

Trustees Meeting Minutes

Zoom Meeting

**5 December 2022****Present:**

Dave Morris (Chair, NFPGS)	London Friends of Green Spaces Network (LFGN)
Shelly Quinton-Hulme	Friends of Trafford's Parks and Green Spaces
Sarah Royal (CEO, NFPGS)	Birmingham Open Spaces Forum (BOSF)
Martin Willis (Treasurer & Vice Chair, NFPGS)	Nottingham Open Spaces Forum (NOSF)
Michelle Furtado (Network Coordinator, NFPGS)	Green Tides (Adur&Worthing Green Space P/ship)
Cliff Munn	Brighton & Hove Green Spaces Forum
Paul Ely	Parks Community UK
Nigel Sharp (Secretary, NFPGS)	NW Parks Friends Forum

Apologies

Marion Williams (ref. MW2)	Friends of Leazes Park (Newcastle Parks Forum)
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Minutes of previous meetings (23.8.22& 5.11.22) and Matters Arising	
<ul style="list-style-type: none"> Minutes of the previous meeting were agreed. Matters arising covered by agenda items. 	
Administrative issues and roles	
Website & media <ul style="list-style-type: none"> Updating of website is ongoing. Additional case studies are required to refresh examples of good practice. Annual report was prepared for the AGM and is available on the website (see later). Following e-mail exchange it was agreed to pay the fees necessary to continue the Better Friends tool. Keep Britain Tidy are now promoting the tool with Green Flag Award applicants. Potential to approach partner organisations to seek support or donations to sustain this valuable sector tool. 	DM
Finances& Fundraising	
Finances <ul style="list-style-type: none"> MW has prepared the financial report. Noted the need to ensure financial and CIO annual reports kept up to date since these are public references available on line for funders, etc. to review NFPGS activity and competence. <ul style="list-style-type: none"> Details at: https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5139519 The annual report, financial report and other documentation is also included on the NFPGS website in the resources section at: https://natfedparks.org.uk/resources/. 	

<p>Fundraising</p> <ul style="list-style-type: none"> DM reviewed the recent bid process to the National Lottery Heritage Fund. Partnerships and diversity & inclusion are key areas of the current bid which have demanded attention. Match funds remain a challenge, with limited options to support the project cost. Bid preparation has been supported by the Theory of Change process and annual reporting to strengthen the submission. PE noted the need to be pragmatic and review the scale of the bid with implications to reduce the match funding demands. DM and PE to meet and share the draft bid for additional comment. 	DM/ PE
NFPGS Initiatives, Projects and Issues	
<p>Research</p> <ul style="list-style-type: none"> NFPGS has developed links with University College London (UCL) MA students to undertake research on the involvement of diverse ethnic communities in parks and green space Friends and community groups with the development of recommendations for guidance to support and improve representation in the sector. PE is also looking at further opportunities for research such as ‘the relationship between Parks community groups and local authorities’. It is hoped to nurture and develop this partnership with UCL. <p>National campaigning</p> <ul style="list-style-type: none"> The ‘Nature for Everyone’ campaign by Wildlife and Countryside link is ongoing – details at: https://www.wcl.org.uk/nature-for-everyone.asp DM has circulated links to the Future Parks Accelerator conference recording on Community Involvement; <ul style="list-style-type: none"> https://www.youtube.com/watch?v=srIX1rp--k4 [Three cities / activating green spaces] https://www.youtube.com/watch?v=KUhTXRx0beI [Attracting and ensuring wider usage] https://www.youtube.com/watch?v=w4YuVo_3iH0 [Involving children and young people] DM prerecorded an item for the World Urban Parks Congress –details at: https://natfedparks.org.uk/wp-content/uploads/2022/10/NFPGS-Empowering-Our-Communities-with-Notes-ppt-21.9.2022-pdf.pdf 	
AGM (5.11.22)	
<ul style="list-style-type: none"> Well attended but disappointing only groups from England represented. Agreed that zoom meetings are most effective to engage as wide a representation as possible. Useful discussion opportunities and feedback to support NFPGS development. Noted that further general meetings to facilitate themed discussions would be useful. 	
Board Development	
<ul style="list-style-type: none"> New trustees CM & PE welcomed again. MW has notified the Charity Commission to update details to include CM, PE details required to follow. Discussion followed re. skills and roles: <ul style="list-style-type: none"> DM is Chair. SQ-H provides guidance for Charity development and progress; Trustee 	PE/ MW

<p>roles.</p> <ul style="list-style-type: none"> ○ MW – Treasurer and link for Charity Commission reporting. ○ NS – Secretary, records mins of meetings, responds to general queries, supports database of contacts. ○ MF – Network Co-ordinator, includes communications, social media and newsletter, supports PCUK website. ○ SR – a founding member with DM, main advocacy role with DM, helps promote, outreach to support Area Forum development, sector link with parks professionals e.g. Midlands Forum. ○ MW2 – Vice-Chair ○ PE – links to parks research, good practice, policy support. ○ CM – background inc. business improvement, keen to develop and promote good practice. Additional experience of Treasurer role – will discuss with MW. 	MW/CM
AOB	
<ul style="list-style-type: none"> ● Discussion re. future sector research – ‘relationship between parks community groups and local authorities’. ● Aim to prepare guidance with examples of good practice. ● Possible questionnaire to share – DM/MF/CM to discuss in New Year. ● SR has discussed possible support for community group development in Milton Keynes. Request includes advice re. governance models and finance. NS suggested possible links with Community Action MK. 	DM/MF/CM
Dates of Next Meetings	
<ul style="list-style-type: none"> ● Suggested next meet as a General Meeting. Need to agree a theme to focus discussion. Provisionally suggested 7pm, 8 February 2023. [Posponed. New date tbc] 	