



Forum Partnership Meeting No. 12

Minutes of the meeting

Thursday 21st June 2018 – 10am – High Elms Country Park -

Larry Herbert (LH)

John Ince (JI)

John Cutting (JC)

Keith Rodwell (KR)

Patrick Phillips (PP)

John Pemberton (JP)

Kari Sylvester (KS)

Frank Kleinhans(FK)

Andy Hodgson (AH)

Craig Langford (CL)

James Hilsden (JH)

Helen Ashton (notes)

MINUTES

1 Welcome & introductions

2 Apologies for absence – Vivien Smith, Darren Russell

3 Minutes of last meeting – 22nd March 2018 – agreed and will be published on the Forum website.

Matters Arising

- i. Commemorative bench policy template – AH advised Alastair Ing has left the business, *idverde* are recruiting now and that person will take responsibility. [Carried forward] **AH**
- ii. Statistics quarterly request – PP advised this is required by LBB for their updates and forms part of the 6-month executive report. Some groups feel this is unnecessary after the annual statistics request. FK advised it is to track progress and update LBB. Some groups feel that *idverde* already had the figures & the groups don't know where the information goes and what it is used for. JH advised that LBB can demonstrate what the information is used for.
- iii. Events, GDPR, training, and the Volunteer Task Force are on the agenda to discuss later.

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

- i. Staffing
 - a. Craig Langford is moving to a new job within *idverde* in Northampton, recruitment has started for his replacement in Bromley. *idverde* recruit internally at first, then externally in trade magazines etc. From July CL will

risk assessment were considered, as well as event management plans. Nick Barclay has created a template for small events, and there is advice from the London event toolkit.

- ii. A similar amount of events are planned compared to last year, there are plans for a winter event at Crystal Palace Park.
- iii. The idverde website events page has been tweaked. LH said there is bureaucracy for small events with 10-20 people. AH advised that we need to look at when a gathering becomes an event, the definition is in the presentation given at the conference, and Friends Groups should ask idverde if they are unsure.
- iv. AH is part of the Parks for London events subgroup, an events policy has been drafted as each borough is doing things differently, all are getting more professional.
- v. An events listing is sent out (Friends Forum can be included if needed), which helps the grounds maintenance teams to plan around events.

6 Forum Constitution

- i. LH advised there is not much more to say, the revision was rejected and has been revised again. This will be brought up at the July meeting, no further comments have been made.

7 GDPR

- i. The Forum has emailed all members to tell groups they can opt out and information will be removed if requested.
- ii. FK recommended the Forum undertake a data audit to understand their data subjects. All data stored to be adequate and relevant and to be used for its intended purpose only. FK suggested the Forum draft a privacy policy and notice and agree at what point of contact these will be shared with new members and communicated to existing members.

8 Training Needs

- i. The Forum has run a first aid course last month and will do another on a Saturday. JP to check room booking at BEECHE.
- ii. A successful IT course was carried out earlier in the year, the Forum are hoping to run another with a different provider.
- iii. Tree/hedge courses have been requested, we will look at booking these at a appropriate time of year.
- iv. Manual handling training is being delivered by idverde as per of work days.
- v. JP advised the Forum to let idverde know what courses the Friends Groups would like.
- vi. There have been some requests for training with specific groups, this could be delivered if the Forum agree.

9 Volunteer Task Force/Champion – update

- i. JP has shared a role description but not received much feedback. The task force needs to be engaged with the process, idverde will support it but cannot lead the

process. The next steps need to be considered, a framework is in place but it needs someone to pick it up. We are hoping for further feedback from Community Links. JP advised the role should only be advertised after feedback from all of the task force, we need to consider if one person can take on the role or if it should be split up.

- ii. Succession planning for groups should be considered – none are in immediate danger of folding, and some new groups have formed.
- iii. DR is working with work experience groups.
- iv. FK advised direction is needed from the Forum as to whether there is still a need. This should be taken to the next stakeholder meeting to consider the future. **LH**

10 Insurance

- i. JC has tried to ensure the brokers had the correct information for all groups, all have been contacted to check if they are active. A list has been sent out and we are waiting to hear back from 20 groups. JI advised Hoblingwell are meeting tonight to discuss. The Forum have done as much as they can to get the information to all groups.

11 Forum Budget & Income

- i. LH has sent a proposed budget to FK and PP.
- ii. The £5k income from *idverde* pays for training courses, admin, and grants to Friends Groups.

12 Any Other Business

- i. Forum conference – LH advised that 15 people returned the evaluation form, 44 members attended from 23 groups, and there were 20 guests, including *idverde*, LBB, guest speakers, workshops etc. Attendance was similar or slightly higher than the previous year. Some people have asked if the conference could be shorter/in the evening so more people can attend.
- ii. There was an issue with litter bin collections on Keston Common, CL advised this was a one-off problem, *idverde* will keep an eye on it. There can be a problem during fishing season with bins filling up quicker than usual. LH advised not all bins seem to be emptied daily.
- iii. LH advised a dog bag dispenser has been installed without any communication, AH advised they have been installed as advised by the Community Managers following discussion with the groups. FK will look into this. **FK**

13 Date of Next Meeting

- i. Thursday 20th September, 10am, High Elms.