

TWINBERROW FOUNDATION

(Registered Charity No 301524)

MINUTES of the PROCEEDINGS of the ANNUAL GENERAL MEETING of the TWINBERROW FOUNDATION held in the Community Meeting Room at Dursley Fire Station, Kingshill Road, Dursley at 8:15pm on Tuesday 21st January 2025.

PRESENT

Members: A Stennett (Chair), S Creswick, B Chambers, K Eales, A Rowe, J Rubin and T Stride.

Also present: J Kay, Clerk to the Foundation, L Wellings, Deputy Clerk to the Foundation and C Smith, volunteer.

1. Election of Chair

T Stride moved that A Stennett be elected Chair for the ensuing year, K Eales seconded and there being no other nominations, **IT WAS RESOLVED**. A Stennett took the Chair.

2. Election of Vice Chair

T Stride moved that M Stennett be elected Vice-Chair for the ensuing year, K Eales seconded and there being no other nominations, **IT WAS RESOLVED**.

3. Apologies for Absence

Apologies for absence were received from M Stennett (Vice-Chair), M Patrick, L Patrick, A White, T White, P Hayes, C Sweet, B Schoombie and D Horn.

4. Declarations of Interest

There were no declarations of interest.

5. Minutes of the Twinberrow Foundation Annual Meeting held on 23rd January 2024

The Minutes of the Twinberrow Foundation Annual Meeting held on 23rd January 2024, were taken as read, confirmed, and signed by the Chair as a correct record of the proceedings at that meeting.

6. To receive an update from the Woodland Manager inventory/survey of the woodland area which would be used to develop a woodland plan

The Clerk read out a written update from the Woodland Manager, noting the following points:

- i. The survey/inventory of the woodland had started and was expected to be finished early February 2025.
- ii. A plan covering the new woodland area had to be purchased for £152.32.
- iii. The Gloucestershire Centre for Environmental Records had been approached for any data they hold on the woodlands, they supplied a spreadsheet but would put together a package of information together for a fee of £152+vat. Their input would be good and would be expected in relation to any future grant application the Foundation may apply for.
- iv. The spreadsheet contains records relating to Foundation woodland areas (ST7596 & ST7696) and also surrounding areas, including the Breakheart Quarry site. The

information found had confirmed some records found previously in a local 1987 Ancient Woodland Survey.

- v. Although there was some overlap in normal activities, the amount of time spent mapping and measuring had been in addition to that normally spent by the Woodland Manager. Given this, the invoice for the end of February 2025 would be for £2,450, (£1600 of which covers the additional works).
- vi. The cost of putting together an overall management plan would depend on what the Foundation decide to do with the woodland.

Local resident C Smith, volunteered to help the Twinberrow Foundation and assist with the development of a management plan for the Woodland, being experienced and knowledgeable in environmental work and woodland ownership.

IT WAS AGREED that a committed Working Group would be set up to look in detail at the development of an overall management plan for the woodland, so that a clear vision and goals could be determined. The Clerk would contact all members seeking volunteers for the group and a first meeting in February 2025. S Creswick and T Stride volunteered; K Eales also expressed interest. C Smith and the Woodland Manager would be invited to join.

IT WAS AGREED that the Working Group would draft the Terms of Reference for its work for the Foundation to consider and approve. This could include an agreed sum of money to allow the Working Group to authorise expenditure directly, to aid progress on the development/delivery of a plan. The group would initially be self-supporting in its administration.

7. To consider the future role of the Clerk to the Foundation

The Clerk presented information on similar Clerk roles supplied by other local organisations, including job descriptions and remuneration; the Foundation would require a Clerk/Trail Coordinator type role. It was noted that once information for a Clerk position was agreed an advert would be published for the vacancy.

IT WAS AGREED that the Clerk would compile a suitable job description, person specification and advertisement based on the examples supplied, the Chair and Vice Chair would consider and agree the information to be issued, including remuneration, on behalf of the Foundation.

8. To receive an update on the Foundation's finances

The Clerk reported that the Foundation currently had a total balance of £284,528, this includes £34,000 with Lloyds Bank, £98,000 in the COIF Charities Investment Fund and £150,000 in the COIF Charities Deposit Fund.

6. Any other urgent business.

There was no urgent business.

The meeting closed at 8:40pm.

.....
Chairman

.....
Date