

FRIENDS OF MIDDLETON-ON-SEA POND & GREEN MINUTES

MANAGEMENT COMMITTEE MEETING

Small Village Hall, Middleton

Wednesday, 4th October 2023

MEETING STARTED: 7.36pm

MEMBERS PRESENT:

Nicky Mills (Chairman), Michael Leete, Richard Wiseman, Jacky Pendleton, Robin Lush, and Don Faircloth.

APOLOGIES: Barry Ingate. Jenny Wright.

MINUTES:

The Minutes from the 22nd March 2023 meeting were unanimously agreed and signed.

Proposed by: Don Faircloth and **Seconded by:** Robin Lush.

A copy of the Minutes to go to the Parish Council. **Action-Gillian**

MATTERS ARISING FROM PREVIOUS MINUTES:

Nicky still to submit application for a water supply. **Action-Nicky**

Wildflower Meadow - contact re the rotavator fell through and another company quoted but was far too expensive plus they planned to use a weedkiller.

Don will update under Item 6 on the agenda.

CHAIRMAN'S UPDATE:

Christine Johnson had resigned from the Parish Council which meant she was required to stand down as a Trustee of the Middleton Pond & Green Charity. Parish Councilors unanimously voted Jenny Wright, WSCC Footpath Inspector as their 3rd representative trustee to replace her. Nicky has sent her the various paperwork and said she was currently on holiday.

Charity Commission website needs to be updated. **Action-Gillian**

TREASURERS REPORT:

As discussed at the AGM. On Barry's return Nicky will discuss with him costings for essentials and develop a budget plan.

MAINTENANCE UPDATE from DON:

1. 10 work parties have taken place since the last AGM. 20 people are advised in advance of which about 15 are volunteers and average 8 helpers per work party.
2. The woodland strip continues to be cleared to introduce new native plants and bulbs and evergreen shrubs to be cut back to three or four feet to open up views of the pond and allow more light into the area. Elm sucklings will be removed as Dutch Elm disease is still in the area.
3. An area of roughly 5m x 3.5m on the Manor House side of Sea Lane has been covered by black plastic to kill the grass in preparation for the wildflower meadow in spring 2024.
4. A tidy Northern ditch has been achieved by removing brambles etc over the last two or three years allowing planting of bulbs and primroses. Now similar work on the

Southern ditch is well under way with the area between the Southern ditch and Sea lane needing to have some invasive weeds carefully removed in the spring to allow for better control and colour along with further planting of wild flowers.

5. Undergrowth on the Western side of the pond will need to be cut back, but due to the present water levels will need to be done from the bank in agreement with the shared owner.

6. A winter task will be to cut back brambles and undergrowth around the bus shelter and Parish Notice board just to tidy the area up.

7. Bat boxes may be offered to put up in the trees and will be fixed accordingly.

8. Daffodils, snowdrops, crocuses, fritillaries and bluebells have been ordered and will be planted following the leaf clearance.

9. The six water lilies have survived with one that actually flowered and hopefully more will flower in 2024. They attracted more dragonflies/damselflies during 2023.

10. All other tasks at the Pond and Green are carried out regularly by our Committee Members and Volunteers and Don thanked them all for their support.

LAND REGISTRY UPDATE:

Michael reported that a title number had been allocated and that finally supporting paperwork received.

Nicky once again thanked Michael for his hard work.

CHRISTMAS CAROL & MULLED WINE COMMUNITY EVENT:

Potential date of **16th December at 11.00am** (with a second choice of 9th December). Jacky will speak with Father Paul regarding having the church choir singing carols. **Action Jacky.**

Expenditure was agreed for more lights and it was decided to purchase a big Christmas tree to be erected & decorated for the Christmas duration. **Robin** will inquire at Chalcroft Nurseries. **Don** said he may have a contact.

OLD SEAT REPLACEMENT:

The old seat is rotting at one end and will need replacing. Looking for either a four seater or possibly a seat with a table. Approach MMB who provided the recycled seats.

Action-Nicky.

ADDITIONAL COMMITTEE MEMBERS:

No additional non voting members so far, approach volunteers.

It was suggested that putting up a sign at the pond ahead of each work party morning could be useful to attract more volunteers. A small removable notice board was suggested instead of using the trees, perhaps rustic looking - approach Kevin Wymbs for suggestion.

AOB:

Richard asked if we had re-registered with the Charities Commission website as it had been updated - Gillian confirmed that this had been done.

Richard mentioned that he has loads of newts under pots in his garden, an excellent sign that the pond life was thriving. It was suggested that as the last Ecological Survey and Management plan was done in 2015 it was time to see if Kate Ryland would do a follow up survey. **Action Nicky.**

A request was made for Thanks to the Chairman and Don for all their continuing work, be minuted on the AGM minutes. **Action-Gillian**

NEXT MEETING: TBA

Friends of Middleton - on - Sea Pond & Green Charity
Charity No 1170594

Income and Expenditure Account
for the year ending 31st May 2023

	<u>2022</u>	<u>2023</u>
	<u>General Fund</u>	<u>General Fund</u>
Income		
Parish Council Funding	2,000.00	2,000.00
West Sussex C.C. Grant		-
Donations including Gift Aid	1,364.10	1,323.56
Fund Raising	2,534.76	1,178.41
	-	-
	<u>5,898.86</u>	<u>4,501.97</u>
Expenditure		
Insurance	330.00	384.60
Secretarial Honorarium	150.00	100.00
Legal and Professional	-	88.20
Printing, Stationery and Postage	10.95	8.20
Site Maintenance		
Brown Bins	229.74	155.52
Bench	15.00	
Tree lighting	196.87	367.95
Lawnmower and Equipment	392.39	51.32
Tree Work	1,000.00	2,785.00
General Garden & Pond Maintenance (Note 1)	1,090.98	1,211.08
	<u>3,415.93</u>	<u>5,151.87</u>
Excess of income over (expenditure)	<u>2,482.93</u>	<u>(649.90)</u>

Balance Sheet
as at 31st May 2023

	<u>2022</u>	<u>2023</u>
Assets		
Current Assets		
Cash at bank	8,009.91	7,364.29
Cash in hand	82.69	78.41
Total Assets	<u>8,092.60</u>	<u>7,442.70</u>
Liabilities		
Current Liabilities		
Accrued Expenses	-	-
Capital and Reserves (Note 2)		
General Reserves	5,092.60	4,442.70
Sinking Fund Reserve	3,000.00	3,000.00
	<u>8,092.60</u>	<u>7,442.70</u>

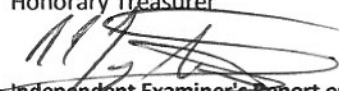
Notes to the accounts

Note 1. The General Maintenance costs include £540 for the floating island. The remainder relates to bulbs and compost.

Note 2.	Reserves	General	Sinking Fund
	1 June 2022	5,092.60	3,000.00
	Surplus/(Deficit) for the year	(649.90)	-
	Transfers		
	31 May 2023	<u>4,442.70</u>	<u>3,000.00</u>

The Sinking Fund has been established to ensure sufficient funds are set aside to meet major anticipated expenditure for tree maintenance and possible tree removals.

B R Ingate
Honorary Treasurer

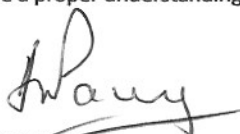

Independent Examiner's Report on the Accounts of the Friends of Middleton-on-Sea Pond and Green Charity No 1170594 for the year ended 31st May 2023

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required for an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

In connection with my examination, no material matters have come to my attention, which gives me cause to believe that in, any material respect, the accounting records were not kept in accordance with section 130 of the Charities Act, the accounts did not accord with the accounting records or did not comply with the applicable requirements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Dated:

10th July 2023

Independent Examiner