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| **ATTENDANCE AND APOLOGIES FOR ABSENCE** | | |
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|  | **PRESENT:** |
|  | **Committee Members:** |
|  | |  |  | | --- | --- | | Helen Newman  Isabella Paton  Jackie Fahey  Samantha Lodge  Oliver Hockman | (Treasurer)  (Secretary)  (Membership) | |
|  | **GUESTS:**  Stephen Parker  **APOLOGIES:**  Simon Taylor (Chairman), | | |  |

1. **Agreement of previous minutes & matters arising**

The minutes of the previous meeting were agreed by all as a true and accurate record of the meeting. The majority of matters arising were either completed, or covered by agenda items.

1. **Membership Update**

The membership year ended on 31st March. Jackie has started to issue renewal reminders and approximately 20 people have renewed their membership to date.

**Action Points**

Issue membership renewal reminders (Jackie)

1. **Spring Planting Days**

The spring planting days have been a great success with the majority of plants planted. There are still some more plants to buy to make full use of the grant. There is some left over bark to use and it was agreed to meet in the park to finish this.

Remainder of plants need to be sourced.

**Action Points**

* Turn up and help (All)
* Source plants

1. **Wildlife trail / Bridges Projects**

The wildlife trails have been ordered. No progress to report on the bridges.

1. **Finance Update**

It was agreed to meet at Helen’s to progress the accounts.

**Action Points**

* Prepare accounts (Helen)

1. **AGM**

Rather than having a separate AGM, it was agreed to prepare the papers for the AGM and have them available at a future meeting / action/community day. Any formalities e.g. to appoint officers to the Committee could be done at one of these events.

1. **Funding**

Isabella has applied for a Tesco Bag for Life grant, however the outcome of this won’t be known for at least 6 months. It has a maximum grant allowance of £4,000, which could provide most of the rest of the funding for the fence around the under 5’s play area.

1. **GDPR**

It was agreed that everyone needs to continue to handle data carefully and in the first instance should tidy up and delete all historic emails and papers, so that master documents are held on the drop box account. It should be the case that only Jackie and Isabella handle personal data for FOAF members. Isabella to investigate further to see if any further action needs to be taken.

**Action Points**

* Delete historic emails/papers (All)
* Review GDPR requirements in more detail (Isabella)

1. **Any Other Business**

None.

1. **NEXT MEETINGS (usually 3rd Wednesday of the month)**

20th June, 18th July. No meeting in August.