

**AGM of the Bolton Conservation Volunteers held at Sweet Green Tavern
on Wednesday 14 February 2018**

Present:

Lynn Entwistle (LE) Colin Mather (CMA) Claire Billington (CBI) Colette Peachey (CP) Rick Parker (RP) Tom Bruce (TB) Caroline Bruce (CB) Carol Astley (CA) Andy Brownlow (AB) Francis Williams (FW) Paul Thompson (PT)

Officers' Reports

Treasurer CBI

CB produced a spreadsheet showing a breakdown of income and expenditure which also compared last year's accounts with the previous years. There was also a summary in the form of a written report. Bank account balance is £5,932.00 and is made up of £519 Lottery funding, £865 Community Empowerment Fund and BCV funds of £4,548.

The main changes are:

- Task income is down around £1,000 mainly due to not receiving income from United Utilities but Rich days we will receive it in arrears this year.
- In Nov. 16 we received Lottery funding of £10,000 and in Apr. 17 the Community Empowerment Funding of £2000. Thanks to Caroline and Tom for keeping a check on what is spent from each of the funding streams – there is a breakdown of spend. We may be due £2000 from Tesco this financial year.

Claire thanked PC for auditing the accounts especially as he came all the way from Wales to do it, and RP for his work as organiser.

Claire thanked BCV for her new computer.

All those present thanked Claire for her sterling work over the year.

Auditor PC

PC sent in his report thanking CBI as the accounts were in very good order and well presented as usual. PC inspected and checked the financial statements to make sure they are a true and fair account of the year end. Samples were taken from invoices and cheque details. Accounts payable from clients, receipts from clients, expenditure, Sundry expense receipts and payments. The closing balance shown in the accounts from 23.01.17 to 22.01.18 agrees with the bank statements. PC believes these accounts are free from miss-statement. The group's finances are sound, generally increasing year on year (give or take an anniversary event), and stronger than ever.

The receipt of funding from, namely the Lottery fund carried forward and the Community Empowerment funding have enabled the group to delivery projects, assist other groups, acquire equipment and provide training for group members. Acknowledgements to Caroline for her efforts in securing these funds. If future funding is acquired and dependant on the remit of that fund and other incomes, it can be envisaged that the BCS's finance will remain strong and most likely increase. There perhaps is a case for a longer term financial strategy; e.g. fixed amount set aside per year for individual training courses etc.

Finally it is important that any receipts or payments are correctly assigned to their relevant financial pots. Though the finances remain strong the group's wealth is its members.

Communication Officer LE

The communication systems we have in place continue to be efficient when information must be circulated. Everyone in BCV can be contacted by either text or email but contact details need to be regularly updated to remain efficient. LE circulated contact sheets and ask everyone to check and correct the information we hold.

First Aid LE

As Tom, Sheena and Jane have all attended First Aid courses during the last year we now have certain First Aid cover at every task and I have stepped back a little to allow younger volunteers to take greater responsibility. They have been looking after the First Aid kit which still satisfies the legal requirements for the number of volunteers we have on any task and for the work we do. I am attending a course in March and will again have a

valid certificate. It is thanks to the care all our volunteers take to ensure the safety of those around them as they work that the need for First Aiders is not a high priority. It is important to have continuity within any longstanding group such as this and I believe BCV has the right attitude to continuing into a bright future.

Website Officer CMa

Both hits and contacts are at their lowest since 2014; this may be due to the Facebook page attracting more visitors, especially in regard to contacts. Total number of visitors from Feb. 09 to Dec. 17 is 26,400.

Changes to the website in 20178 include:

- Seasonal changes to the banner at the top of the page
- Changes to the movie page with thumbnails highlighting each movie
- Old photos having their own gallery old news items which are to be updated monthly
- BCV 40th replace by 40/50/60th

Issues – the web builder still has formatting glitches when updating pages so sometimes simple updates to contact can take longer to sort than planned.

The website is not compatible with mobiles which probably also accounts for why the Facebook page is gaining more traffic. The only way to resolve this is to upgrade to a new web builder but the last time I tried this it didn't work out very well so the idea was abandoned. Might be an idea to put a link to Facebook on the website's front page. My internet connection is very slow and I am thinking of going on cable. The hosting fees have been paid - £50 – and the receipt sent to Claire.

Photography - this year's photo count is 1274 over 35 tasks/walks/events. 350 put on the website galleries. A handful of photos have been sent for use on the Facebook page, if we need more please ask. Other than that the photos haven't been used much.

Calendar – Last year I tried to find an alternative package for creating calendars but ended up just using the same old Photoshop template. I'll try again this year.

Fun Officer JA

JA was not present when reports being given out but is still working for fun!

Publicity Officer

This post is vacant at the moment but is really covered by Facebook page.

Tools Officer TB

TB said all tools good and in working order. A list was provided. Two silky saws are to be purchased.

Fundraising CB

The community Empowerment Fund was very good and enabled us to work with other groups where contacts were made.

Videos AB

There are 11 videos with 1 more to come from the last task. Thanks for the new hard drive. AB was keen on doing a half hour history of the group and welcomes any ideas. Feedback was good RP said he enjoyed all of them.

Facebook Page KM

Thanks to Katrina for doing the Facebook page.

Chair RP

2017 was an exceptional year – why? – because the work ethos is strong and infectious! Thanks to everybody for their support and hard work over the year. We have some new volunteers and we don't turn down any job. Our team tackles anything! Five or six years ago it was hard to get work but now we get offered lots!

RP had reservations about the Community Empowerment Fund but it was really good to interact with different groups and empower them for bigger and better environmental work which has a greater impact and RP is committed to that.

We average about 18 volunteers per task (was 14) sometimes 24 when working with others. We should be getting around £2000 from the Tesco fund.

Code of Conduct – all is ok and people are protected.

1. Election of Officers

<u>Post:</u>	<u>Name:</u>	<u>Proposed by:</u>	<u>Seconded by:</u>
Chair	RP	LE	TB
Vice Chair	TB	CP	LE
Photographer	CMa	LE	TB
Secretary	CP	RP	CMa
Treasurer	CBi	RP	TB
Auditor	PC	TB	RP
Social/Fun	JA	LE	TB
Comms Sec	LE	RP	CP
First Aiders	LE, TB, SF, JA, JL, CA	RP	CB
Tools Officer	TB	RP	FW
Website Officer	CMa	TB	LE
Walks Co-ordinator	TC	RP	LE
Videos	AB	CB	FW
Facebook	KM	CMa	CP

All the appointments were unanimously accepted by those present

AGM concluded

Meeting

Minutes: Accepted as an accurate record.

1. Last task was brilliant with 19 attending.
2. Extra task at Smithills tree planting 18 March – meet at the hall and a minibus will take us to Coal Pit Road.
3. There are 2 hedge laying competitions – ours and we support the Bury one at Hollins Country Park.
4. The Anderton Centre residential was cancelled as they booked someone else in. There is a possibility of the Hodder at the Trough of Bowland for UU instead?
5. History of the group – 30 years ago there were 6/8 groups in Gtr. Manchester now we are the only one left.
RP & TB will talk about making a video with TB trying to extract information from Rick!

Meeting closed at 9.30pm.

Next meeting: Wednesday 14 March 2017, 8:00 p.m. at the Sweet Green Tavern, Bolton.