

TWINBERROW FOUNDATION

(Registered Charity No 301524)

7th March 2025

MINUTES of the PROCEEDINGS of the MEETING of the TWINBERROW FOUNDATION held in the Community Meeting Room at Dursley Fire Station, Kingshill Road, Dursley at 8.35pm on Tuesday 4th March 2025

PRESENT

Members: A Stennett (Chair), M Stennett (Vice-Chair), S Creswick, T Stride, P Hayes, A Rowe, B Chambers and T White

Also present: Leah Wellings, Deputy Clerk for the Foundation and Ann Lyon, Dursley Town Council

1. Apologies for Absence

Apologies for absence were received from M Patrick, L Patrick, D Horn, A White and B Schoombie, J Rubin, K Eales, C Sweet (all personal).

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the Twinberrow Foundation Meeting held on 19th November 2024

The Minutes of the Twinberrow Foundation Meeting held on 19th November 2024 having been circulated among the members were taken as read, confirmed, and signed by the Chair as a correct record of the proceedings at that meeting.

4. To receive an update from the Chair of the Foundation on the appointment of the Clerk/Sculpture Trail Co-ordinator

The Chair advised that a member of the town council staff has expressed an interest in taking on the role of volunteer Clerk/Sculpture Trail Co-ordinator. **IT WAS AGREED** that:

- There was no necessity to advertise the role.
- The role of Clerk/Sculpture Trail Co-ordinator would be separate from the employee's current employment with the Council.
- There would be an initial trial period of three months.
- It is expected that the role would take approximately three hours per week with hours recorded on an activity log or time-sheet. The Clerk/Co-ordinator would be monitored by the Twinberrow Foundation.
- It would be possible for the Clerk/Co-ordinator to work on Council equipment in the Council offices at Jacob's House if required.
- An honorarium would be paid of £2,000 per annum. This figure would be reviewed as required at the end of the trial period.
- A job specification is required.
- The Chair and current Twinberrow Foundation Clerk would liaise with the volunteer regarding the position.

5. To consider the draft terms of reference for the Twinberrow Working group

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Members considered the Twinberrow Foundation Management Sub-Committee draft terms of reference document, version 1 11 Feb 2025.

IT WAS AGREED that the following clauses should be added to the aims and objectives:

- The plan should contain a long term vision for the woods, key strategies and immediate operational needs.
- Operational management of the Clerk/Co-Ordinator in their honorarium role to be through the Chair for delegated tasks.
- The sub-committee is to support the aims and aspirations of the Foundation.
- The clause reading 'Appropriate management of budgets delegated to the sub-committee to achieve the aims agreed for the estate' would include the wording *including procurement and commissioning*.
- The clause 'Management of the day to day running of the estate via the woodland manager and other agents used to undertake work' should also include '*Clerk/Sculpture Trail Co-ordinator*'

IT WAS AGREED that the Sub Committee membership section should be amended as follows:

- The Sub Committee should consist of at least six people, at least two of which are members of Dursley Town Council.
- All members of the Sub Committee have voting rights.
- Members co-opted by the Foundation with appropriate interest and expertise to a maximum that will be sufficient to be effective.
- The meeting will be quorate if a third of the membership attend as long as two are members of Dursley Town Council and the meeting has been advertised to all committee members with at least three days' notice.
- Meetings can be conducted virtually.

Following further discussion **IT WAS AGREED**

- That the first meeting of the Sub Committee would be an annual meeting at which a Chair and Vice Chair would be elected with annual elections taking place, at each following annual meeting, for both roles.
- The Sub Committee draft terms of reference could be further reviewed at a future meeting.

6. Any other urgent business.

The Vice Chair advised that she has had discussions with the head of the forestry degree course at the Royal Agricultural University in Cirencester regarding student(s) visiting/undertaking work in the woodland area and using it for potential projects. A site visit is to be arranged with the woodland manager.

The meeting closed at 9.17pm

..... Chairman

.....Date