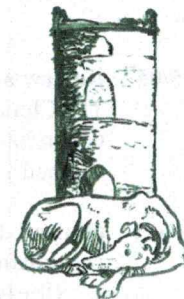


Tidmarsh Millennium Green Trust

Charity No. 1074140



Tidmarsh Millennium Green Trust

Minutes of a Trustee's Meeting

Held on Wednesday, 11th June 2025 at 7.30p.m. in Tidmarsh Village Hall

Members Present	
Cllr Jon Dunn (JD) – Chairman	Appointed as representative of the Parish Council as Sole Corporate Trustee
Cllr Mark Farrington (MF)	Appointed as representative of the Parish Council as Sole Corporate Trustee
Cllr Sima Elliot (SE)	Appointed as representative of the Parish Council as Sole Corporate Trustee
Cllr Bronwyn Wynne (BW)	Appointed as representative of the Parish Council as Sole Corporate Trustee
Cllr Jonathan Pearson (JP)	Appointed as representative of the Parish Council as Sole Corporate Trustee
Cllr Jon Chishick (JC)	Appointed as representative of the Parish Council as Sole Corporate Trustee
In Attendance	
Mrs. Wendy Rapley (WR)	Clerk

Agenda Item	Discussion of Item & Decisions	Action on
TM25/01	Quorum, due notice and Apologies for Absence A quorum was present being at least ½ of the number of appointed Trustee representatives (“together “the Trustees”) present and due notice had been given; no apologies for absence were received. The Clerk reminded those present that this was an Ordinary Meeting of the Trust which was not open to the public.	
TM25/02	Declarations of Interest The Members present confirmed there were no new Interests to declare.	
TM25/03	Appointment of new Chairman of Tidmarsh Millennium Green Trust Trustee's Meeting The Clerk advised that under the terms of the Trust Deed, any new Chairman of the Parish Council automatically becomes the Chairman of the Tidmarsh Millennium Green Trust Trustee's Meeting; as Cllr Dunn had recently been appointed as Chairman of the Parish Council on 14th May 2025, he now became the Chairman of the Trustee's Meeting. For the avoidance of doubt, Solvej Biddle remained as Chair of the Tidmarsh Millennium Green Management Committee.	
TM25/04	Approval and adoption of the TMG Management Committee (“TMG Mgt Committee”) Minutes The Clerk had reviewed proposed meeting dates for 2024-2025 and sought to locate associated minutes on the Parish laptop or in files which should be approved at this Trustees Meeting; the following dates and minutes, where found, were reviewed: 8th May 2024 (for signature) 10th July 2024 (signed) 11th September 2024 (no minutes found) 9th October 2024 (for signature) 13th November 2024 (no minutes found) 15th January 2025 (signed) 12th March 2025 (signed) Clarification was sought by the Clerk as to whether the meetings of September and November 2024 had been held given she was unable to find associated minutes, if other meetings had taken place, and whether minutes that had not yet been signed but appeared to have been previously approved could be signed; the Trustees indicated the meeting of September had probably not been held whereas the one in November was. IT WAS RESOLVED that: - The minutes of 8 May, 10 July & 9 October 2024, and 15 January & 12 March 2025 be approved and adopted. - Any approved minutes from TMG Management or Trustee Meetings that remained unsigned should be presented to the Chairman by the Clerk and signed. - Any draft minutes subsequently located by the Clerk should be deemed approved and presented for signature. - Once signed, all minutes should be posted to the Parish Website.	WR WR WR

TM25/05 Review and update on Tasks List

The Clerk stated the Action & Tasks List had been segregated out so that items pertaining to the Millennium Green had been removed from the Parish Council's Action List on the grounds there may be items on the Council's List which should not be viewed by individuals who were not members of the Council.

(1) (Raised July 2023 and 14 May 2025) Clarification of Southern Boundary to Millennium Green & responsibility for clearance of encroaching shrubbery

- Cllr Pearson reported he had used the GPS function on his mobile phone to establish the boundary line between SB's property (Laurence House) and Millennium Green; he presented a black and white ariel photograph annotated with the co-ordinates of each end of the boundary line and red lines indicating such boundary between those points, with one end of the boundary commencing at the metal post situated at the A340 end.
- Two concerns were raised however, namely:
 - (a) A close-boarded fence was between Laurence House and the Millennium Green with the "good side" facing towards the Green; thus, a question as to whether the fence was deemed belonging to SB or Millennium Green.
 - (b) A dense thicket or shrubbery in the southwest corner of the Millennium Green; it was unclear whether this was within the Green's boundary or outside of it.

IT WAS RESOLVED that:

- (i) Cllr Pearson would forward a coloured version of the photo as the redline version of the boundary was not particularly clear, to the Clerk for retention and consideration at the next TMG Mgt Committee meeting of 9 July 2025.
- (ii) The two concerns regarding the close-boarded fence and the dense shrubbery should be more fully discussed at the next TMG Mgt Committee meeting of 9 July 2025.

JP/WR

WR

(2) (Raised 9 Oct 2024) Treatment of wooden play equipment with wood preserver

Treatment of the wooden play equipment with wood preserver was an outstanding action; it would be raised with JM, the Groundsman, at the next meeting of the TMG Mgt Committee.

(3) (Raised 12 March 2025) Purchase of more bulbs for Groundsman to plant

Additional spring-flowering bulbs would be purchased in the Autumn by Cllr Elliot and given to the Groundsman to plant.

(4) (Raised 14 May 2025) Signed Minutes in Minutes Book

The Clerk had scanned the signed minutes of 14th May 2025 to the drive and placed a hard copy on the Minutes folder.

(5) (Raised 14 May 2025) Instruction of Groundsman to carry out works approved at meeting of 14 May 2025

The Clerk had sent an email to JM advising him of the TMG Mgt Committee's approval to his suggested works, subject to the caveat regarding the use of a proprietary weedkiller that would not kill the grass or pose a danger to wildlife/insects; JM had acknowledged receipt of the email but it was unknown whether works had commenced.

(6) (Raised 14 May 2025) Dissatisfaction with RoSPA report

The Clerk had yet to arrange for a letter to be sent to RoSPA from the TMG Trust expressing disappointment at the quality of their inspection in April 2025, especially given the inspection had not picked up the loose bolt in the top beam of the basket swing, and requesting full reimbursement of the fee that had been charged and paid by TMG Trust.

(7) (Raised 14 May 2025) Provision and installation of a replacement top beam for the basket swing

This would be discussed later in the meeting.

(8) (Raised 14 May 2025) Appointment of a new inspection firm to carry out annual inspections.

Enquiries into identifying a new firm to carry out annual inspections of the play equipment had not commenced, pending the replacement of the top beam for the basket swing and requesting RoSPA to carry out an inspection of the works once completed to determine that they have been completed satisfactorily.

(9) (Raised 14 May 2025) Updating TMG Mgt Committee on publication of article regarding the VE Day celebrations

Cllr Wynne reported an article had been written and sent to the Parish Magazine's editor for inclusion; the latest edition of the magazine had yet to be issued.

(10) (Raised 14 May 2025) Updates on holding a Village Fair and a Christmas Carol Service on the Millennium Green

Cllr Wynne had notified the Parish Council via email that a Summer Village Event would take place on Sunday, 24th August 2025 to mark the 25th anniversary of the Millennium Green; activities would take place on the Green, in the Village Hall and in the 2 local churches, including a raffle, the monies from which would be put towards the cost of wood treatment works to the play equipment. An update would be provided at a later date regarding the Carol Service.

(11) (Raised 14 May 2025) Trimming of hedge between Barn Cottage and Millennium Green

The Clerk had sent an email to JM on 6 June 2025 requesting that he trim the hedge between Barn Cottage and Millennium Green; no response had been received back yet.

TM25/06 Review of Tidmarsh Millennium Green Checks Rota

This was reviewed; Cllr Farrington offered to carry out the checks scheduled for the fortnightly periods 16th to 19th June and 30th June to 13th July 2025 in lieu of Cllr Chishick; this was accepted by Cllr Chishick.

TM25/07 Review of Maintenance Programme

The Maintenance Programme was presented; this had not been formally reviewed for several years to update it with latest and next due inspection dates, establish currency of maintenance areas listed, or to add new maintenance items or contractors.

IT WAS RESOLVED to formally review the Maintenance Programme at the TMG Mgt Committee Meeting on 9th July 2025 and for the Clerk to add this to that meeting's Agenda.

WR

TM25/08 Review of current condition of wooden play equipment & decision regarding repair or replacement of basket swing top beam

It was noted that:

(i) Replacement top beam for the basket swing

- Cllr Pearson had obtained a quotation for the supply of a replacement top beam for the basket swing from Chiltern, but this was very expensive.
- Cllr Farrington had been in contact with one of the Tidmarsh residents, John Keeler, who had contacts within the building/construction sector; Mr. Keeler believed he had a pole that would be suitable which he would offer to the Trust at nil cost, but had stated it would need to be fitted by a builder, and had informed Cllr Farrington that he knew of a builder who could do this but who would charge for so doing.
- A discussion took place regarding the exact dimensions required for the replacement beam, with the Cllrs believing a beam of 4.2m in length by 15.24cm in diameter being suitable; this would provide an overhang at both ends of the swing but a more accurate measurement would need to be taken.
- Any replacement timber used as a top beam should ideally be "play-grade" or not subject to splits and splinters, although it was recognised that all wood splits or splinters over time.
- Cllr Pearson offered to fit the replacement beam instead of a builder, given his background as an engineer, for free; however, concern was expressed by several Cllrs regarding the insurance ramifications for this and whether he would be covered for such work under the Trust's insurances and also from a Health and Safety perspective, although Cllr Pearson pointed out that him fitting a replacement beam for free rather than employing a firm or specialist individual would save taxpayers' money and he offered, as a means of providing comfort on the insurance front, to sign a disclaimer.
- Consideration was given to requesting RoSPA to inspect the replacement beam after the works had been carried out to provide assurance as to their satisfaction.

IT WAS RESOLVED (subject to two dissensions from Cllrs Elliot and Wynne) that

- a) An accurate measurement would be taken by Cllr Pearson of the dimensions of the existing top beam to the basket swing in order to inform the order for the replacement beam and for him to notify Cllr Farrington these dimensions which could be passed to Mr. Keeler so that the latter could check the dimensions against the pole he had.
- b) Cllr Farrington would obtain the pole to be used as a replacement beam at nil cost from Mr. Keeler.
- c) Cllr Pearson would install the pole as the replacement beam to the basket swing, with the latter signing a disclaimer.

JP/MF

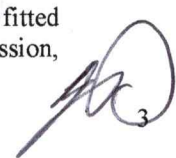
MF

JP

Cllrs Elliot and Wynne stated they would not support the decision regarding the installation of a replacement beam by Cllr Pearson, on potential insurance and health & safety grounds, averring they would prefer a firm or specialist to carry out the work instead.

(ii) Possible reinstatement of basket swing prior to replacement of top beam

It was suggested by Cllr Pearson that prior to a replacement beam being fitted, a metal plate should be fitted to the area by the loose bolt to make it secure to permit reinstatement of the basket swing; after discussion, this was felt not to be a good course of action.



IT WAS RESOLVED not to fit a metal plate to the area by the loose bolt to make it more secure to permit reinstatement of the basket swing.

(iii) Treatment of wooden play equipment

It would be sensible to treat all of the wooden play equipment with wood preserver at the same time as effecting the repair to the basket swing; JM should be instructed to carry out the wood treatment works at the same time or immediately after the works to replace the top beam of the basket swing.

However, any wood preserving treatment would need to be in accordance with current regulations/guidelines so that it didn't pose a risk to children using the equipment.

IT WAS RESOLVED that JM be requested to confirm the type of wood preserving treatment suitable for use on wooden play equipment and for the Clerk to contact him to this effect.

WR

(iv) Repair to the bolt on the side rails

The bolt on the side rails had come loose and required fixing.

IT WAS RESOLVED that Cllr Pearson and JM between them would fix the bolt to the side rails.

JP/JM

(v) Full waste bin on Millennium Green

The waste bin on Millennium Green by the lychgate was full; Tactical was the contractor responsible for waste collections and a query was raised as to when the bin was last emptied and the frequency of collections.

IT WAS RESOLVED that the Clerk should revert to Tactical and ask when the waste bin on Millennium Green was last emptied and the frequency of such collections.

WR

TM25/09 Finance

(a) Presentation of Report & Accounts for YE 31 March 2025 for TMG Trust

A statement of Receipts and Payments against Budget for the financial year ending 31st March 2025 was presented, which showed assets owned by the Parish Council which were Millennium Green related i.e. the ride-on tractor mower insurance and grants made to the Trust, together with schedules setting out a breakdown of payments made by way of grants to the Trust to cover necessary expenditure by the Trust i.e. Grounds Maintenance fees for JM, Mower service costs, and the RoSPA play equipment inspection cost.

In the year 2025-2026, the Grounds Maintenance fees for the period January to March 2025 had been paid as had RoSPA's inspection invoice.

(b) Annual Governance & Accountability Return for YE 31 March 2025, including Internal Audit and preparation of AGAR documents encompassing TMG Trust financials

An Internal Audit was to take place shortly, with the appointment of an Internal Auditor due to be approved at the Council meeting following this meeting; the internal audit was part of the process of completion of the statutory AGAR for the year ending 31st March 2025 and accounts and associated information pertaining to the TMG Trust would be reviewed by the Internal Auditor.

(c) Upcoming Insurances

The Tractor Mower insurance renews annually on 5 January, with the Trust's Public and Employer's Liability insurances renewing on 6 December each year.

TM25/10 Annual Returns to the Charity Commission

Annual returns to the Charity Commission by the Trust had not been submitted for the years ending 31st March 2023 and 31st March 2024 in contravention of the Trust's obligations to the Charity Commission; the annual return in respect of the financial year ending 31st March 2025 was required to be submitted no later than 31st January 2026.

The Clerk advised the Trust had previously had a "My Charity Commission Account" which permitted online filing, but that logon details and passwords were unknown as a result of the several changes of Clerk since the departure of Ms. Currie and that the account would need to be re-set to enable filings to take place.

IT WAS RESOLVED that the Clerk should contact the Charity Commission and re-set the Trust's account with them, investigate how to file the outstanding returns for the financial years ending 31st March 2023 and 31st March 2024, submit such returns and confirm once this has been completed.

WR

TM25/11 Consideration of opening a separate bank account for Tidmarsh Millennium Green Trust

The Clerk advised that as part of discussions with the incoming Internal Auditor, she had been advised the Charity Commission recommended that any charity should open and maintain its own bank account; the Trustees discussed this and recalled that an approach had been made to Lloyds, with whom the Parish Council had bank accounts, with a view to opening an account with them for the Trust but that Lloyds had declined this request..

WR

IT WAS RESOLVED that the Clerk be instructed to investigate options for a charitable bank account to be set up for the Trust which could be operated via an online facility and which did not imposed punitive or any bank charges.

TM25/12 Obligations under the Terms of the Trust Deed & Management of Trust Report

The Clerk had included, as an aide-memoire, a copy of the original report prepared by Ms. Currie, previous Clerk, and submitted to the Parish Council in June 2021 following the transfer of ownership of the Trust to the Council which set out details of assets owned by the Trust, future meeting arrangements and requirements, the recommendation for the constitution of a Management Committee for the Millennium Green, possible transfer of assets owned by the Council for the Millennium Green, legal powers of the Council to act as Corporate Trustee and financial considerations.

IT WAS RESOLVED to note this report and its contents.

TM25/13 Dates of the next TMG Trust and Management Meetings

The following dates for meetings of the TMG Trust and TMG Mgt Committee for the remainder of the year were proposed, with the Clerk reminding the Trustees that under the terms of the Trust Deed, the Trustees were obliged to hold 2 Ordinary Meetings per year which were not open to the public and 1 annual meeting per year in May or as soon as possible thereafter, which was open to the public:

Wednesday, 9 th July 2025	7.30p.m.	TMG Mgt Committee Meeting
Wednesday, 24 th September 2025	7.30p.m.	TMG Mgt Committee Meeting
Wednesday, 15 th October 2025	7.30p.m.	Annual Meeting of TMG Trust Corporate Trustee
Wednesday, 12 th November 2025	7.30p.m.	TMG Mgt Committee Meeting
Wednesday, 10 th December 2025	7.30p.m.	Ordinary Meeting of the TMG Trust Trustees

IT WAS RESOLVED to approve the above dates.

TM25/14 Close of Meeting

The Meeting closed at 20.30

Signed: _____

(Chairman)

Date: 15th October 2025