



Forum Partnership Meeting No. 11

Minutes of the meeting

Thursday 22nd March 2018 – 10am – High Elms Country Park - BEECHE

Larry Herbert (LH)

John Ince (JI)

Craig Langford (CL)

Keith Rodwell (KR)

Patrick Phillips (PP)

John Pemberton (JP)

John Cutting (JC)

Helen Ashton (notes)

Andy Hodgson (AH)

Darren Russell (DR)

Vivien Smith (VS)

MINUTES

1 Welcome & introductions

2 Apologies for absence – Frank Kleinhans, Kari Silvester.

3 Minutes of last meeting – 14th December 2017

Agreed, and the following points arose:

- Commemorative bench policy templates - ongoing, carried to next meeting. **AH**
 - o AH confirmed this is an update to the templates, bench enquiries/ plaques/installation are going ahead as usual.
- Signing in – LH confirmed that Friends Groups are happy to sign for induction/training/risk assessments, but some groups do not wish to sign in/out on the day. An attendance register should be kept by the person running the session, and training/risk assessments must be signed.
- Comments on the constitution – actions fulfilled, on agenda for later.
- Training – on agenda for later.
- DR has spoken to NCVO and will get in touch again regarding volunteer workshops, this is ongoing.

4 idverde update – staffing, web, action plan, events/concessions, contract renewal, Green Flag

- i. Staffing – idverde currently have 1 member of staff on long term sick, and another has left the business. idverde are recruiting for the vacancy.
- ii. Action plan – idverde are meeting tomorrow and will issue an updated version of the plan

- iii. Events – Mostly static from last year, there is an issue with the covenant on Norman Park which restricts the activities that can take place. LBB legal team are looking into this and hope to update the covenant as several regular events don't comply with the covenant.
- iv. Contract renewal – *idverde* are through to the next stage, there are 4 lots and bids go in at the end of July.
- v. Green Flag – we are resubmitting the 3 parks from last year, and entering Biggin Hill Rec, Chislehurst Commons, and Queens Gardens. The judging panel have been in touch to set dates for judging in May. A Green Flag community award was also received.

5 Booking Events/EventApp

- i. Some Friends Groups are finding the event application process too complicated and they have asked if the process can be streamlined, especially for small events involving relatively few people. **AH**
- ii. AH advised there isn't a standard form as such as *idverde* require an overview of the event before they can advise what is needed. Requirements change depending on the type and make-up of the event. AH also advised that for questions that are not applicable organisers can simply write N/A.
- iii. The same documentation is required for a Friends event or a charity event and in general the basic requirements for documents include: public liability insurance, risk assessments, and a management plan. *idverde* can look at getting copies of all the Friends insurance cover notes to assist this process, however separate cover is needed for events over 500 people. **FK**
- iv. LH stated that the booking events page could be a lot more helpful and explain in more detail what is needed to be done. It should also provide a set of downloadable templates that can be used to assist Groups, e.g. an event management plan; a risk assessment; licensing forms; a catering questionnaire. *idverde* will look at making changes to improve the Events page on the Bromley Parks website, but changes can't be easily made to EventApp as it is used by many other boroughs, and needs to cover all options. **AH**
- v. It was noted that there is a link to the London Event Toolkit on the website which has templates that could prove useful.
- vi. AH advised the system has been in place for a year now and *idverde* had received a lot of positive feedback.
- vii. A workshop/training could be provided to the Friends Forum at their annual conference, and *idverde* would look at asking Community Managers to help. **PP**

6 Forum Conference Planning

- i. 2 key speakers have been confirmed, to talk about London National Parks City, and Biodiversity. NCVO/Keep Britain Tidy/Love Parks Weeks may be able to do workshops. Suggestions for other workshops include event planning & fundraising. The sessions are for discussion/brainstorming, which could lead to further training if needed.
- ii. PP confirmed *idverde* can supply the catering at the same level as last year.
- iii. The conference will be on Thurs 24th May from 10am – 4pm.

7 Forum Constitution

- i. Changes were made a few weeks ago following various comments, however the membership failed to ratify the constitution, a two thirds majority is needed. The committee will discuss further after this meeting and take it to the meeting in July after the conference. The current constitution stays in effect for now.

8 Annual Statistics

- i. About 60% of groups responded, showing over 40,000 hours of effort has been put in, and £157,000 income raised. The grant celebration event figure of £400,000 also included other groups, e.g. sports.
- ii. There was no response from BCV whose task hours are very high.
- iii. There have been complaints about quarterly requests for fundraising data from the Friends Groups, they raise money on their own initiatives and don't want to provide data where the *idverde* fundraising team has not been involved. PP to check what is needed & provide further explanation. **PP**

9 General Data Protection Regulations (GDPR)

- i. *idverde* and LBB are working on this, at present there is no further guidance beyond the information given at a recent talk. *idverde* will share further guidance as it becomes available, DR will also speak to NCVO. **DR**

10 Training Needs for 2018

- i. A survey has been carried out which 12 groups responded to, JP/LH will meet to discuss what *idverde* can offer. **JP/LH**
- ii. Some training can be provided by the Forum, some by *idverde*, other needs may go to LBB or external bodies.
- iii. The Forum held a course on Facebook last month, and are looking to provide a first aid course after the elections in May.
- iv. JP will look at the training *idverde* can provide, some items such as safeguarding need someone qualified to deliver the course.

11 Volunteer Task Force/Champion - update

- i. Following the last meeting where membership and the champion role were discussed, JP has drafted the role profile and circulated this with *idverde* for comment. The role may be asking too much of one volunteer, so we may look at a

collective. JP will aim to share the draft with the task force next week, then start recruiting after feedback.

JP

- ii. DR will send out info on the national volunteering week.

DR

12 Any Other Business

- i. JI asked about old Aquila site on Blackbrook Lane, this is not managed by *idverde*.
- ii. KR – London Parks and Gardens Trust have a publication which contains a history of Winsford Gardens & the surrounding area, written by one of the members.
- iii. DR asked about sharing historic information, VS will pass on the details of groups who could help.
- iv. JP – The biomass project has been going back and forth with LBB, *idverde* are now doing the tender for this, however it is too late for this winter so will target next winter. The aim is to start with phase 1 so we can evaluate the project, and move on to phase 2 if agreeable. Phase 1 can include previously stacked timber which doesn't need to wait until winter to be removed. The pilot sites are the same as previously discussed.
- v. Insurance – *idverde* can speak to the brokers and pass on information, for new groups the insurance can be pro-rata if they start part way through the year.

13 Date of next meeting

- i. Thursday 21st June, High Elms Country Park.