

Trustees Meeting Minutes

Zoom Meeting

**9 January 2024****Present:**

Dave Morris (Chair, NFPGS)	London Friends of Green Spaces Network (LFGN) and Haringey Friends of Parks Forum
Sarah Royal (CEO, NFPGS)	Birmingham Open Spaces Forum (BOSF)
Shelly Quinton-Hulme (Treasurer and Development, NFPGS)	Friends of Trafford's Parks and Green Spaces
Michelle Furtado (Network Coordinator, NFPGS)	Green Tides (Adur&Worthing Green Space P/ship)
Paul Ely (Research and Policy, NFPGS)	Parks Community UK
Nigel Sharp (Secretary, NFPGS)	NW Parks Friends Forum

Minutes of previous meeting (7.11.23) and Matters Arising	
<ul style="list-style-type: none"> Minutes of the previous meeting were agreed. Matters arising covered by agenda items. 	
Finances & Fundraising	
<p>Finances</p> <ul style="list-style-type: none"> SQ-H has submitted the NFPGS CIO accounts. SQ-H reminded all Trustees to register and set up their Charity Commission account, following the link recently circulated by the Commission. <p>Fundraising</p> <ul style="list-style-type: none"> No further progress re. planned submission to the National Lottery Heritage Fund but DM and PE are due to meet to review works required. There is a particular need to include additional details of group needs with a survey planned to elicit more information. PE to prepare a draft for circulation to Forum contacts. MF and DM met with The Lund Trust https://lundtrust.org.uk which 'fund work in the UK that greens people's lives' and although the Trust do not accept applications they invite comment from those undertaking work 'where young people are planning new green spaces or greening neglected spaces.' The work of NFPGS has now been introduced to the Fund and it's hoped their Trustees may consider an invitation to seek future support. The Aviva Crowdfunding campaign started on 1 December 2023 with a total pledged at the time of meeting = £2536. Allowing for fees at the the close of the funding period it's expected around £2300 will have been raised comprising pledges matched 1:1 by the funder. We had quite widely publicised the appeal, including KBT sending to all Green Flag judges and applicants, plus support from FiT and Groundwork. Note: The 2:1 match that we originally expected and publicised was ruled out as the Save Our Wild Isles fund had run out (but they unfortunately hadn't informed us of this). 	<p>All</p> <p>DM/PE</p>
Administrative issues and roles	
Website & media	

<ul style="list-style-type: none"> • MF has undertaken update work to the NFPGS website, including removing outdated Covid guidance, and adding recent docs including the Better Friends report (2023) and the evidence submitted to the EFRA Select Committee (October 2023). • Contacts list has been updated with around 1500 now registered through MailChimp. • Individual Friends group/ membership enquiries will continue to be supported with inclusion on the database for NFPGS/ sector updates. • DM has provided an article about setting up Friends Groups - to be included in Countryside Jobs Service newsletter – expected to be in the February edition. See https://www.countryside-jobs.com 	
<p>NFPGS Initiatives, Projects and Issues</p>	
<ul style="list-style-type: none"> • NFPGS partnered with The Gardens Trust in doing a survey of Friends of Parks and Green Spaces groups re heritage-related volunteering. This provided a small fee income (£500) and an additional resource – 116 groups completed the survey and The Trust has prepared a summary presentation (circulated to Trustees by DM prior to the meeting) which includes the NFPGS logo. This will be uploaded to the NFPGS website and is available to share. • A green spaces nature activities inclusion survey (in partnership with a researcher at Kingston U) has also been supported/promoted. It was quite specific, hence a relatively low number of respondees (30). No report has been prepared but information may support future applications. DM and PE are due to attend a forthcoming discussion meeting re. inclusion and migrants in volunteering. • Our Better Friends audit has now benefitted over 450 groups, with additional promotion through KBT networks linked to the Green Flag Award. • PE is due to meet with UCL to review ideas for future research for MA course students and he has invited any suggestions. • DM has joined the World Urban Parks European Committee to contribute to the World Urban Parks conferences and sharing of experiences and views – next conference is due in the Netherlands in September. DM has submitted a proposal focused on grassroots/ empowerment. • SR had last year helped organise another Future Parks Accelerator meeting bringing together Area Parks Forum reps. Need to clarify if notes (by Chris, BOSF?) are available and have been circulated. • SQ-H circulated her new document: '10 Steps to Happy Volunteers' guidance/presentation ahead of the Trustees meeting. It was agreed this could provide the basis for further guidance as an NFPGS resource and a version will be circulated for comment. 	<p>MF</p> <p>All</p> <p>SR</p> <p>SQ-H</p>
<p>AGM</p>	
<ul style="list-style-type: none"> • Set for 11am, Saturday 27th January 2024, by zoom, provisional Agenda: <ul style="list-style-type: none"> ○ Welcome and introductions ○ AGM business ○ Discussion: Volunteering theme ○ Discussion re. how Forums are coping with and responding to severe budget issues facing local authorities and key issues of concern. ○ Post AGM – Trustees meeting • Annual report to be available – SQ-H agreed to revise and share a draft once all have submitted necessary information (i.e. bio/ photo details, plus chair's report). 	<p>All/ SQ-H</p>

<ul style="list-style-type: none"> • The AGM will also be an opportunity to promote Trustee roles and look to recruit a new Treasurer, and additional support for business development and promotion/social media/marketing. PE agreed to draft appropriate text. • NS to circulate event reminder through Parks Forums UK and prepare event booking link (Eventbrite), collate registrations and circulate meeting information (Agenda, Annual Report and zoom link) to all those booked to attend. • Discussion note re the need to synchronise AGM / annual reporting dates – S-QH noted that ideally accounts should be signed off in September and coincide with the AGM. It was agreed to review future meeting dates to reconcile this. 	<p>PE</p> <p>NS</p>
<p>Date of Next Meeting</p>	
<ul style="list-style-type: none"> • AGM 11am Saturday 27 January by zoom, with Trustees meeting to follow immediately after this (1pm). 	<p>All</p>