



Heartwood Community Wood Fuel Group

Committee Meeting 9th October 2017 7pm @ The Railway Inn – MINUTES

Attendees:

Kevin Banton (KB) - Chair David Gravett (DG) Mark Beer (MB) James Powell (JP) Graham Bowers (GB)

Visitors:

Maddie Parker, Ben Reid, Rob Reid

Apologies:

Ben Devine (BD) Rupert May (RM) Chris Conway (CC) Mark Eydman (ME)

Minutes:

1. Welcome

KB opened the meeting at 7:00pm and thanked all for attending.

2. Apologies

Apologies as recorded above were accepted.

3. Approval of Previous Minutes

Minutes of 14th August 2017 agreed by attendees as a true and accurate record.

4. Matters Arising unless otherwise on Agenda

Committee Roles and Responsibilities to be reviewed. ME has prepared Draft descriptions for Chair, Secretary, Treasurer, H&S and Training Officers. Complete

Action: DG continues to develop Booking System with aim to have Beta version available for “internal” use in October - Ongoing

Bio-Security. **Action: ME to investigate policy. (Clean Boots, Spray etc.) Ongoing, GB also taking a look at policy**

5. Strategy

Strategic Wheel is available on Drop Box. Action from the AGM was to update the wheel to start looking further out. Agreed at this meeting that this will be carried out after Christmas (January Meeting)

KB suggested we also need the strategy in a word document format for use when applying for grants or working with other groups. **Action: KB to create a draft for discussion and agreement - Complete**

6. Treasurer's Report

We discussed the need for monthly finance updates and projections. As RM has not been to the committee meetings for some months **Action: KB will speak to him to see whether he will be able to carry out the treasurers role moving forward**

MB has received £50 to cover previous room hire.

Outgoings this months will be the Woodland Management Training and the First Aid training. Costs to be reported next month.

7. Shortheath Farm

Works are well advanced with building practically available for use – final concreting taking place this weekend 14th Oct

Action Ben Reid looking into the best policy on tool protection/insurance

Woodfuel Session Updates

Session planner is now very much up to date with the roles filled for most sessions. To be monitored on an on-going basis and any issues dealt with as the sessions are booked

Agreed that we now need to start planning the Committee Members who will be running each session so that we are clear who is committed when and that we can cover all of the proposed sessions. **Action: All to advise provisional availability- Complete**

Action: KB to liaise with CC regarding chainsaw refresher session – Complete, session took place on the 1st October.

Agreed for 2017/18 to make request for voluntary contribution of £2 - £3/session to cover refreshments and PPE. **Action: KB will send a mail to all members explaining the proposal and DG will include in the session invite information**

Feedback from first session held on the 7th October

- The session lead should NOT be one of the nominated chainsaw operators due to workload on the day
- We need to improve the cross-cutting processing safety ensuring a safe working area is maintained when chainsaws are in operation. To be included in roles and responsibilities for the day
- Brash management was not covered in enough detail, this needs to be part of the brief
- Documentation from the first session is having final updates before being printed and laminated to be placed in the document box

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8. Non-Woodfuel & External Events

It has been agreed to man a stand at the Beacon Hill Country Side Show on 28th August to maintain visibility. **Action: KB to finalise arrangements and H&S documentation - complete**

AGM held on the 11th September. Successful event with approx. 25 people in attendance. Actions from that meeting have been included in the notes from this meeting and were discussed at this committee meeting

MB outlined possibilities of commissioning external trainers and raising funds through ticket sales. This is being trialled with the First Aid Training on the 13th Nov.

KB fed back on the presentation to “Forest Holidays” group on the 28th Sept. This was at the request of Ben and Chris and formed part of a corporate day for a NFC sponsor.

KB has started discussions with Leah Graham of the NFC regarding further corporate days potentially ran by Heartwood and creating a source of income. A meeting with Leah is being planned for December.

9. Training

Successful grant application means all of the training we asked for will be provided. Mark Beer is now planning dates and attendees.

The 4 day Forrester’s Course with Robin Brook requires clarification and confirmation of dates and attendees. **Action: MB to progress - ongoing**

Other planned training includes Hand Operated Winches (10 Places – Provisionally September) and Quad Bikes (4 Places – provisionally October). **Action: MB to progress – training planned and in the diary for 4th Nov.**

First Aid training (+F) planned for the 13th Nov. To be held at CEEP near Ashby

10. Health and Safety

First aid was discussed and the need for personal first aid kits for the chainsaw users. **Action: BD to comment on the position regarding personal first aid and the trauma items required in the group first aid kit and assess the purchase of whistles for issue to everyone at sessions – items now received.**

It was agreed that risk assessment training would be appropriate for the committee members or the leaders of the sessions. **Action: MB to look into risk assessment training as it is believed this is run locally free of charge by a number of organisations. (GB to investigate Wildlife Trust documents) - ongoing**

While approximately 12 group members have attended First Aid Training, the degree to which this is aligned with our specific needs is unclear. **Action: MB to continue to investigate provision of Forrester’s Band Training. (Required for Chainsaw Operator and One Other at each session) – planned for 13th Nov.**

First Aid feedback from the initial session of the year has driven a complete review. Best practice will be agreed to ensure we have coverage of first aid kits, the correct content and the detail included in the day brief.

Chainsaw practice days to be part of the yearly plan. It is proposed that the CS operators work in pairs to check each others skills and to provide feedback and improvements.

All people with roles and responsibilities at the sessions must have signed a declaration that they have read and understood the documentation and risk assessments associated with the role they are carrying out. **Action KB/GB to put this process in place.**

11. Plant and Tools

Proceed with 4 plywood “Kit Boxes” to assist session tool management. **Action: DG/KB – Complete
DG has made 6 boxes**

MB has applied to BD for trolley and two chainsaws and minor items including Kelly Kettles, Tree paint etc., now all delivered

12. Items for Next Meeting

None in addition to Minutes and Agenda

13. AOB

JP advises discounts now available for tools via Groundsman.

All agreed to “tidy” Drop Box content where appropriate to aid clarity and ease of use.

14. Date of Next Meeting

November 13th @ The Railway Inn

Items to include – Charcoal action from the AGM not covered at the October meeting.

Signed as a true and accurate record;

Name:

Date: