**Friends of Bradgers Hill Annual General Meeting – 11 October2017**

1. **Present:**

Abi Coupe, Dave Coupe, Alan Mason, Charulata Patel, James Hetherington, Margaret Hetherington, Bob Tarron, Rita Tarron, Trevor Tween, Paul Hammond and Scott Ashdown.

1. **Apologies:**

Jim Casey and Judy Entwistle.

1. **Minutes of September 2017**

Agreed.

1. **Finance (Alan Mason)**

Alan presented the Annual Statement of Accounts (attached to these Minutes).

1. **2017 Events**

Highlights include:

* Monthly meetings.
* Walks, approximately 5 miles, led by Bob and Rita – There has been a disappointing turn out unfortunately despite email round robins, so these should be cancelled.
* Litter picks - 4 per year. Future dates of 4 February, 15 April, 29 July, and 7 October 2018.
* Butterfly Surveying between May – October.
* TCV and conservation work
* Wildlife Weekend (to be spread out across the summer in 2018).

1. **Your Say Your Way**

We were successful in our bid for £980 composed of:

* Equipment - £200
* Resources/speaker support - £190
* Reopening of the nature trails and associated marketing - £550
* TCV Membership - £40

The next step is a meeting on 18 October to discuss funding distribution. Alan kindly offered to attend.

1. **Rights of Way& Interpretation Signage**

Further worktook place on 14 & 28 September, however we were unable to install the 2 new signs because the right of way works took longer than anticipated. Historic England has signed off the work. Delay was also caused because the signs had not been unpacked and put together. Trevor kindly offered that there is a possibility of utilising TCV during their next work party on 2 November to get this done.

Once installed Rachel Hopkins and David Franks have offered to officially unveil.

Access Work Parties will take place on the following Saturdays:

* 28 October 2017
* 25 November 2017
* 13 January 2018

All will meet at 9:30am by the roundabout at Bushmead Road/Fairford Avenue. All finish by 12:30pm.

1. **Butterfly Season – Analysis of 2017 results**

Dave presented the Analysis Paper, attached to these Minutes.

1. **Annual Report**

Abi gave an overview of the Annual Report (attached to these Minutes).

We agreed that we should start to encourage new members at events and utilise the new signs and notice board at the Community Hub for marketing purposes. **Action:**Dave offered to design a short leaflet introducing the Group.

We also agreed to charge £2 per head for speaker events.

It is important to capture evidence of all events such as litter picks and put summaries on the website so that we have a history.

There is also an aspiration to carry out an eco-audit to form the basis of a guided tour walk via an App. The Community Hub also has a long term ambition to hire a seasonal worker who could lead field events.

There was insufficient time to consider the priorities for 2018, so these will be carried forward to the November Meeting.

1. **Election of Officers**

The following were elected:

* Organiser – to convene meetings and co-ordinate committee activities –**Dave Coupe & Charulata Patel**
* Secretary – to carry out administrative tasks that sustain activities of the Friends – **Abi Coupe**
* Treasurer – to maintain accounts, banking arrangements and membership details – **Alan Mason**
* Fundraising Officer – to seek opportunities for funding, prepare bids and evaluation returns – **Paul Hammond (TBC)**
* Survey Officer – to organise volunteers for surveys, collate data and liaise with relevant outside bodies – **David Coupe**
* Access Officer – to begin the task of mapping the major and minor routes on the Hill; organising volunteers to keep these in good repair and seek opportunities to improve signposting – **James Hetherington**
* Education Officer – to liaise with local nurseries, primary schools, secondary schools and the Sixth Form College with view to the provision of educational activities - **VACANT**
* Liaison Officer – establishing and maintaining relationships with Luton and county-wide groups with similar aims - **VACANT**
* Events Officers (meetings) and (walks) – to organise and publicise speakers for monthly meetings and the quarterly walk programme – **Charulata Patel**
* Website Officer – to maintain and develop our online presence – website, Facebook and Twitter – **Scott Mason**
* Environment Officer – to organise quarterly litter picks – **Margaret Hetherington**
* Conservation Officer **–** to assist with the organisation of maintenance opportunities and liaise with relevant bodies **– VACANT**

1. **AOB**

Charulata has supplied the Risk Assessment Template from the Wildlife Trust. Abi has circulated the template to those present, inviting them to send comments to Charulata. **Action:** All to send any comments on the Risk Assessment Template to Charulata.

**Action:** Rita to find out the contact details of the police wildlife liaison officer.