**Minutes – Riverside Naturally Trustee Meeting Date –  3rd May 2021 Remotely by Zoom**

|  |  |  |
| --- | --- | --- |
| **No.** | **Minute** | **Action** |
| 1 | **Present** – Eve Keepax, Pat Morrissey, Paul Dumbleton, Gillian Armstrong, Mary Buchanan,  A**pologies** - Danny Murphy, Drew Oliver, Emily McLaughlin, |  |
| 2 | **Minutes of previous meeting:**  The minutes of the meetings held on 6th April were agreed.  Eve suggested that more information on Himalayan Balsam is placed on the website. | Eve/Emily |
| 3 | **Finance:**  Gillian circulated a report on current finances which was welcomed.  The income includes Gift Aid and Gillian was congratulated for sorting out the issues with HMRC and CAF Donate.  Gillian is preparing the annual accounts but has an unresolved discrepancy. She is in touch with Danny and with Ian Boa, who has agreed to be the independent examiner of accounts. | Danny  Gillian |
| 4 | **AGM:**  Paul has sent notice of the AGM to members and placed on the notice board. He will repeat before the meeting.  Gillian will prepare a Treasurer’s Report but the finalised annual accounts will not be available.  Eve and Emily are preparing a review and look forward presentation.  Pat will contact Kathryn and Mandy re. Trustee vacancies and continue conversation with Di. | Paul  Gillian  Eve and Emily  Pat |
| 5 | **Volunteering Policy:**  There was discussion of the volunteering policy and volunteer application form, in particular around the management of any health issues. Also noted amendments - *agreeing* rather than *allocating* tasks and *Feedback* rather than *Problem Solving.*  There was also discussion about the need for occasional volunteers and it was agreed that people participating in short one-off events need to complete paperwork but must be fully briefed.  Pat will take advice from Volunteer Scotland and/or Stirling Voluntary Enterprise. Eve also offered to contact a personal contact with expertise in this field. | Pat  Eve |
| 6. | **Membership etc:**  The changes to the website and MailChimp are now almost complete. Paul and Emily will complete and Paul will then ‘clean’ the MailChimp database. | Emily & Paul |
| 7. | **Resuming regular volunteering sessions**  It was agreed to invite people to resume volunteering on last Saturday of each month from 9.30. This will commence on May 29th | Paul |
| 8. | **Woodland Garden**  Eve has prepared a funding application to the Community Pride Fund. This was discussed and agreed. Eve will complete and submit.  Mary reported on the delivery of plants for the south garden and will keep in touch re. Planting as they harden off.  **ARK**  Mary will continue to liaise with Scott Mason. Seeds yet to arrive. She will also remind him about giant hog weed.  **Raised Bed**  Doing well. Mary will check with Leigh Biagi re. The delivery of the annual plants.  **Orchard**  No report, but all thought to be in good order.  **Meadow**  There have been changes to timing but the meadow should be planted over the next week. Di and Pat leading.  **Forth Street/Forth Crescent/Forth Place greenspace.**  Eve Gillian and Paul represent RN on a joint group with Riverside CC. Planning to upgrade the space in a systematic way. Council in agreement. Funding for design being looked at next. No work on the ground expected until 2022. | Eve.  Mary  Mary  Mary  Pat |
| 9. | **AOB**  Social media to be discussed at future meeting. | Gillian |

Future meetings: **AGM Monday 7th June at 7.30 pm.**