



## Heartwood Community Wood Fuel Group

Committee Meeting 8<sup>th</sup> January 2018 7pm @ The Railway Inn – MINUTES

Attendees: Mark Beer (MB), Graham Bowers (GB), Kevin Banton (KB), David Gravett (DG)  
Visitors/members: Helen Bralesford, Rob Davies, Steve Miller, Melinda Bell, Tim Bell.

Apologies: James Powell, Mark Eydman and Rupert May

- 1 Welcome\*

KB opened meeting at 7.00 and thanked visitors/members for joining us

- 2 Apologies\*

Apologies as recorded above were accepted.

- 3 Approval of previous Minutes \*

Minutes of 18<sup>th</sup> December 2017 agreed by attendees as a true and accurate record.

- 4 Strategic Development\*
  - a. Progress Update 2017/18

No progress with booking system, all dates for 17/18 already booked so now no rush with this until the Autumn. Development is ongoing subject to available time.

**GB** took on Biosecurity policy at last meeting and just needs to finalise how clumps of mud are referred to in the policy.

**MB** to write job role for fundraising/grants role

- b. Review of Planned Actions 2018/19

Defining the type of group that Heartwood is will be reviewed after the meeting with the NFC on the 11<sup>th</sup> January. Helen commented that it would be worth liaising with Mark Simmons and Andrew woodcock who were involved in setting up the group initially. A meeting will be arranged with Normal Dandy/Plunket at the end of January to discuss how the group is classified.

**GB** is not quite ready to get the documents laminated but hopefully they will be ready by the next meeting.

- c. The Next Stage – Vision for 2025!
- 5 Funding\*
  - a. Meeting with NFC planned for 11/01/18 – attendees and content

Decided that attendees will be **KB**, **MB** and **GB** for the meeting on the 11<sup>th</sup>.

**KB, MB** and **GB** to meet to discuss finance forecast and bring it up to date if needed.

6 Short Heath Farm\*

**KB** and **DG** to visit Short Heath and report back on progress. KB reported that building is close to competition

7 Wood Fuel Session Update\*

Storage boxes to have a laminated photo/description of what is in each box and how they should be loaded. **DG**

GB created a site plan for Willesley wood.

8 Non-Wood Fuel/External Events\*

We are still waiting to hear back on what woodfuel is required by the Timber festival. The meeting with the NFC should give us a bit more information.

9 External Events\*

N/A

10 Training Update\*

MB to provide Rob Brooke with dates for outstanding training. If we don't have a plan of when the training will be done by the next meeting this will not go ahead and we will inform the NFC. This is due to us running out of available time to do the training.

11 Health & Safety\*

Personal first aid kits to be issued to chainsaw operators **DG** to chase Rupert May

12 Plant and Tools\*

Chainsaw log books to be created by **MB** these will filled out by an operator every time a saw is used.

**GB** to create a best practice guide for tool use

DG commented a couple of pull saws were damaged and need replacing and we are down to 6 pairs of gloves. **KB** to speak with Black to Green if they can fund replacements.

**GB** to write up PPE requirements for insurance documents.

13 Publicity\*

N/A

14 AOB\*

**KB** to look at getting members to sign to say they have read the constitution

15 Next Meeting

12.02.18