



## Heartwood Community Wood Fuel Group

Committee Meeting 13<sup>th</sup> November 2017 7pm @ The Railway Inn – MINUTES

Attendees: Graham Bowers, Kevin Banton, Rupert May, David Gravett, Mark Beer

Visitors: Maddie Parker

Apologies: James Powell, Mark Eydman

### 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 9<sup>th</sup> October 2017 agreed by attendees as a true and accurate record.

#### 4. Matters Arising unless otherwise on Agenda

**Action: DG continues to develop Booking System with aim to have Beta version available for “internal” use in December – Ongoing, agreed that the Intellectual rights to the system will remain David’s**

**Bio-Security. Action: ME to investigate policy. (Clean Boots, Spray etc.) Ongoing, GB also taking a look at policy – Update 13/11/17. GB will take full ownership of the action and will provide a recommendation at the next committee meeting based on the Forestry Commission’s documentation.**

#### 5. Strategy

A first review of the group strategy was started. This consisted of an initial Brainstorm of areas we would like to consider. These are to be commented upon further with pros/cons **Action KB will create a document to record these and act as a repository for updates.** The areas raised were:-

#### Grants

- How robust are the grants we currently rely on

- How can we make the group less dependant on grants, yet still viable financially

### **Funding**

- Corporate Days
- “Arty Farty” items made by the group for sale
- Selling logs – green logs/kindling
- Greenwood skills – “How to” sessions and selling products
- Training – reselling training
- Other grant sources – what is available
- Contract work – management plans etc

### **Model**

- Continue as wood for work only
- Change the group status to CIC **Action GB will investigate this further and provide a recommendation on conversion**
- Replication/franchise of the “Heartwood” concept wider within the NF

## 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. Complete. RM was at the meeting and confirmed he will put financial reports and forecasts (training, service costs, etc) in place.**

Transactions this month have included the payment of the Woodland Management training. Incoming funds from the voluntary contributions have been deposited in the account. **Action MB will now progress the claiming of grants for all work and training completed to date.**

The committee agreed a figure of 20p per mile for any mileage carried out on Heartwood business. This was considered a reasonable amount to cover fuel.

## 7. Shortheath Farm

Ongoing building work taking place. Agreed that the current situation with tool storage is not an issue and security is important. Chainsaws will always be stored at a number of members houses to spread the risk of high value tools being stolen.

**Action Ben Reid looking into the best policy on tool protection/insurance – Ongoing Ben was not at the November meeting**

## 8. Woodfuel Session Updates

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 – complete and in place**

Session management & roles/responsibilities documentation is still undergoing reviews and updates. After the session on the 24<sup>th</sup> November **Action GB will update the documents with any changes after which we plan to laminate the documents for field use.**

**Action GB – Graham will speak to CC to discuss the management of session held on his sites. The committee would like all Heartwood sessions to have the same look and feel so suggest that CC's session are ran by Heartwood. Graham meeting Chris on the 15/11/17 at their next volunteer session.**

Committee agreed that the session on the 2<sup>nd</sup> December will have a Heartwood managed BBQ as a Christmas celebration.

#### 9. Non-Woodfuel & External Events

#### 10. 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. A sub team met with Robin to discuss the content. Robin is actioned to provide this. Committee agreed that if not content is in place by the end of the calendar year we should speak to Charles Robinson to ensure the grant funding is not wasted or is handed back.**

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 4<sup>th</sup> Nov. Complete, training took place**

First Aid training (+F) planned for the 13<sup>th</sup> Nov. Training was held at CEEP near Ashby. There was one paying attendee and two to invoice from CC team

#### 11. Health and Safety

First aid was discussed and the need for personal first aid kits for the chainsaw users. **Action: KB to speak to BD to quickly put in place the items required to ensure we have first aid kits for CS operators to contain – haemostatic pads, tourniquets, scissors and sharpie pen. RM will provide the bags for these.**

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) – Complete documents reviewed and in place**

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 13<sup>th</sup> Nov - Completed**

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. Ongoing, but most leads within the group have now**

**ran sessions so feedback is being gathered and learning put in place. Action will close after 24<sup>th</sup> Nov with KB sign-off**

12. Plant and Tools

Agreed chainsaw logs should be put in place for each device. **Action RM will create a log for each CS, ensuring the saws are given identities for tracking of service, use and issues. Also considering the purchase of Chainsaw bags to keep the saw and all accessories together.**

Agreed we will provide a bar and chain for all chainsaw trained people in the group. **Action KB will review numbers as there are three sets for the 171 saw, this may mean the purchase of a further set for the 261.**

Induction packs discussed for use when new people attend sessions **Action GB will produce a draft for discussion, including best practice tool use for the next committee meeting**

13. Items for Next Meeting

None in addition to Minutes and Agenda

14. AOB

KB confirmed we now have an account with Massey's for the purchase of items including fuel.

15. Date of Next Meeting

December 11th @ 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: