

Minutes of the Bromyard Downs Common Association

Meeting Wednesday 15th March 2023 7:30 Falcon Hotel, Bromyard

Committee Attendees

James Hawkins - Chair	Andrew McClean (Mac) - Treasurer	Lauren Smith - Secretary
Paul Symons	Jenny Hartwright	Nicki Howard

Non-Committee Member attendees

Mark Franklin -Town Council Representative

1. Welcome & Apologies for absence.

Jo Stoddart - Vice Chair	Karen Rock	Nigel Shaw
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Welcome from the Chair to Committee and thanks for attending. Minutes of the 22 January meeting agreed

2. Action points from the last general meeting

• Website

It has been agreed that the new website, Pete has been designing could not deliver what was actually needed by the committee, it has therefore, been decided to abandon the project. Thanks extended to Pete for his work to date.

The current website hosted by The Site Doctor is still in operation and has been paid up for several more years. Mac has been in discussion with Becky to design a new website the cost will be in the region of £547 to deliver with ongoing hosting costs of £100 per annum and also point to the current website.

• Quarry Update

Heads of Terms have now been agreed for the BDCA to take over the land known as The Quarry Bromyard Downs for nominal rent of £12 per Annum. The BDCA will be responsible for keeping the quarry area in a current state of repair which will include fencing gates and buildings.

A quote for an insurance policy, to include the quarry and Downs, has been received by James and quoted currently at a cost of £252 per annum and will cover the 5million public liability and event cover, which is a requirement in the Heads of Terms, Also as follows;

Trustees liability,	£100,000
Equipment,	£5,000
Contents,	£25,000
Business Interruption,	£5,000
Crisis Containment,	£25,000

James is waiting for a further quote from the NFU.

Equipment cover up until now has been covered by James under his farm insurance but now with the move to the quarry for storage, separate equipment insurance must be in place.

- **Training**

Nicki has attended the outdoor first aid training course, this was a certified course which will last 3 years, before a refresher course is needed. The course covered two days. Feedback from Nicki was that it was a good combination of class and practical field work training and was good value for money.

The full two days extensive course may not be necessary for all the volunteers given training they have already received.

Further volunteers are needed to take the course to ensure each work party will have a fully trained first aid person at each session to meet the insurance requirements from Hereford Council.

Action – Mac and David to discuss staggering training to ensure cover is always in place, proposal to be forwarded to the committee.

A new volunteer, Neil, has joined the volunteers and has been provisionally booked on the chainsaw training course. This is an expensive course currently costing about £400 for a two day course, plus the required assessment..

Action - James to check another contact he has, to see if it may be cheaper and will let Nikki know asap.

3. **Volunteer Update**

The volunteers have been clearing brush along the back of Muddy Lane towards the bypass, as part of the stewardship scheme This has made a real difference in widening the track.

The new flail has been incredibly useful to the volunteers in the current clearing operation and they intend to continue clearing up towards Brockhampton School.

Nikki mentioned the work that Janet Weaver had taken on, removing an old BBQ and aluminium greenhouse and taking it to the tip. The committee extend a heartfelt thank you to Janet and her family for their support and commitment in keeping the Downs clear of rubbish.

Action – Lauren to send an official thank you, via email to Janet.

4. **Financial Report**

Full spreadsheet report is attached at the end of the minutes

Balance of all accounts @ 11 Jan £42,854.35

In the period 11 Jan to 15 Mar the income and expenditure has been as follows:

Income

Interest £68.61

Sales (Hay) £800.00

Donations (Firewood) £150.00

RPA £23,350.91

TOTAL £24,369.52

Expenditure

Room Hire £10.00

Training £85.00

Volunteer expenses (Fuel, Chainsaw Oil, Spares) £104.28

Tree Surgery £350.00

TOTAL £549.28

Balance of all accounts @ 15 Mar £66,674.59

The total monies (£66,674.59) is made up of £2,250.31 in Current Account and £64,424.28 in the Business Reserve

Within the Business Reserve we have notional funds for Tractor Replacement (£15,678.87) and Machinery/Tools Replacement (£7,000.00) and Reserve Capital of £41,745.41.

Within the meeting it was proposed moving £11,745.41 of the Reserve Capital into the Tractor Fund to bring forward our ability to replace the Tractor as necessary. After discussion it was agreed to move £4,745.41 into the Tractor Fund and retain £7,000.00 in the Business Reserve.

Action – Mac to forward financial report to Lauren to attach to the agenda to go out prior to each meeting

Noted that we have not yet had the accounts audited as stipulated in the constitution

Action - Mac to organise.

5. HLS & Downs Management

The Final Claim for commons work under this year's HLS is approximately £2,000

Joy riders are becoming an increasing problem. The volunteers have made such a difference to widening and clearing the Downs it is such a shame to see their work ruined by joyriders.

Ideas put forward to deter entry by vehicles to the Downs;

Some sort of bollards to be erected at certain points of the Downs i.e.

Turnpike cottage, by the benches along the top downs road and the drive to Alan Grantham's cottage, Area by Linton Villas and Ash track

Possible boundary ditch, some fencing and gates?

Action - Ideas to be discussed with the volunteers

6. Public Member Questions

Mark Franklin on behalf of the town council noted that there were 3 oak saplings that need new home and could they be used on the Downs?. Also funds are available from the council if anyone is considering organising any community celebrations for the coronation.

7. Any Other Business

The National Grid have notified us of the need to carry out some powerline and high voltage work to cutting and chipping some trees.

Noted, that some slats had been taken from a bench on the Downs but not as yet replaced It was originally thought they had been taken to be inscribed but It has now been 6 months.

Monday 8th May as part of the Coronation weekend has been designated as a 'The Big Help Out' <https://thebighelpout.org.uk> inspiring people to volunteer in local community projects. Jo is looking to organise a bank holiday litter pick

Date of next meeting –The Annual General Meeting will be held on Wednesday 13TH June 2023 at 7.30pm in The Falcon Hotel, Bromyard.

Meeting Closed

Important Please Note - As James has now completed 4 terms of office as Chair of the BDCA, in line with the BDCA constitution we will need to elect a new chair for the next 12 months, as James will be unable to stand as Chair.

Would you please consider whether any of you would be prepared to stand for this position. James has already offered to help anyone interested in taking on the Chair role for the coming year.

Any committee member who is also still interested in standing will need to put forward their name for one of the 12 voting places available.

Election forms will be sent out with the Agenda at the beginning of June.

Lauren Smith
BDCA Secretary <mailto:bromyardbdca@gmail.com>

Provisional Dates for the coming 12 months

Future BDCA Meetings - 7:30 Falcon Hotel Bromyard <i>possible Zoom meetings can be considered if meeting restrictions are imposed</i>	
Tuesday 13th June 2023	<i>Annual General Meeting and election of Chair and Committee members Guest speaker to be announced</i>
Wednesday 16th August 2023	<i>General Meeting</i>
Tuesday 17th October 2023	<i>General Meeting</i>
Wednesday 13th December 2023	<i>General Meeting</i>

<i>Tuesday 13th February 2024</i>	<i>General Meeting</i>
<i>Wednesday 17th April 2024</i>	<i>General Meeting</i>
<i>Tuesday 18th June 2024</i>	<i>AGM 2024</i>