

**Annual General Meeting Minutes  
Steeple Woodland Project Group  
21<sup>st</sup> November 2022**



**Annual General Meeting**

**Attendees**

Alwyn Jones – Chair (AJ), Mattie Pochee (MP), Nick Parkin (NP), Kim Nicol (KN), Kevin Trembath (KT), Rupert Manley (RM), Julia Simpson (JS), Giles Newcombe (GN).

**1. Apologies**

Richard Brown, Chris Hogg, Helen Doherty.

**2. Minutes of last meeting**

Approved.

**3. Chair's / Site Officer's report**

We have worked with reduced number over the last few months due to holidays, Covid and illnesses but have still done a remarkable amount of work. Large areas have been cleared of bracken and brambles and many Rhodos have met their demise. A lot of paths cleared or part cleared and thanks to Cormac a fallen tree was cleared and removed from the main path at the bottom of the Woods. Thanks largely to Chris2's efforts the ponds are looking splendid and a good selection of wildlife and plants are now established.

All in all, we have done a splendid job in difficult circumstances and should, I feel, be very proud of ourselves.

**4. Treasurer's report**

**1.5.22 – 21.11.22**

**Income**

Calendar sales, 43 of 80	344.00
Calendar sponsorship	218.00
Donations	27.00
Sales of refreshments Open Day	251.31
Grant for equipment from St Ives Town Council	1000.00
Interest	3.37
Total income	1843.68

**Expenditure**

Printing 80 Calendars	432.00
Advertising Open Day	108.40
Insurance	448.73
Meetings	15.00

Total expenditure 1004.13

Net increase of funds 839.55

**Balances at bank**

01/05/22	6091.63
21/11/22	6931.18

Nick Parkin  
Treasurer  
21 November 2022

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## 5. Secretary's report

Key points to note are:

### - Steeple People

Helen Doherty joined the Volunteers. Details of all officers, members and volunteers are at the end of minutes.

### - Quarterly "Friends of Steeple Woods" newsletters

Autumn issue of our newsletter ("By the Gate") email were sent to all subscribers. Newsletters seem to be effective in driving visitors to the website.

### - Website

Main updates have been updates to the record of surveys on the reserve (thanks to Chris H for the research), blog posts and changes to the home page. Website continues to be a useful way of communicating with the wider community. The contact form is being used and subscribers are signing up to the newsletter.

In summary, over the last year visitors to the website came from:

Traffic category	Traffic source	Site sessions	Page views	Unique visitors
Organic search	Google	570	1492	431
Direct	Direct	369	1447	198
Wix Email Marketing	Wix Email Marketing	167	733	9
Unknown	Unknown	92	550	19
Social	Facebook	220	342	179
Organic search	Bing	17	53	13
Organic search	Yahoo	8	20	7
Referral	manage.wix.com	1	17	1
Referral	transitionpenwith.org.uk	8	17	1
Organic search	ecosia.org	10	17	6
Referral	stiveseptemberfestival.co.uk	2	8	2
Referral	aspects-holidays.co.uk	3	6	1
Organic search	DuckDuckGo	4	5	4
Referral	shoutout.wix.com	1	5	1
Referral	orangerooftops.co.uk	1	1	1
Referral	arewethereyetkids.com	1	1	1
Referral	email.bt.com	1	1	1
Referral	unastives.co.uk	1	1	1

### - Member voting by email

We used email to ask members to vote on a decision that was needed outside of the quarterly meeting schedule. This seemed to work and will be used again as required.

### - Insurance Renewal

Renewal quote received from Zurich for £448. Passed onto Nick and the invoice was paid promptly so we are insured for the next year.

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**6. Publicity Officer's report**

A few articles published in the Times and Echo, looking to have an article around Christmas / New Year on progress over the year. Facebook still active. Calendar sales progressing with a few more to sell. Advertising for the Open Day worked well, especially via Facebook.

**7. Election of Officers**

**i. Chairman**

AJ is prepared to carry on as required and re-elected on that basis.

**Action: RM to propose changes to the Constitution to allow for this extension.**

**ii. Vice-Chairman**

RB has decided to stand down. GN elected as new Vice Chairman.

**iii. Publicity Officer**

KN re-elected.

**iv. Secretary**

KT re-elected.

**v. Treasurer**

NP re-elected but will be standing down after the next AGM in 6 months time.

**vi. Site Officer**

AJ re-elected.

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**General Meeting**

**8. Management operations for next period (AJ)**

Winter months mean carrying on clearing bracken/brambles from the already cut areas – where gorse was cut down and possibly clearing more gorse from the area to the right of the Steeple path (going up) possibly leaving areas that already have semi-mature trees and creating a network of paths that meander through the area – thus giving us an opportunity to start clearing the main path up to the Steeple as it is quite seriously overgrown. All paths need clearing (see volunteer suggestions) as we have a duty to make sure that all paths are safe and comfortable to use as we can make them without losing their wildness. With new strimmer (and the old one) we now have a better chance to keep the bracken under control in most areas and that will also be a priority – the earlier we can start the control the easier it will become to keep it that way.

**9. Schools liaison and school trips (AJ)**

Waiting to hear from Beverly Churchill who would like to take groups into the old woods to do experiments to determine the carbon content of trees and other uses.

Sasha Wilkinson – asked about weed removal from the Mini Forest – I called down to the school and found the forest laid out in neat squares with not much of a weed problem, the school was empty and she is not responding to emails.

**10. Matters arising:**

**i. Climate Action Policy (RM)**

Draft copy reviewed. Discussion of individual items of the policy.

**Decision:** We can have one controlled bonfire per year in exceptional circumstances (e.g. where a lot of gorse cuttings have built up posing a wild fire risk).

**Action:** NP to look into possibility of using the savings account proposed by RM.

**Action:** MP to review the constitution to see if it can be expanded to include items in the draft policy.

**Decision:** Change “promote” to “encourage” and publish as final.

**ii. Grants and funding**

**a. St. Ives Town Council (AJ)**

Grant for £1,000 received. Money to be spent on new electric strimmer (£895 – which is more than originally budgeted) and a reduced number of slashers.

GN – we need better rakes which could be bought out of existing funds?

**Action:** GN to research the best rakes for the tasks on the Reserve.

RM – do we have enough scythes? AJ - we have 2 for general use and RM and GN have their own.

RM – Can we tell people in advance of Wednesday sessions about what is going to be done?

**Action:** AJ to tell Volunteers each week in advance about next week’s work.

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**b. Tesco (GN)**

GN – application for £1,400 approved by Tesco for the purchase of Volunteer's wet weather clothing. We are on their short list pending a final decision on the award of the grant.

**iii. Request for speaker from University of the Third Age (KT)**

KT – Request via website for a speaker at 14:00 on March 7<sup>th</sup> 2023. RM gave previous speech. RM and KN volunteered as speakers.

**iv. Wednesday task list suggestions from Volunteers (AJ)**

Discussion of proposed task list.

MP – we need to be more clear about the approved paths around the Reserve; this information exists in the Management Plan.

**Action:** RM to provide a plan of paths for Volunteers in the shed.

**Action:** AJ to arrange for the existing fruit trees to be mulched with cut bracken.

**Action:** AJ to review the number of willow trees that need to be replaced in the Willow Circle.

**v. 2022 Christmas Meal (KT)**

Numbers are down to around 17 this year. Next step is to ask for deposits.

**Decision:** No subsidy of volunteer deposits.

**vi. Poynton Bradbury Wynter Cole Architects (AJ)**

No further contact received about the gate sign.

**Action:** AJ to provide GN with contact details so far.

**Action:** GN to discuss with his contact at the company.

**vii. Tree planting at Lelant Saltings Football Ground (RM)**

Commitment to help the St. Ives Football Club plant trees in the Lelant Saltings Football Ground. We will provide spades, sleeves etc.

**Action:** RM to email [everyone@steeplewoods.org](mailto:everyone@steeplewoods.org) asking for volunteers on Sunday December 4<sup>th</sup> at 14:00.

**viii. Using website for online donations (GN)**

Proposal to use QR codes and website to facilitate donations from the public.

**Decision:** Likely donations received are not warranted by the effort involved.

**ix. Moving the date of future Open Days (KN)**

Weather patterns are changing and recent Open Days have had bad weather. Proposal is for weekend around August Bank Holiday.

**Decision:** Next Open Day to be moved to Sunday 27<sup>th</sup> August.

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**x. Wildflower meadow (AJ)**

Wildflower plants have been trialled in the wire mesh area and seem to have survived, we now need to designate an area for planting and get it all ready – my preference would be in what we already call the Wildflower Patch but this is open to discussion.

**xi. Ping Pong Television filming (AJ)**

We were approached by Ping Pong Productions to film an excerpt for the Expedition Unknown series. Filming happened in early October. Will be broadcast in early Spring 2023 in the USA and later in the year in the UK. We will be able to use the broadcast for publicity purposes.

**11. AOB**

a. RM - has native acorns that are ready for planting. He will bring them to the next Volunteering session.

b. GN – can we buy a gas boiler for our own use? AJ – we could have a double burner cooking stove and medium sized gas bottle for use on Wednesdays and Open Days. Small canisters used currently are expensive and difficult to dispose of.

**Action:** AJ to look into the costs of a new double burner and gas bottle.

c. MP – can we provide the Site Officer with a float to cover the running costs of the Volunteering sessions.

**Decision:** AJ to pass on Volunteering session related expense invoices to Nick for payment. This should be kept separate from the Tea and Coffee Fund (which is provided by the Volunteers themselves).

**12. Date of next meeting**

Proposed date is Monday 20<sup>th</sup> February at 7:15p.m.

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**Steeple People – Summary**

	Contact	Active	Inactive	Resigned / Lapsed
<b>Members</b>	<b><u>members@steeplewoods.org</u></b>	<b>14</b>	<b>0</b>	<b>2</b>
<i>Officers</i>	<i><u>officers@steeplewoods.org</u></i>	4	0	3
<b>Volunteers</b>	<b><u>volunteers@steeplewoods.org</u></b>	<b>9</b>	<b>4</b>	<b>1</b>
<b>Total</b>	<b><u>everyone@steeplewoods.org</u></b>	<b>23</b>	<b>4</b>	<b>3</b>

**Officers**

<b><u>Name</u></b>	<b><u>Status</u></b>	<b><u>SWP Email</u></b>	<b><u>Role</u></b>
Alwyn Jones	Active	<a href="mailto:chair@steeplewoods.org">chair@steeplewoods.org</a>	Chair / Site Officer
Kim Nicol	Active	<a href="mailto:publicity@steeplewoods.org">publicity@steeplewoods.org</a>	Publicity
Nick Parkin	Active	<a href="mailto:treasurer@steeplewoods.org">treasurer@steeplewoods.org</a>	Treasurer
Kevin Trembath	Active	<a href="mailto:secretary@steeplewoods.org">secretary@steeplewoods.org</a>	Secretary
Giles Newcombe	Active	<a href="mailto:vice_chair@steeplewoods.org">vice_chair@steeplewoods.org</a>	Vice Chair

**Members**

<b><u>Name</u></b>	<b><u>Status</u></b>
Alwyn Jones	Active
Chris Coad	Active
Dinky Kennedy	Active
Lorna Murray	Active
Geoff Williamson	Active
Giles Newcombe	Active
Kim Nicol	Active
Richard Brown	Active
Mattie Pochee	Active
Nick Parkin	Active
Rupert Manley	Active
Rita Lait	Active
Tim Radford	Active
Kevin Trembath	Active

**Volunteers**

<b><u>Name</u></b>	<b><u>Status</u></b>
Ben Bowden	Inactive
Catelyn Cox	Inactive
Christopher Hogg	Active
Hazel Appleby	Active
Helen Carver	Active
Jack Nankervis	Active

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Julia Simpson	Active
Charles Martin	Inactive
Jo Newcombe	Active
Keith Yeung	Active
Sean Quayle	Active
Will Hodgeson	Inactive
Helen Doherty	Active