

Minutes of the meeting of the Pannett Park (including Little Park) Management committee, 3rd January 2018 2 pm at Whitby Pavilion



Present - Bob Bennett, Linda Wilkins, Anne Noble, Linda Sims, Kath Horsley, Sheila Johnson, Roger Burnett, Sorrel Hinchliffe, Amanda Smith, Heather Coughlan.
Chris Roe, from 3 pm.

1. **Apologies** - Keith Wright
2. **Minutes of the Management Committee meeting**
29th November 2017.

The minutes were agreed correct, to be put on the website.

3. **Matters arising from the minutes**

- a) CTV cameras - with SBC.
- b) Stone pillars for Chubb Hill entrances are in place, all agreed they look very good.
- c) Time line cleaning & new stones - waiting quote
- d) SBC are investigating repairs to the structure of the Mayflower.
- e) Spirogyra is awaiting a replacement part.
- f) Compass rose in commemorative garden - waiting quote from Wilf Noble.
- g) Children playing sign for drive - received from Vinyl Signs, to be fixed.
- h) Defibrillator for the park - agreed to apply to NYCC Cllr Joe Plant locality budget fund for £1000 towards this. Also to use £350 from Whitby Lions.
- i) First aid training - February - FPP names with CR
- j) Captain Cook clock banner is ready for printing - to VS
- k) Clock celebration board is ready for printing - to VS
- l) Bagdale notice board locks - to replace
- m) Wisteria support - to build ready for planting in the spring
- n) Great British Spring Clean - Tuesday 6th March.
Area to clean - the Bagdale boundary area. To register.

4. **Communication**

RB - email from Kate Ravillious re harmonograph sculpture.
James Godbold has made a prototype. To circulate info.

CR -
Whitby Guide wanting us to take advert - declined.

LW -

Thanks sent to Lord Normanby for Christmas tree
Thanks sent to WADS for free ad
Thanks from Gill & Ron for Katsura
Christmas cards & e-greetings received, also thanks for FPP ecard
Thanks sent to WTC for microwave use
Thanks from WTC for help at lantern parade
Aviva are redesigning form to complete for the £300 grant,
will receive in January
Info sent to TCV explaining how the whips were used.
Clock archive info received from KW & circulated.

Website -

Information sent to potential volunteer

5. Data Protection

New data protection legislation was discussed & advice given by SJ.
Decisions were made to -

Remove the names of committee members from future minutes when they
go on the website
Remove old minutes from the website, keep on for 12 months only
Cancel Mail Chimp as contacts go back about 12 years & have not been updated
Remove committee member names from notice board
Destroy old volunteer hour forms
Destroy old membership forms

Design a new membership form for 2018 for current volunteers with necessary
contact details only.
No emergency contact, medical information etc.
Include permission for the data to be collected & stored.
State it will not be shared with a third party.
Destroy after 12 months & complete new form.
Membership forms not to be kept in Park office.

Use blind copying unless permission is given by a group to share emails.

Volunteer Action Plan will need reviewing & updating. In particular with
reference to accident reporting.

6. SBC Report

CR reported -
A quiet month

Is Nick Rochford still our HLF monitor? To investigate.

An audit of bins is being undertaken, size, use & state.

All agreed to request JCF to start work on the Little Free Library.
£300 from Aviva Community Fund & remainder from HLF money.

A new seat bay has been installed on peony steps.

Poetry in the park - ongoing project for the winter.

The cottage area project foundations have been dug & concreted.
Gill & Ron's Katsura tree has been planted.

Great British Bird Watch - agreed to ask GS to complete for us, 29th January.

7. Health & Safety

Nothing to report.

9. Horticulture

Mayoress' Community Fund - applied for £200 for lightweight barrow, kneeler, scoot & edger. Details circulated. Decision in March.

10. Maintenance

Bird box cleaning in hand - WT

Museum air con units -

(AS & HC declared an interest)

All agreed that the red sprayed units blend in well & for RB to negotiate with Lit & Phil for old units to be sprayed. This could avoid the necessity for screening.

The white background for the numbers on the clock face needs attention.

11. Publicity

All agreed to image for the advert in the WADS programmes 2018
& Park & Ride bus for 2018, as last year - museum & rose beds.

Article about Morpeth Floral clock in Whitby Gazette, they start work
in January. Park clock features on FMFC facebook.

Welcome to Yorkshire - 5 images & bullet point information sent
Pannett Park has a mention in the Welcome to Yorkshire bedroom browser.

Facebook - 768 Likes

Max. post reaches - 478, Christmas greetings

Thanks from Norman Pannett, WA, for book & leaflets

Various Christmas greetings from supporters

Tripadvisor - no December reviews

Google - 9 x 5*, 2 x 4* +1 x 3* reviews

Box of Pannett Park books to be sent to Manor Road for them to use
as publicity

12. Yorkshire in Bloom & Green Flag

Green Heritage Site Award - meeting with MS 2nd Jan to update management plan & conservation plan. Recent photographs sent.

Discussion about entry in Yorkshire in Bloom 2018. Category 8, which we currently enter, will be phased out. The Open Space award is led by friends group & concern was expressed about losing the partnership element of our entry.

The decision was made to take a year out of Yorkshire in Bloom, 5 for, 3 abstentions.

It is assumed the park will still be judged as part of Whitby's entry in Yorkshire in Bloom.

13. Treasurer's report

AN reported - £4859.12 in the bank.

FPP insurance renewed through RHS, £180.

Copies sent to SBC re event applications.

Copy to be laminated for office wall & original stored in filing cabinet.

Cheque for £350 received from Whitby Lions. Thanks to send.

Bill received from SBC for bulbs.

14. Friend's events

St Mary's Christmas Tree festival - featured in Whitby Gazette

Thanks to KH & LS. New lights purchased.

Ideas for additional new decorations to RB. Holly or snow flakes possibly.

FPP ecard sent to all on list. Lots of positive comments about Keith's pic.

Having checked the date for school October holidays we need to change the date of our Halloween event to Wednesday 31st October.

15. Friend's social events

Christmas dinner at the Penny Hedge was good.

Breakfast at the Penny Hedge 9.30, Thursday 25th January. Replies to SH.

Possible meal at Sleights fish shop in the future.

16. Any other business

None

Date of next meeting - Wednesday 7th February 2018