**Minutes – Riverside Naturally Trustee Meeting Date –  4th October 2021 Held via Zoom**

|  |  |  |
| --- | --- | --- |
| **No.** | **Minute** | **Action** |
| 1 | **Present** – Gillian Armstrong, Mary Graham, Eve Keepax, Emily McLaughlin  A**pologies** - Paul Dumbleton, Danny Murphy and Drew Oliver, |  |
| 2 | **Minutes of previous meeting:**  The minutes of the meetings held on 6th September were agreed. |  |
| 4 | **Resignation of Trustee**  Pat Morrissey stepped down as trustee and volunteer co-ordinator.  Riverside Naturally gives sincere thanks to Pat for his time, enthusiasm and effort throughout his time as trustee and are delighted to welcome him as a volunteer going forward. |  |
| 3 | **Finance:**  Gillian circulated a report on current finances which was welcomed.  It was agreed that Eve would purchase wood harder and wood oil for the otter. Eve will submit the receipts for reimbursement. | Eve |
| 5 | **Voluntary Stirling Enterprise Local Lottery:**  Danny was unable to attend so this can will be reported on at the next meeting. | Danny |
| 6 | **Community Leaf Bay/Bin**  It was identified that there is some use of the riverbanks to dispose of leaves. It was suggested that we create a leaf mulch/mould pile for community use.  It was agreed that this is not something we can undertake.  It was suggestion that in the future we could create a leaf mould bin for demonstration purposes – to model how people can do something similar at home. |  |
| 7 | **It’s Your Neighbourhood – Presentation**  It was proposed that trustees attended the online ceremony in hour shift. It was agreed to co-ordinate this via email.  Pollinator Discretionary Award – Mary will contact KSB to ensure they communicate using the Riverside Naturally address. | Mary |
| 8 | **Decision Making Process in Riverside Naturally**  A discussion was had regarding a proposed system to making decisions within Riverside Naturally. It was agreed that we would adopt this process, known as **Development and Maintenance Framework**. *(Attached)*  It was agreed that a detailed project overview, a **Project and Maintenance Plan (PMP)**, should be completed for each current project Riverside Naturally is working on.  Timeline – End of February  It was agreed that upon completion of the PMP’s an Uber maintenance calender would be complied including all project activities to be used to manage volunteer sessions and understand better our capacity for future developments.  It was agreed to pause activity on any new projects and developments until all PMP’s have been completed.  It was agreed that any new project or further development within an existing project should be proposed, completing a **New Development Proposal Brief**, at a trustee meeting when a decision will be made or a request for further information will be minuted.  Emily will design the templates.  It was agreed that people can nominate themselves to be part of the writing team for each of our PMPs, volunteers can be invited to be part of this process. This will be organised via email. | Emily  Everyone |
| 9 | **Woodland Garden**  The otter has been completed. Eve will purchase wood hardener and wood oil to protect our newest member.  It was agreed that the painting should be done as soon as the weather allows by anyone who is available to do so. Eve will aim for Wednesday afternoon.  It was agreed that Emily will organise the naming of the Otter by the children of Riverside. Further discussion via email will be needed to clarify this process, including considering GDPR issues and how the winner will be chosen. This will be publicised using the noticeboards, website, e-newsletter and informing the school.  It was agreed that we would not use this as a fundraising opportunity and allow the competition to be open to all children who enjoy Riverside.  It was agreed that the development of the stumpery would be paused. *See item 8.*  **ARK**  Mary is continuing to liaise with the Fisheries team and is expecting to hear about planting in the ARK during October.  **Raised Bed**  No actions needed  **Orchard**  It was agreed that the decision to plant a hedge would be paused. *(See item 8)*  **Meadow**  No actions needed  **Riverside Gateway**  The application to the Mushroom Trust was successful and £3500 was awarded to this project, although £400 less than was applied for.  Eve will get in touch with Sam Shaw (architect) to discuss the budget and what can be negotiated to fit the budget.  Fiona Berrow (Riverside Community Council) will get in touch with Stirling Council to inform and confirm that they are still willing to undertake the physical labour on the condition that the building supplies are provided and paid for.  *\* Please note development and maintenance plans for each project will be work on over the coming months – see item 8*  **Riverside Primary**  Riverside Naturally was invited to speak with some children during COP26. Emily will ask for further information. It was agreed that representative of Riverside Naturally should speak.  It was agreed that the planters should be weeded again and the covers replaced.  *See also Woodland Garden – Naming the otter.* | Eve  Emily  Mary  Eve  Emily  Emily  Emily |
| 9 | Ideas for items for e-bulletin and notice board.  Orchard Day  Otter Naming  Spring Swap  Seed Fosterers  What is going on in your garden over winter  New Trustees Welcome |  |
| 10 | **A.O.B**  Evewill investigate getting a chipper and power for it to address the compost heap | Eve |

Future meetings 1 November 2021 at 7.30pm, location to be confirmed.