

Chairman  
Mr W Turner



Secretary  
Miss L Wilkins

Treasurer  
Mrs C Moore



## Minutes of the meeting of the Friends of Pannett Park (including Little Park) Management committee

4<sup>th</sup> March 2010 2 pm in the Normanby Room

Present - Walter Turner (Chair) Robert Everiss (Project Officer)  
Cllr Joe Plant (Scarborough Borough Council) Linda Wilkins (secretary)  
Joy Huish (volunteer) Chris Roe (SBC)

Apologies - Susan Davies (Whitby in Bloom) Owen Moore (volunteer)  
Cllr. Marie Harland (Scarborough Borough Council) Carol Moore (Treasurer)  
Cllr. Walter Jones (Whitby Town Council)

234 Minutes of the meeting 3<sup>rd</sup> February 2010  
The minutes were agreed correct.

235 Matters arising  
Floral Clock planting - yellow and gold marigolds to be planted for 2<sup>nd</sup> June. Roger Burnett has said reserve planting will be available if necessary. He will ask Steve Allen to do a plan. The white gravel needs cleaning and the numbering needs darkening. Chris Roe to investigate. The letter confirming the funding for an apprentice gardener has now been sent from WTC to SBC. The apprentice now needs appointing - Chris Roe to discuss with Roger Burnett.  
Linda Wilkins has contacted the British Heart Foundation requesting information about siting defibrillators in Whitby.

236 Project Officers report  
Robert Everiss reported on progress and circulated a report.  
Poor weather has again delayed progress.  
Current tasks are pathways, notice boards, community garden and "snagging".  
Herbaceous planting in front of the Museum is complete. Programmed planting involving Friends, cubs and school children will take place in March.

Rockery plants, Southern Hemisphere plants and herbaceous plants will follow for planting in April.

A Friends workshop has been arranged for 9<sup>th</sup> March to discuss types of roses to be planted.

TGP have presented a Parrotia persica tree which will be planted on 9<sup>th</sup> March, with a publicity photo shoot. A second Parrotia will be used to represent the Friend's 1000 hours, the original prunus representing this had to be removed.

Robert Everiss will leave his post as Project Officer at the end of March to take on the role of a Green Space Development Officer. A lead officer will need to be identified by SBC to deal with remaining project management issues.

The chairman has written to Brian Bennett expressing concern about the urgency of the implementation of the new staffing structure. Brian Bennett has informed Joe Plant that this is "in hand". Also the new management structure will be in place by 1<sup>st</sup> April.

The joint marketing group needs to be identified - representatives from the Museum, the Art Gallery and the Park. Robert Everiss will work on this and aim to get action on the joint leaflet.

A meeting has taken place with members of the Friends Management Committee, the Project Officer and the Head Gardener, Park.

#### Notes from Robert Everiss' handover meeting 18.2.10

Robert Everiss leaves mid-May so it is important everyone is clear about their role.

Advertisements are ready for the Area Parks Officer job.

Area Parks Officer and Head Gardener Park must be based in the Park.

It is important to retain the office in the museum/art gallery.

Robert Everiss has requested a PC for the office. There is funding for a notice board.

Systems are in place to take on an apprentice gardener in the Park.

Project management -

SBC manage the budget - someone at SBC will be identified to do this.

SBC will report back to FPP & WTC.

Training Plan\_(HLF funded budget) -

Area Parks Officer will have a key role & liaise with FPP.

Transport for visits - Area Parks Officer will arrange via SBC.

Visits - FPP to arrange - if any cost Area Parks Officer will contact SBC.

Saturday sessions - joint FPP & Parks Officer.

Advertising events- Posters, Whitby Gazette, website - FPP

Broader publicity via Emma Davies, SBC

Audience Development (HLF Funded Budget) -

Plan & budget are in place.

Annual programme - FPP & Parks Officer to liaise.  
Professional brochure will be produced for Museum, Art Gallery & Park.  
Website is currently being reviewed.  
Event & Activity Organisation (none HLF funded - Friends) -  
Programme of events needed - FPP (LW)  
Fundraising - FPP (CM)  
Managing budget - FPP (CM)  
Publicity - FPP (LW)  
Health & Safety - Parks Officer must ensure volunteer gardeners have appropriate training & that Health & Safety procedures are in place.  
Newsletter -  
Two per year - FPP (WT)  
Committee Meetings -  
General organisation - FPP (LW)  
Open Meetings -  
General organisation - FPP (LW)  
Publicity - FPP (LW)  
Room & special requirements - FPP (CM)

Area Parks Officer will be the key link between FPP & SBC

Visit to Roundhay Park, Leeds, arranged for 8<sup>th</sup> April.  
Cubs helping with planting  
Plant Sale, 13<sup>th</sup> March - plants donated by Tony Dominiak

### 237 Head Gardener's Report

Chris Roe reported that the first batch of plants were now all planted, more arrive tomorrow. Cubs and Beavers are helping with planting on 13<sup>th</sup> & 20<sup>th</sup> March. Help has also been requested from the secondary schools. Whitby Community College Duke of Edinburgh Award students will be surveying Park users on Saturday mornings as their community service section.

Gary Spreadbury is doing very well on his placement.

The tree team have been asked to install the remaining bat boxes.

TGP have offered to pay for a tree - Protea persica photo shoot 1.30 Tuesday 9<sup>th</sup> March.

Suggested the second Protea be used to represent the Friends 1000 hours.

Ryan Sleightholme is making a tombola machine.

### 238 Health And Safety

Chris Roe reported he had looked at risk assessments for park staff and they were also relevant to volunteers.

There have been no incidents recently with Friends gardening in the Park.

Chris Roe will do regular safety briefings to the volunteers and will need to ask every volunteer to sign to say they have read health and safety documents.

There are first aid facilities in the tool shed and Friends need to undertake first aid training. Joy Huish volunteered to do this.

239 Treasurer's Report

Carol Moore submitted a report.

Owen Moore and Chris Roe are working together on purchasing tools.

Suggested visit to Harlow Carr Gardens (free because of RHS membership) - meeting suggested late June, after re-opening.

240 Official re-opening - Wednesday 2<sup>nd</sup> June 2010

Notes from the planning group had been circulated to the committee.

Meetings are now planned for every two weeks, Wednesdays at 10 am in the Normanby Room.

241 Treasure Hunt

Linda Wilkins reported on the treasure hunts being planned.

Heather Rowland and Fiona Barnard are very enthusiastic to plan a treasure hunt aimed at KS2 students and focussing on different key areas in the Park. It is hoped to link these to Museum exhibits and have a Park Treasure Hunt on one side of an A3 sheet and a Museum Treasure Hunt on the reverse. It is also hoped to have a treasure hunt aimed at younger children - probably a butterfly hunt, with about six steel, painted butterflies attached to walls around the park.

242 Commemorative Garden Dedication

Walter Turner has spoken to Stuart Gunson who will be happy to organise a short service - Sunday 9th May.

243 Web site Review

Linda Wilkins reported on the suggestions of the web site group for changes to be made this year. Jack Barber has bought out the website design section of Computer Doctor. Chris Roe is keen to have a blog.

244 Open Meeting - 21<sup>st</sup> April

It had been planned for Robert Everiss to make a presentation at the meeting but he will not be able to - Joe Plant will contact Tom Mutton

to ask if he can do a presentation.  
PCSO Lynne Butler will present a police report.

245 Any Other Business

Linda Wilkins received an email from Mark Edwards reminding the committee that there is a policy of no mobile phones in the museum, also no camera phones.

Invitation to Borough's Big Thank You event, Monday 19<sup>th</sup> April - Walter Turner and Joy Huish would like to go.

On Monday 1<sup>st</sup> March Walter Turner spoke to Whitby Whalers gardening group, about the work of the Friends. Ann Dennier also gave a short talk on the history of the Park.

Joe Plant asked if there could be fish in the Lily Pool.

Joy Huish asked if the Management committee could review the progress of the project - all agreed it was a good idea, perhaps July.

John McLachan, WTC, has asked if he can do a bird nesting survey in the Park.

Chris Roe suggests a formal walk round the Park on a regular basis with Walter Turner and Joe Plant.

Chris Roe is keen to develop partnerships with the Park - Whitby Regatta is the first.

Robert Everiss leaving dinner - Tuesday 23<sup>rd</sup> March, 7.30, Passage to India.

246 Date of next meeting

Wednesday 7<sup>th</sup> April 2 pm Normanby Room



Whitby Town Council