possible suppliers for both T-shirts and sweatshirts/hoodies.

[Actions: Roger Britt will feed back to Nicky Clothier about exploring options for clothing suppliers; Nicky will be asked to liaise with Neville]

Malcolm Hawkes commented that BCV has about £6000 cash in the bank at the moment, which has increased to about £9000 since BFC have just paid us.

Trevor Scott asked whether the item “sundry repairs” means car repairs. Malcolm Hawkes confirmed that this was so.

Helen Viner asked whether there is any date in mind for replacing the group car. Richard Elsbury replied that the idea is to run the car until it falls apart. Richard commented that the car is serviced when it needs to pass its MOT, and that the car does very low mileage.

Tools update (Michael J. Norton, Jon Munday)

Copies of the tools inventory compiled by Michael J. Norton and Jon Munday were circulated to the group (see Appendices).

The inventory was done a year after the last one. Most items are still the same. A few items have been broken, Jon Munday broke a fork.

2 panel saws, loppers and mattocks and our gazebo have gone missing.

The gazebo is thought to have been present at our flint knapping session on 9 April 2019. 5 pairs of loppers are missing. We have acquired a telescopic broom and a small crowbar [?; illegible in Secretary's notes]. The Future High Street initiative supplied us with large bowsaws, which require covers.

[Actions: Michael J Norton looking into covers for bowsaws]

Lynette Nunn asked if there was room for a broom in the group car, since this was often very useful for cleaning up.

Jon Munday and Graham Coe suggested that it would be useful for new leaders to draw up a list of items always required in the tool kit. This would include a broom as standard.

Lynette asked why the green wheelie bin was kept in the car. Graham Coe said that this was useful for keeping “naked” edged tools safely, and that the green bin contained the basic weekly tool kit, including good quality bowsaws, loppers and pruning tools.

Maggie Britt requested that a roll of black plastic bags should be kept in the car, now that we have been given litter pickers. Jon Munday agreed that this was a very good idea.

We keep 1 wheelbarrow in the car, and there are 2 which are surplus to requirements. Various members of the group expressed an interest in acquiring these.

[Actions: 2 wheelbarrows to be offered to members of the group by Jon Munday / Michael Norton]

First aid courses

We currently have 3 members of group with valid First Aid certification: Roger Britt, Maggie Britt and Nicky Clothier (we believe: to be checked with Nicky). **[added by Secretary: Nicky Clothier no longer**

has valid certification; checked by Roger Britt with Nicky Clothier. This means we have 2 members with valid First Aid certification: Roger Britt and Maggie Britt]

Lissie Mitchell, Stuart Bell and Paul Cooper expressed interest in doing First Aid Courses. Roger Britt commented that individuals will have to apply for first aid courses in their own right; Roger enquired about possibility of “block booking” on behalf of BCV last year (2018), but this is not possible. The procedure is that member obtains approval from Chairman, then applies for first aid course and submits receipt for reimbursement by Treasurer. Invoice forms for submitting claims are available from Roger Britt or Malcolm Hawkes. Payment will be by BCV cheque.

[Actions; Roger Britt and Jon Munday to check on First Aid courses available: Red Cross, St Johns Ambulance and ? Bracknell College]

Michael Norton offered to write a letter to BFC asking whether they would fund First Aid courses for the group. This offer was gratefully received.

[Actions: Michael Norton to write to Bracknell Forest Council to request funding for First Aid courses]

Neville Pike asked about the whereabouts of the first aid kit. It was confirmed that this is in the car, and there is also a kit in the teakit bag.

Review of tasks performed in past year

Richard Elsbury commented that we have carried out a wide range of tasks in the past year. Although there have been a few problems, in general leaders and members have worked well together, and there has been some very good teamwork. He noted in particular the way in which we formed ourselves into very effective small groups(mini teams) to construct bird nestboxes.

Jon Munday explained the general system for working with BFC rangers: there are 10 rangers and we are allocated to each ranger at an interval of 10 weeks. The rangers have their own allocated sites, and they decide what is to be done at each site. The rangers may swap tasks if appropriate. Our schedule of tasks should be in 3-month blocks, and sites should not be changed within a period of 1 month, although the rangers may change.

There was general agreement that BCV needs to find some means of giving feedback to BFC rangers about tasks we are given.

There was some comment that planning on recent tasks had not been optimal.

Helen Viner asked if it was possible for BCV to propose tasks which we thought we could do: Richard Elsbury responded that selection of tasks was the responsibility of the rangers.

There was agreement that there was a need to improve cooperation between rangers and BCV. It was suggested that BCV could be given more responsibility for planning tasks; Richard Elsbury pointed to the bridge built at Lily Hill Park by BCV in 2018 as an example where BCV had planned and carried out the construction work.

Emergency contact information

This issue had been raised by Lynette Nunn. There was general agreement that we need access to contact information for BCV members in case of a medical emergency or some other situation where we need to contact friends/family members of volunteers.

One alternative is the ICE scheme (in case of emergency). This scheme was started by a paramedic, who had experienced difficulty in contacting relatives/friends of patients who were unable to speak or communicate. The idea is that everybody has a number on their mobile phone listed as ICE, and this is the number of the person they want to be contacted in an emergency. See:

https://en.wikipedia.org/wiki/In_Case_of_Emergency

There are some difficulties here, chiefly that many people now lock their mobile phones. Some phones can be set to display ICE information on a locked screen, and there are ways of unlocking phones to obtain ICE information. Emergency services are familiar with ICE system, and often know how to obtain ICE information from phones.

Some emergency workers recommend that you should carry emergency contact information and important medical information in written form in your wallet or purse.

The suggestion was made of using a notebook as “address book “ to contain emergency contact information for volunteers. Written information is not subject to GDPR regulations. This still has the drawback that this would be accessible to every volunteer.

Graham Coe suggested that we could have a list of emergency contact information for volunteers, and keep a printout with the task record form on site. Again, this has the drawback that this would be accessible to all volunteers, and in this case GDPR does apply.

One idea which has previously been used within BCV is having a form in an envelope. The form contains any medical/contact information which the volunteer thinks appropriate. The form is placed in a sealed envelope, with the name of the volunteer written on the front. In an emergency, the envelope may be unsealed. Roger Britt showed an envelope of this kind, which had been used for contact information for Richard Elsbury. Richard gave verbal consent for his envelope to be shown to volunteers.

The suggestion was subsequently made that volunteers could provide envelopes with contact forms inside if they so wished, and keep these inside their rucksacks or other bags, with the implicit proviso that the envelope could be opened in case of emergency.

Colin Bird commented that in a group of which he is a member, a register of attendees is kept, with an asterisk * marked against any attendee known to be vulnerable because of medical or other conditions.

No firm conclusion was arrived at for this topic; further discussion is needed.

Vote of thanks to teakit coordinator/deputies

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

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.

Any other business : None

Date of next Annual General Meeting

Next AGM will be in May 2020