

Friends of Putnoe Woods and Mowsbury Hillfort

Minutes of the meeting and AGM held on Tuesday 1st May 2012 at Mowsbury Club House

Members Present - Jane Moore, Diana Readhead, Helen Miller, Alison Wilkins, Andy Wilkins, Audrey Wilkins, Larissa Clarke, Marion Wallace, John Wallace, Helen Wilkie, John Wilkie, Chris Mackay, Richard Collyer, Chris Wedge

1. **Apologies** – Ed Burnet, Jon Bishop, Paul Wheatley

2. **Minutes of last meeting**

Agreed as correct except Helen Miller had sent apologies that were not recorded

3. **Ratification of nominated officers**

It was agreed that the nomination of officers at the last meeting should stand and they were duly elected as follows

Chair – Andy Wilkins

Secretary – Chris Wedge

Treasurer John Wilkie

Task and Event Co-ordinator – John Wallace

4. **Ratification and Signing of Constitution**

The alterations discussed at the last meeting were made and the constitution was signed by Andy Wilkins and John Wilkie. A copy was given to Chris Wedge to keep with the Group's minutes.

The committee will consist of the founding members of the group.

The contact list will be updated according to the response to Larissa's enquiry and the information will be given to the Officers.

The minutes will be written up by the secretary and Larissa will circulate them to group members and to Ed Burnet and Vanessa Clarke.

It was stressed this is a Friends Group and no one should feel pressurised to attend all events/tasks

5. **Updates**

The plant survey of Putnoe Wood has been started. Everyone enjoyed this event. Since the last survey was recorded two new species have been found, namely ivy-leaved speedwell and daffodil.

3 pairs of secateurs and pruning saws have been purchased.

6. **Future tasks and Events**

An eco-survey at Mowsbury Hillfort is planned for 16th May(1-30-4-00pm).

There will be a guided walk at the Hillfort on Saturday 19th May (2-4 pm). John Wallace and Andy Wilkins will put some posters up on site and posters will be circulated to libraries etc. The poster will suggest the walk is not suitable for dogs.

A litter-pick is planned for June 12th (7-8-30 pm) at the edge of the Golf Club and the path up to the Hillfort. John Wallace will contact the ground maintenance staff and the club captain.

Dates when Borough staff is available will be circulated so future tasks can be arranged (important for Health and safety issues).

7. **Future Responsibilities of the Group**

A new conservation management plan for the Hillfort is in progress and a draft management plan for Putnoe Wood should indicate things to be done.

8. **Financial matters**

£60-08 was handed to John Wilkie as our current funds.

The address for the group will be checked.

The banking resolution (see below) was read out and this was agreed, proposed by John Wallace and seconded by John Wilkie.

Banking Resolution:-

It was resolved that a banking resolution will be maintained with National Westminster Bank Plc (the **Bank**) in accordance with this mandate and that:

- the individuals identified as **Authorised Signatories** may, in accordance with the **Signing Rules**, sign cheques and give instructions for Standing Orders, Direct Debits, electronic payments, banker's drafts and other payments on the Accounts even if it causes an Account to be overdrawn or exceed any limit.
- any **Authorised Signatory** may give other instructions or requests for information to the Bank in relation to the Accounts; opening accounts with the same **Signing Rules** and **Authorised Signatories**; closing accounts; or other banking services or products
- the bank may accept instructions that do not have an original written signature provided the bank is satisfied that the instruction is genuine and subject to any other agreement the bank may require for those instructions
- the customer will provide to the bank a copy of its constitution and any amendment to the constitution, certified as correct by the secretary
- this mandate will continue until the Organisation gives the bank a replacement mandate or the organisation passes a resolution changing the **Signing Rules** and/or adding or removing an **Authorised Signatory** by completing and returning the change of Signing Authority form in which case this Mandate will continue as amended

The authorised signatories for the bank account will be:-

John Wilkie (Treasurer), Andy Wilkins (Chair) and Chris Wedge (Secretary).

It was agreed that the Treasurer's signature only would be needed on cheques up to the value of £10.

9. Any other Business

John Wallace asked if there was any benefit of applying for Charity Status, but apparently we would need a much bigger turnover. John is also going to enquire if there is any chance of us using the function room for our meetings.

Jane said there is an oak timber sleeper that we could use as a notice board at the entrance to Putnoe Wood.

Date of next Meeting - Tuesday 3rd July 7-00pm Mowsbury Golf Club