

Trustees Meeting Minutes

Zoom Meeting



Tuesday 1 July 2025

Present:

Dave Morris (Chair)	London Friends of Green Spaces Network (LFGN) + Haringey Friends of Parks Forum
Sarah Royal	Birmingham Open Spaces Forum (BOSF)
Shelly Quinton-Hulme (Treasurer)	Friends of Trafford's Parks and Green Spaces
Michelle Furtado (Network Coordinator)	Green Tides (Adur & Green Spaces Worthing Partnership)
Nigel Sharp (Secretary, NFPGS)	NW Parks Friends Forum

Apologies:

Nicola Dempsey	Sheffield Green Spaces Forum
Paul Ely	Parks Community UK

Introduction	
Meeting was convened following approval by the National Lottery Community Fund of the Awards for All bid. The principal Agenda item was to review proposals and agree next steps to progress matters. A supplementary item of similar urgency was consideration of proposals to revise the NFPGS Constitution ahead of adoption at the forthcoming AGM (27.9.25).	
Awards for All Approval	
- SQ-H provided an overview of the bid: - o 'Better Friends Groups leading to Better Parks for All' - o £20K over 2years - o support for administrator role, IT costs and admin expenses - o general outcomes to support membership, improve coordination, communication and inclusion. - o aim to build stronger relationships across communities, improved community wellbeing. - o Additional benefits to community impact on environment and helping adapting to climate change. - NS noted the need to deliver and record impact to ensure the project helps generate evidence for future funding bids. - Key areas for activity: - o Contacts: collate, review and update to create an improved, streamlined database. Agreed MailChimp should be the basis for this, with additional details.	

○ Communication: MailChimp will help circulate information, need to update PCUK and other social media (include Linked In?) ○ Co-ordination: support for meeting organization, potential input to revive/develop regional activity, links to peer led working groups and wider input – and more trustees. ○ Reports: continued updates re. Better Friends, additional resources, surveys (coordinate and synergy with MHCLG input). Also case studies. ○ Inclusion: adopt, promote and review the checklist. ○ Fundraising: link to strategic approach and future sustainability. ○ IT and general admin: SQ-H to review requirements inc. phone/ travel expenses. Software / web needs. - SQ-H to draft a role description and provisional timeline based on these general tasks. Agreed that the project delivery will be on a freelance basis. - Noted that the funds equate to approx. 8hrs/week @£20/hour with a need for flexible working. - Opportunity to be promoted through the NFPGS membership. - Aim to agree the brief by e-mail and promote by end of July with a view to meeting again late August to review any applications. - Submissions to comprise outline of approach. - SQ-H and DM to be steering group to monitor project delivery.	SQ-H
NFPGS Governance	
- DM circulated proposed amendments to the NFPGS Constitution (as adopted 2019): ○ Item 13 (1) (b): Only officers to need to be reps in member organisations. ○ Item 13 (1) (f): The number of elected trustees shall be greater than the number of appointees. ○ Item 16: Maximum officer term to change from 5 to 10 years ○ Item 21: re. Advisory Committee – amend (a) to ‘may’ have an advisory since effectively general meetings fulfill this role. - Following consideration/ agreement by Trustees these proposed changes to be shared with the Charity Commission to check they are acceptable. <i>[DM subsequently reviewed guidance and determined that the amendments are within those permitted for change without CC approval – agreed that subject to circulate to membership for adoption at the next AGM]</i>	All note SQ-H All note
Date of Next Meeting	
Late August (date TBC) Trustees meeting to agree appointment of A4A funded freelance NFPGS Administrator. 6.30pm Tuesday 9 September (by zoom) Trustees meeting Join Zoom Meeting https://us04web.zoom.us/j/9213929960?pwd=Y1QyYi9iK2ZjY2VrdFk3RVh2Qm5Sdz09 Meeting ID: 921 392 9960 Password: FOVPS	All