

QTNWG : Meeting of trustees 12/12/2022
via Zoom

Attending: Kim Creswell (chair); Rowan Duffy; Laura Palmer; Emma Etherington (treasurer)

Minutes

- **CENTRALISED LOG OF REPORTS POLLUTION/WILDLIFE CONCERNS AND ACTIONS/ OUTCOMES TAKEN:** On-going plan to collate evidence and/or reports of pollution and/or wildlife issues in the area, in order to have a centralised log and timeline of events. This will allow monitoring of potential hazards to biodiversity.
ACTION: ROWAN TO CREATE DIGITAL AND HARD FILES FOR SUBMISSION. KIM TO PROVIDE SOME INFORMATION
- **APPLICATION PROCESS FOR INTERESTED PARTIES/ POTENTIAL MEMBERS:** group to create standard response to enquiry -welcome email; information about the ethos and aims of the group, role and benefits of becoming members; roles of trustees. This information could also be made into a leaflet as a wider community engagement tool. To include 'rules' of the group based on the stated aims and ethos of the group, as found in the constitution.
ACTION: LAURA TO DRAUGHT STRUCTURE AND EDITORIAL OF GREETING INFORMATION
- **TRUSTEE APPLICATION PROCEDURE:** There are three levels of the group: trustees, members and other interested parties. Trustees should be a member for a minimum of a year before applying to become trustee, unless the board of trustees is in danger of dropping to less than 3, the minimum number required (max. number 7) , in which case the trustees will have to hold an application process, tbc. Exceptions are those few people who partook in the initial start up of the group, who may like to become trustees. Laura is now exchanging her secretary role to trustee with thanks and agreement of the current trustees.
- **FREQUENCY AND DATES OF MEETINGS:** Open meetings every other month in person excepting December - next one February, to stagger with parish council meetings, currently being held in the sandford orcas village hall with no charge made. trustees meetings - via Zoom, every other monthly with extraordinary if necessary and called appropriately ; members meeting via zoom every other month - trustees to attend/ be represented.
ACTION: KIM TO PENCIL IN DATES FOR APPROVAL OF GROUP
- **ROLE OF SECRETARY:** Role of secretary is now on hold until funding available, until then trustees will voluntarily share administration. It is agreed that people will not be pressurised into taking on more than they would like and everyone must feel free to decline work if they feel they would not like to do it. Time sensitive tasks should be floated among trustees flagged for urgency. Laura is thanked by the group for all of her work at a reduced rate and Kim is thanked by the group for personally subsidising the secretary during the initial formation of the group.
- **FUNDING AND CHARITY STATUS:** Application for charity status is proving to be a complete ball ache and may well take 6 months. The group has decided to continue with the application process but develop contingency plans to enable continuance of the work during the application process and delay of funding stream. Kim mentioned a discussion with the Yeovil Rivers Trust (YRT) in which they floated possibility of assisting with charity application and

providing a funding channel if necessary. The group considers it is now necessary to get the high spec testing equipment paid for and new test vials purchased in order to continue the monitoring work which has already proved invaluable. **ACTION: KIM TO EMAIL YRT TO REQUEST MEETING WITH YRT AND ALL TRUSTEES TO DISCUSS CHARITY APPLICATION AND FUNDING STREAM FOR WATER MONITORING EQUIPMENT**

- **WATER TESTING EQUIPMENT:** In order to apply for funding the group requires and invoice form Xylem water. In order to receive more vials we need to set up an account with Xylem water. The group has currently run out of phosphate tests. It is agreed that the water testing equipment is a major asset of the group and must only be used by trained trustees in pairs and not lent out. There needs to be a clear set of rules regarding the use and regular monitoring carried out by the group with any extra monitoring being done with the agreement of the group and a donation made which fairly represents the time and expenses incurred by the trustees - with all of that donation going into the group as the trustees will be working voluntarily. All this information to be included in the welcome pack.. **ACTION: KIM TO SET UP ACCOUNT AND REQUEST INVOICES FROM XYLEM ACTION: ACTION: LAURA TO DRAFT RULES FOR EQUIPMENT AS PART OF DRAFT OF WELCOME PACK**
- **FINANCES:** The group currently has no funds. A local resident has indicated that she may be prepared to finance some tests and is awaiting information re. cost. The group requires a dedicated bank account with two unrelated co-signatories in order to receive funding. There may be other routes than being a registered charity. This may prevent us receiving charitable donations at present but does not prevent us receiving charitable gifts. **ACTION: EMMA TO INVESTIGATE ACCOUNTS OFFERED BY <https://www.cafonline.org> (Charity Aid Foundation) AND REQUIREMENTS OF A JUST GIVING PAGE**
- **ON-LINE PRESENCE:** The group agrees the value of an on-line presence for community engagement, funding streams, a research and monitoring tool. The parish council uses a platform which is is completely free for community groups and charities. <https://www.hugofox.co.uk/> A facebook page will also be beneficial and can be linked to website. **ACTION: ROWAN TO LOOK INTO THIS AND BEGIN TO DRAFT WEBSITE**
- **VILLAGE SUBCOMMITTEES:** on hold
- **SAFEGUARDING:** Kim has relevant training and advanced police checks required due to medical training. Safeguarding statement to be revisited when required
- **Next Trustee's Meeting via Zoom Monday 30th January 2023 7.30pm-9pm**