**FRIENDS OF BIRDCAGE WALK Committee Meeting Minutes (revised) Sunday 19th February.**

**Next meeting to be confirmed**

**Present: Paula, Caroline, Kath, Bob, Norman, Lesley, Rosalind**

**Apologies; Trevor, James**

***Actions achieved since our January meeting:***

Lesley, Tom and Rosalind attended the Parks Forum lunch on 11th February.

February Grave of the Month written by Caroline and published on the website by Norman.

Secret Gardens have been in touch with Norman and Norman has confirmed that he will set up the tree trail.

**Actions from February meeting**

1. CIC progress – notes on fundraising from Parks Forum will be sent to Norman and Kath by Ros. Action Ros. Paula will send a document on the difference between CIC and CIO. Action Paula
2. Constitution needs to go onto the website but should be kept as a very basic, straightforward document. Action Ros
3. Systems Management – Lesley beginning to write a policy for Waste Management and looking after the biodiversity (graves and wildlife). It was agreed that the basic points would be typed up and laminated to give to volunteers. Lesley has drafted a policy on Health and Safety for Volunteers and a draft of this was sent round before the meeting for comment. Thank to those who have commented.
4. Lesley said that all major clearance was completed and all cutting back of brambles and ivy must now end. Over Spring and Summer, we will be working with care to protect our flora and fauna as well as gravestones. There was some disagreement about this. We all agreed that Lesley has authority from Bristol Parks to ensure that volunteers did exactly what she directed them to do. Ros reported that Teija has specifically said that extra sessions are fine and do not need to be logged as long as volunteers follow all that is directed by the committee (Lesley!).
5. Kath reported that she has been in contact with various groups from Bristol University in an attempt to involve volunteers in Birdcage Walk work. After considerable correspondence – one volunteer was due today 19th Feb.
6. Ros and Lesley to bullet point Lesley’s documents (see no3 above) in order to email volunteers. Action Ros and Lesley
7. Hoops – Lime Walk. Paula to continue investigating the actual position regarding the hoops. All is not as it seems. Action Paula
8. Events; Kath has had a meeting with Jane who has organised the Backwell Festival. Weekend of 23/24 September is suggested because private schools will be back and students will have returned. One day to be chosen it was agreed that a two-day event would not be sensible. Kath suggests face painting, circomedia or invisible circus, music, theatre(?). Use solar power (bikes?). Need toilet block. Need a TEN (temporary events notice) for 499 people. Paula asked about funding – these events can be expensive and we can’t put barriers up. Suggestions were made about stalls that could be included. Lesley provided a list of groups of people who use/visit Birdcage Walk and therefore those who will be interested in attending. It was agreed that Kath would continue investigating. Action Kath
9. Any other business: Sarah Guppy Memorial reinstatement event (25th March) to be circulated to volunteers. Action Ros. Very large tree trunk which has broken a gravestone should be sawn and added to the log pile which is forming a useful habitat by the wall running alongside the road. Action Paula
10. Future meetings to be held at a more convenient time for everyone. Sundays do not seem to be the best day.