

**Minutes of the
Forest Town Nature Conservation Group (FTNCG)
Trustees Meeting, Tuesday 13th June 2023
at the Downen Residence**



Registered Charity No. 1157957

Present: Shlomo, Lorraine, Josh, Dennis, Samantha, and Phil

Apologies: Mark and Alan

1. Understanding and approving the Report & Accounts

- All current Trustees (inc. Mark and Alan) confirmed willingness to stay on as Trustees
- Trustees went through the draft Report & Accounts page by page, noting how the content demonstrates how the charity provided public benefit, thereby meeting our legal obligations as a charity (and as charitable trustees)
- Trustees agreed that the Report & Accounts provides an accurate record, including of the charity's income and expenditure.
- It was noted that comprehensive records, including details of all income and expenditure, are maintained and are open to inspection by Trustees (or the Charity Commission) on request.
- Trustees agreed an indicative budget for future spending ('reserves policy'), secure in the knowledge that the budgets will be revisited before the end of this calendar year, once the current projects have been completed and there is a clearer picture of the Group's finances.
- Phil expressed his gratitude to the Downen family for their work on the Report and Account, noting how FTNCG's good administrative discipline is linked to the high esteem in which the Group is held. Lorraine reciprocated by thanking fellow Trustees for their ongoing support keeping the organisation functioning.

2. Promoting the AGM

- Various ways to promote the AGM were considered, including displaying posters (including in notice boards, Kingsway Hall, St Alban's Church, FT Library, Hospice Shop, etc.), notifying local media, and uploading Facebook posts.

3. Other AGM Preparations

- Organising packets of grass and wildflower seeds (for sale)
- Buying refreshments, etc. (and coordinating with Kingsway Hall)
- Uploading Report & Accounts to website and printing copies to be available on 1st July
- Finalising presentations (on Report & Accounts, and on the updated website)
- Continuing to update the website to at least include Projects pages, and hopefully also to showcase some of Dennis' Spa Ponds wildlife photos.
- Creating displays (based on presentations, Then & Now photos, etc.)

4. Any other business / Actions

- Balsam pulling sessions with Chris Jackson
- Repairing broken sign - Shlomo to contact Dave about dropping off broken sign
- Sam to head up next water quality testing session, with support from Dennis (tentatively set for 29th June, when Adrian Dutton will next be on site)
- Shlomo to order replacement phosphate and nitrate testing chemicals
- Josh to look into creating an Instagram page that can be used for Spa Ponds photos