

**GRACE & FLAVOUR DIRECTORS' MEETING MINUTES**  
**Thursday 11<sup>th</sup> April 2024: at 7.30pm**

Present	Beverley (Chair), Ray, Michael, Rob, Vicky, Ashley, Carolyn		
Apologies	Gerry, John W, John F, Helena		
Minute Taker	Vicky		
REF	ITEM	NOTES	ACTION
1.	<b>Minutes of Last Meeting (March)</b>	Approved. AB will put on the website	AB
2.	<b>Actions from last meeting</b>		
2.1	<b>AED Battery Life</b>	Emil at Dene Place has told RT that battery life is around 4 years. It was agreed we should make an arrangement with them to use their AED when ours next starts to run out.	RT
2.2	<b>H&amp;S Policy</b>	Updates have been made with specific reference to children at the garden. It was agreed that the amendments were satisfactory but BN will send a few minor edits to RT before it is published. It was felt that the list of First Aiders should be updated and put up on the noticeboard in the Potting Shed along with photographs.	BN/RT  AB
2.3	<b>WHPC Awards</b>	JW was awarded a Lifetime Achievement Award. Carolyn has published this magnificent achievement on Facebook and Instagram. No further action.	
2.4	<b>Squires Award</b>	VR contacted Squires and was told that we had not won an award. No further action.	
2.5	<b>Asset Register</b>	Ongoing – almost finished.	MT & GR
2.6	<b>Children in the Garden</b>	It was felt that this issue had now been handled satisfactorily to all parties. A policy has been implemented and will be incorporated into the Handbook and our H&S updated. It was agreed that we should have a Code of Conduct for all volunteers which AB and BN agreed to draft.	AB/BN
3.	<b>NGS Open Day</b>	A launch meeting will be held on 18 April. RT may have a suitable table which he will bring in to show CW but if it is not suitable we can buy one.	RT
4.	<b>Preparation for OGM</b>	OGM to be held at 12 noon on Saturday 11 May. VR will ask Tony to send an email to remind members. (This date can be moved if Gerry is not able to Chair the meeting.) Items for the agenda (order to be determined by GR): Children Rules – GR Members' Discount banding – GR Open Day – GR Finance – AB Garden Report - JW	VR

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5.	<b>Finance report</b>	We have a working balance of £11,184. EHPC have paid £500 for the cost of the patio and HCF has given us £300 for the raised beds. Sales in the last two months are down but this reflects the lack of produce for sale. Finances generally are on track with budget.	
6.	<b>G&amp;F Website and communications</b>	Nothing further to report. GR has provided a wildlife report which AB will add to the Website.	AB
7.	<b>Garden Report</b>	As noted in Finance above there is not much produce for sale at the moment. Planting and seeding is underway. Rhubarb is currently produce of the month.	
8.	<b>Allotments Report</b>	1 vacant allotment (or 2 halves) which has been advertised through the Parish Council. Mowing rota is being drawn up and should be issued shortly. Water dip tanks were cleaned and filled up Thursday.	MT
9.	<b>Building Team Report</b>	The concrete supports for the raised bed next to the Potting Shed had been put in and the timber is being delivered tomorrow. Two latches for the pea cages have been fitted.	
11.	<b>Wildlife</b>	Gerry has written a new wildlife report which will be put on the website.	
12.	<b>AOB</b>	<ol style="list-style-type: none"> <li>1. Handbook – see 2.6 above.</li> <li>2. Visit by Surrey Hills Society. No report given.</li> <li>3. Fetcham U3A Vegetable Group have asked for a visit on 10 July at 2pm. AB will forward to Ray and John</li> <li>4. Surrey County Council has 1.2 million trees for distribution. It was agreed we should express an interest in a couple of fruit trees.</li> <li>5. BN will start updating skills sheets at coffee breaks.</li> </ol>	AB  BN
<b>Meeting closed at 8.12pm</b>			

**Next Meeting: Thursday 9<sup>th</sup> May 2024 at 7.30pm, in the Potting Shed**  
**Chairman:** Gerry Robbins **Minute Taker:** John Whitlock