

Friends of Kings Park (FKP) Committee Meeting, 9th September 2024

Held at 6.30pm at the Allan Park Hotel

APPROVED MINUTE

1. Welcome and introduction

Present: David Leslie (Chair), Neil Fairweather (Vice-chair), Gordon Campbell (Treasurer), Wendy Garcia, Hector Currie, Neil Ross, Sue Hunter. **Apologies:** Marguerite Nugent. **Minute taker:** Hector.

2. Minute of committee meetings 17th June and 5th August 2024

- (1) Meeting 17th June. Previously approved.
- (2) Meeting 5th August. Agreed by on-line committee meeting. Approved.

3. Matters arising not covered on the agenda

Meeting 17th June

Item 3: The 2023-24 annual report and accounts are now available on the Companies House website.

Item 5.2: There has been no official opening to celebrate the opening of the upgraded tennis courts at a cost of £70,000 or to recognise the tennis pavilion opened 100 years ago. It was agreed that the Friends of Kings Park would take no further action.

Item 7: The draft Health and Safety guidance and introduction needed finalised

ACTION: Neil R to complete the revised draft, as approved.

ACTION: Hector to draft an introduction to the guidance before it is distributed to FKP members.

ACTION: Neil F to place the final guidance, with introduction, on the website.

4. Finance issues

(1) Trustees. Five additional committee members were now trustees. OSCR, the charities regulator did not need to be informed but the Co-operative Bank did.

ACTION: Gordon to inform the Co-operative Bank of the additional trustees.

(2) Financial position. Current funds stand at £3447.09.

ACTION: Gordon to forward to David details of the spend from the £2000 donation

(3) Donation facility (Charities Aid Foundation, CAF) via the website

(a) Gift Aid requires an HMRC number.

ACTION: Gordon to check on obtaining a registration number and proceed if required.

(b) Members were invited to view the donation facility on our website and promote its availability..

ACTION: All: Active promotion needed by everyone.

(4) Grant applications. Before applying for grants, we need clarity their purpose. Ideas required.

Example: a replacement display board could be purchased for the Peace of Mind Garden.

ACTION: Wendy, Neil F and David: to prepare a submission to Stirling Council for a Community Grant for a new display to overlay the existing board; and other publicity materials. Content to emphasise educational value of the Garden.

Andrew Hipkin had supplied estimated costs for replanting the fountain parterres. It was agreed to delay considering a grant application or request for sponsorship until further discussions had taken place with Land Services at Stirling Council.

ACTION: David to update Andrew and arrange meeting with Land Services

5. Key actions summary of arrangements for the Annual General Meeting 2024 (see annex 1)

ACTION: David to finalise the Chair's Report.

ACTION: David to revise the wording of the AGM cover letter invitation to members.

ACTION: Gordon to prepare summary accounts and forward to Hector

ACTION: Neil R. (archaeology), Sue (Park survey), Wendy (orchard) to compile the Autumn Newsletter. David to finalise.

ACTION: Neil F. to upload newsletter to our website.

ACTION: Wendy to design poster and Neil F. to arrange printing of A4 (10 copies) and A3 (2 copies)

ACTION: David and Neil R to distribute posters and leaflets.

ACTION: Wendy to promote via social sources and Neil F via the website.

ACTION: Hector to distribute agenda and papers to members; agenda only to guests and partners.

ACTION: Wendy and Lidia to purchase refreshments.

ACTION: Gordon to print agendas and membership application forms (10).

6. Committee 2024-2025

(1) Nominations. Committee members agreeing to stand for the committee: David Leslie (agreed to continue as Chair), Neil Fairweather (agreed to continue as Vice-chair), Hector Currie (continuing as member, standing down as Secretary), Gordon Campbell (agreed to continue as Treasurer), Wendy Garcia and Neil Ross. Leaving the committee at the AGM: Sue Hunter, co-opted member.

ACTION: Hector to contact Marguerite Nugent. (*Follow-up Note. Marguerite agreed to stand*).

(2) Secretary post. To replace Hector's role as Secretary, a discussion had been held with Stirlingshire Voluntary Enterprise (SVE) to advertise the post using the website's volunteer portal and also to use the opportunity to attract new volunteers. Contact had also been made the Community Radio to advertise our AGM and our need for more volunteers.

ACTION: David and Neil R **(1)** to finalise the wording and format of our 'advert' and liaise with Tracy Duff to (SVE) to upload it to the portal. **(2)** to appear on the Community Radio on 3rd October.

7. Park users survey

(1) Sue reported the results of the two-stage survey of park users carried out by senior Geography students of Stirling High School and by herself. The results, with a summary findings report, to be carried forward for future discussion. Sue was thanked for all her work on this, our first survey.

ACTION: Sue to prepare a summary report for the next newsletter.

(2) Sue proposed contacting Stirling University to discuss whether 3rd year psychology students, could develop and carry-out a park users survey as a 10 week project. Course requirements would need the survey to incorporate cognition issues. Agreed.

ACTION: Sue to contact Stirling University Psychology tutors and report back.

8. Member and volunteer recruitment

(1) Wendy to continue scoping opportunities to promote FKP and attract new members and volunteers through events and partnerships.

ACTION: Wendy Wendy to present a proposal for a poetry event next year under the *Stirling 900* banner (welcoming Spring in March/April) and follow up with Fiona McLean (Stirling Council) about funding and possibly working with former Stirling *Makar*, Laura Fyfe.

(2) Ways of increasing volunteer involvement in our activities: to be discussed after the AGM.

9. Updates for noting (see annex 2)

Progress on FKP's various projects and activities since the last committee meeting were noted.

10. AOB

(1) Wendy's paper and the email on children on changing rooms roof, to be discussed after the AGM.

(2) An information display is needed about the types of orchard apple trees and their culinary uses.

ACTION: Wendy to liaise with Lidia to finalise wording.

11. Date of next meeting

Next committee date to be agreed after the AGM.

Annex 1 FKP AGM – 9 Oct 2024 – preparation timetable 2

	Task	Date	Who?	Complete
1.	Book venue: The Smith	w/c 27 Aug	David	✓
2.	Arrange guest speaker : Stewart Campbell	w/c 27 Aug	David	✓
3.	Discuss guest speaker content/timing	w/c 27 Aug	David	✓
4.	Prepare annual report for newsletter	w/c 9 Sept	David	
5.	Other newsletter content and prepare layout	w/c 9 Sept	David/Wendy/ Neil R / Sue	
6.	Design poster/leaflet and print	w/c 9 Sept	Wendy	
7.	Issue posters and leaflets to various locations and place on website	w/c 16 Sept	David / Neil R	
8.	Preparation of formal agendas and papers for issuing	w/c 16 Sept	Hector	
9.	Chair's report	w/c 16 Sept	David	
10.	Summary accounts prepared	w/c 16 Sept	Gordon	
11.	Social media promotion on Facebook and Website	w/c 16 Sept	Wendy/ Neil F	
12.	Issue Autumn newsletter	w/c 23 Sept	Hector	
13.	Press release to Stirling Observer (publication target Wed 25/9)	Fri 20 Sept	Wendy	
14.	PowerPoint presentations AGM business + talk	Tues 8 Oct	David	
	FORMAL AGM tasks			
15.	Closing date for applications for membership – check website applications and close membership list for AGM	Fri 20 Sept	Neil F	
16.	Email notice of AGM with full papers attached to all members	Mon 23 Sept	Hector	
17.	Issue invitation to guests and partners (agenda only, no other papers to be attached)	Mon 23 Sept	Hector	
18.	<i>Last date for formal notification to members of AGM by email with agenda and documents attached</i>	<i>Wed 25 Sept</i>		
19.	Purchase of refreshments etc	w/c 7 Oct	Wendy / Lidia	
20.	Printing of some agendas	w/c 7 Oct	Gordon	
21.	Print membership forms for issuing to guests	w/c 7 Oct	Gordon	
	On the day tasks			
22.	Test of AV equipment / load presentations to Smith's laptop at The Smith	Wed 9 Oct morning?	David	
23.	AGM event - Set up of hall - Set up of AV projector/laptop - Set up of refreshments	Wed 9 Oct 6.45 - 7pm	David + others	
24.	Registration of attendees - take list of names and email addresses - issue copy of agenda papers if needed - issue business card (with website link) - issue membership form to guests	Wed 9 Oct 6.45 - 7pm	Available committee members	

Annex 2: Updates for Noting since our last meeting in June.

Governance. The status of committee members as trustees and directors was regularised by all becoming registered at Companies House as directors.

Website. A significant addition has been the donation facility which allows one-off or regular donations to be made to support the Friends Group. It is managed through the Charities Aid Foundation.

Summer newsletter. The newsletter was published in July and had an extra two pages to feature Neil Ross' visit to Kings Park Perth, Western Australia, it was sent to members and partner organisations and posted on the website and social media, as well as the park noticeboards. There has been some good feedback.

Peace of Mind Garden. After approval from Stirling Council to go ahead with the repair to the pergola, Brian, Andrew, Neil F and David got together to discuss implementation of the project. Detailed costing of materials is within allocated budget. The initial plan to commence at start of September has been delayed by personal circumstances. Weekly gardening has gone well. The garden has looked great over the summer.

Orchard. The apple trees have produced a good crop. Some weeding and pruning have been carried out. The wildflower seeds failed to germinate so that part of the orchard's "biodiversity hub" plan needs a rethink.

New areas of planting. The 3-tier planter has been colourful with nasturtiums grown from seed and has required some maintenance over the summer. The parterres by the fountain at the main gate have been blooming over the summer with the cosmos grown from seed and the gladioli as a centre piece. They have required regular weeding over the summer months.

Evelyn Tweed MSP visit. Our MSP spent almost an hour and a half visiting the park and hearing about our work in the garden, the orchard and generally in the park. A few issues were discussed about park maintenance etc and she offered future support on projects and funding applications if we need it.

Tennis courts. The refurbishment of the courts is complete, but no official opening was arranged by the Council. Evelyn Tweed did offer to pursue that but there has been no more contact. The courts seem to be well used and various coaching events are being promoted as required by the LTA conditions of funding.

Road and pedestrian safety issues. A reply was received from Councillor Jen Preston. The issues we raised on a site visit with a transport official last year are not covered by the current "Walk Cycle Live Stirling" project and would require to be addressed in a future strategy. No timescale for consideration was given.

Play equipment. We were consulted by Stirling Council on replacement of some equipment in the play park. Early results from the survey of park users were included in our response which supported a mainly like-for-like replacement of worn equipment.

School projects. There has been follow up with the teacher at St Ninians Primary School after some children planted seeds and then brought their plants to the park before the summer holidays. It is hoped to continue this relationship.

Events. There have been various events including Play in the Park held over the summer months but the Friends group has not arranged anything of our own.

Archaeology. Another two excavations were undertaken in early August, led by Murray Cooke. The findings are available on his website and will be reported in our next newsletter.