

Friends of the Avon New Cut (FrANC)
Minutes of Committee Meeting held on 22nd January 2019

Attended by: Tim Wickstead (Chair), Tess Green (Vice Chair), Derek Hughes (Secretary) and Roy Gallop, Ed Hall and Neil Sellers (Committee Members).

1. Welcome

Tim welcomed those present to the meeting, especially Neil as this was his first Committee Meeting.

2. Apologies for Absence

Apologies for Absence were received from Steve Fay (Treasurer).

3. Minutes of the last Meeting

The minutes of the last FrANC Committee Meeting held on 2nd October 2018 were approved by those present.

4. Matters Arising

The matters arising from the previous meeting may be found in the list of Actions summarised in Table 1. Additional comments concerning some of the actions are given below:

Action 18-02-03: this Action has been superseded by events (see Item 9 below).

Action 18-04-01: Sara's application to the John James Bristol Foundation resulted in a grant of £500 towards the cost of purchasing additional litterpickers and post-Clean-up refreshments. It was suggested that we should send the Foundation some photos of the litterpickers being used by FrANC volunteers during a future Clean-up as evidence of their grant money being put to good use.

Action 18-04-02: this Action has also been superseded by events. Sara has purchased 15 additional litterpickers from Capital Cleaning (Kent) Ltd. at a cost of £282.24, having received no reply from Tom Penn to her enquiry regarding purchasing them through Bristol City Council (BCC). The litterpickers arrived in time for our first Riverbank Clean-up on 12th January.

5. Dates and venues for future FrANC Committee Meetings

Neil offered to host the next Committee Meeting which will be held on **Monday 8th April** at TRIODOS Bank, Deanery Road, BRISTOL BS1 5AS starting at 3:00pm (**Post-Meeting Note:** date and venue confirmed by Neil on 23rd January).

6. Status of Riverbank Clean-ups planned for 2019

6.1 Review of first Clean-up on 12th January

The Clean-up was considered to be very successful as a total of 38 volunteers turned up, our highest number since the first ever Clean-up involving FrANC (which was attended by 51). Many of these were "young" people (i.e. younger than the Committee!) and Tim had sent a letter of thanks after the event (via MailChimp). On the slightly negative side, Bristol Waste did not collect the rubbish until three days after the event, which was partly due to staff sickness. As a result of the delay some rubbish bags had split and discarded their contents, which in

some cases included used needles. At future Clean-ups we should therefore make sure that volunteers are told how to dispose of used needles safely (i.e. put them in the “Sharps” containers provided). Group Leaders in charge of teams of volunteers also need to ensure that they carry a sufficient number of spare rubbish bags, as some teams almost ran out towards the end of the Clean-up.

6.2 Planning for next Clean-up on 9th February

It was agreed that the next Clean-up will tackle the stretch of riverbank along York Road, primarily between the Banana Bridge and Bedminster Bridge (if the turnout is again very high then we may consider also taking on the Banana Bridge to Bath Bridge riverbank). We will meet and start at the Banana Bridge, but one or more groups of volunteers will be sent to Bedminster Bridge and work their way back along York Road so that (ideally) the groups meet up at the end of the Clean-up. Harry’s Café (in *Fowlers* motorcycles) was suggested for refreshments (i.e. chips!) afterwards as this venue would cope better than *Grounded* in East Street if we have a large number of volunteers. Tim and Derek will carry out a pre-Clean-up survey of the York Road riverbank on Tuesday 5th February (10:30am start).

6.3 Remaining Clean-ups on 9th March and 13th April

It was agreed that Clean-up on 9th March will focus on the Coronation Road riverbank between Bedminster Bridge and Gaol Ferry Bridge, plus the area near God’s Garden on Cumberland Road. The final Clean-up on 13th April will aim to finish clearing the parts of the York Road riverbank that are not completed on 9th February.

7. Provisional Dates for other possible events during 2019

7.1 Guided Walks and Talks

- **FrANC contribution to *Bristol WalkFest 2019*** – this walking festival will be held throughout May. Ed offered to repeat his “*Exploring the Cumberland Basin*” Walk, which was well-received last year. Ed will run this walk twice, the dates to be decided after consultation with Tide Tables as a low tide is required. One walk will start during the daytime, while the other will be an evening walk. Derek will contact Chris Hanmer to ensure that any registration paperwork sent by the *WalkFest* organisers is passed on to Ed.
- **Walks to update lists of New Cut flora and fauna** – Tess suggested running four walks during the year to record the plant life that can be seen during the different seasons. The objective would be to update the existing lists that can be downloaded from the *The Avon New Cut/Nature and Wildlife* page of the FrANC website. Those participating in the walks will ideally need copies of these lists (Tim to print these off), clipboards for recording/checking observations and copies of suitable books/leaflets for identifying plants/trees. It was agreed that the first event will be a “SpringWatch” Walk on Sunday 7th April, starting at 2:00pm at the top of Gaol Ferry Steps.
- **Bedminster/Southville Colliery Site Walk** – Roy offered to lead an evening walk some time in June.
- **Talk by Bristol Avon Rivers Trust** – it was agreed that this will be held some time during the autumn and Ed offered to find out more details (website address is www.bristolavonriverstrust.org).
- **Guided Walk for Bedminster Women’s Institute** – this is scheduled for 28th August. Tess offered to run this event and to find out what they want.

In addition, *City to Sea* is a not-for-profit environmental organisation that was set up to reduce the amount of litter and plastic pollution flowing from the Avon into the Bristol Channel, during Bristol's year as European Green Capital. A possible future event could be a talk by its founder, Natalie Fee.

7.2 Boat Trip up the New Cut

Roy and Tess reported that *Bristol Ferry Boats* will be running boat trips up the Avon Gorge/New Cut on 13th July and 27th August. These dates have not been officially released yet, but when they are we will select one and promote it as this year's Boat Trip. As was the case last year, to reduce costs FrANC members will be encouraged to book their own tickets via the company's website as early as possible. It was suggested that we should invite professional geologist Peter Andresen to provide expert commentary during the trip.

7.3 Big Butterfly Count 2019 at Butterfly Junction

This year's event will run from 19th July to 11th August.

7.4 Publication of Newsletters

Discussion of this item was deferred until the next Committee Meeting.

8. Suggestions on how to find a new Secretary!

There was much discussion on this particular Agenda item and the salient points are summarised below:

- The primary role of the new Secretary will be to take minutes of meetings – other jobs currently undertaken by Derek will be reassigned as and when the need arises;
- The new Secretary should preferably be female – and two other female Committee Members are also needed – as Tess was concerned that otherwise the Committee was in danger of becoming an “Old Boys” club!
- The current formality of the FrANC Constitution means that it is not possible for a potential candidate for the post of Secretary to be voted in on the day of a General Meeting because they have to give seven days' notice beforehand of their intention to stand. Committee Members were asked to review the Constitution before the next Committee Meeting and to make suggestions for streamlining its content to make it more “fit for purpose”.
- It was agreed that, at the conclusion of the next two Riverbank Clean-ups on 9th February and 9th March, Tim will address the volunteers during the post-Clean-up refreshments and ask for candidates to come forward to (a) take on the role of Secretary and (b) help the Committee with the organisation of future events.

9. Tasks requiring completion before Sara/Derek move to Dorset

- **New custodians required for FrANC “equipment”** – the various items currently held by Sara and Derek are listed in Attachment 1, which is also annotated with the names of the Committee Members who agreed to take responsibility for their custody (N.B. after each Clean-up the high-visibility vests and gloves need to be washed and litterpickers may need cleaning!).
- **New custodian for Secretary's paperwork** – Tim agreed to take custody of Derek's files containing minutes of AGM and Committee Meetings,

Newsletters, volunteers' attendance sheets, etc. Derek will also hand over any paperwork/files he inherited from the late John Purkiss.

- **New point of contact for contact@franc.org.uk emails** – any email correspondence received by this FrANC GMAIL account is currently also automatically forwarded to Sara for awareness. Tim agreed to replace Sara as the new point of contact.
- **Review signatories for FrANC bank account** – it was suggested that Tim should replace Derek as one of the three Committee Members who are authorised to sign FrANC cheques (the other two signatories being Roy and the FrANC Treasurer, Steve). Cheques must be authorised by two of the three signatories.
- **Instructions on how to organise Riverbank Clean-ups** – Sara will expand the current Checklist to include pre- and post-Clean-up activities
- **IT Handover** – Derek has already provided Tim with an “Access to Platforms” list of account names and passwords for accessing the WiX website, MailChimp, etc. and will also provide electronic copies of key files/documents

10. Any Other Business

- **Status of Butterfly Junction Perimeter Fence** – Derek reported that ParkWork have not yet finished installing the fence but some progress has been made in recent weeks. The fence currently extends as far as the relocated Butterfly Junction Interpretation Board.
- **Section 106/Community Infrastructure Levy Funds** – the deadline for submitting potential project ideas/proposals for consideration by the BCC Area Committees responsible for allocating S106/CIL funds is 15th March. It was agreed that, as we have no new FrANC projects that require funding at present, we will not submit a S106/CIL funding application this year.
- **Briefing on proposed Payne's Shipyard Development** – this will be held on Wednesday 30th January in City Hall and FrANC has been invited to send a representative. Derek agreed to forward details of the meeting to the rest of the Committee and to pass on the names of those wishing to attend the briefing to the BCC organiser.
- **Management Plan for the Avon New Cut** – the date on this document implies that it is valid until the end of this year. As it was originally written by BCC (with FrANC input from Chris Hanmer), the Committee's view was that any update/revision should also be the responsibility of BCC.
- **Bristol Parks Forum Meeting on 16th February** – this meeting will be attended by Derek and Tim as FrANC representatives and will be held at the Greenway Centre in Southmead, starting at 9:30am.

11. Date of the next Committee Meeting

- See Item 5 above.
- Note that Table 1 includes any new actions raised at this 22nd January meeting.

Derek Hughes
Secretary, Friends of the Avon New Cut

Action No.	Description	Actioned by	Status
18-02-03	Talk to Andy King (M Shed/L Shed) and Elaine Beckett (Sea Scouts) about possible storage location for FrANC "equipment"	Sara	<i>Superseded</i>
18-04-01	Submit grant application to the John James Bristol Foundation by 19 th October	Sara	<i>Completed</i>
18-04-02	Contact Tom Penn to discuss cost of purchasing additional litterpickers through Bristol City Council	Sara	<i>Superseded</i>
18-04-03	Arrange for FrANC to have access to the Education & Meeting Room at the Underfall Yard from 2:00pm on 25 th November	Chris	<i>Completed</i>
18-04-04	Notify FrANC membership of arrangements for this year's AGM by end of October	Derek	<i>Completed</i>
18-04-05	Write to Sue Otty from Hotwells Pantomime to thank her for donation of £1,000 towards installation of perimeter fence at Butterfly Junction	Sara	<i>Completed</i>
18-04-06	Arrange for money collected at conclusion of tour of Thomas Ware & Sons Tannery to be donated to Barry Knight's charity	Chris	<i>Completed</i>
18-04-07	Write article on New Cut/Avon Gorge Boat Trip held on 4 th August this year for inclusion in next FrANC Newsletter	Roy	<i>Completed</i>
19-01-01	Photos of new litterpickers in use by FrANC volunteers needed, to be sent to John James Bristol Foundation	Committee	<i>New Action</i>
19-01-02	Ensure volunteers are briefed on procedure for safe disposal of "sharps" at start of Clean-ups	Tim	<i>New Action</i>
19-01-03	Contact Chris Hanmer to ensure that any registration paperwork from <i>Bristol WalkFest</i> is forwarded to Ed	Derek	<i>New Action</i>
19-01-04	Print copies of lists of New Cut plants and trees from FrANC website for use during "SpringWatch" Walk on 7 th April	Tim	<i>New Action</i>
19-01-05	Find out details of talks offered by Bristol Avon Rivers Trust (BART)	Ed	<i>New Action</i>
19-01-06	Liaise with Bedminster Women's Institute to find out what sort of Guided Walk they would like on 28 th August	Tess	<i>New Action</i>
19-01-07	Inform Committee when dates of <i>Bristol Ferry Boats</i> boat trips up the Avon Gorge/New Cut are released for booking	Roy	<i>New Action</i>
19-01-08	Review FrANC Constitution and suggest changes to streamline its content to make it "fit for purpose"	Committee	<i>New Action</i>
19-01-09	Address volunteers at end of next two Clean-ups to identify (female) candidates for new Secretary and to help Committee	Tim	<i>New Action</i>
19-01-10	Hand over all paperwork/files held by Secretary and electronic copies of key supporting files/documents	Derek, Tim	<i>New Action</i>
19-01-11	Change FrANC GMAIL account contact@franc.org.uk so that emails received are forwarded to Tim instead of Sara	Derek, Tim	<i>New Action</i>
19-01-12	Arrange for Tim to replace Derek as one of the three Committee Members who are authorised to sign FrANC cheques	Steve, Derek, Tim	<i>New Action</i>
19-01-13	Write document describing how to organise Riverbank Clean-ups	Sara, Derek	<i>New Action</i>
19-01-14	Forward details of Payne's Shipyard Briefing to Committee and advise BCC organiser of names of FrANC attendees	Derek	<i>New Action</i>
19-01-15	Attend Bristol Parks Forum meeting on 16 th February	Tim, Derek	<i>New Action</i>

Table 1 **FrANC Committee Action List**

Purpose	Description of Items	No. of each Item
Riverbank Clean-ups New custodian: Ed	Wheelie Bin for transporting equipment Green protective cover Rope with attached Lifebelt (mounted on wheelie bin) 4ft Litterpicker: " <i>Litterpicker Pro</i> " 4ft Litterpicker: " <i>The Litterpicker</i> " 4ft Litterpicker: " <i>Streetmaster</i> " "Drive" 26" Handy Grabber Bloc 67mm Handy Grabber 6ft Litterpicker: " <i>Litterpicker Pro</i> " 6ft Litterpicker: " <i>Streetmaster</i> " 8ft Litterpicker: " <i>The Litterpicker</i> " Green high-visibility "FrANC" vests Orange high-visibility vests Yellow high-visibility vests Yellow "Community Litter Warden" jackets Orange Protective Gloves Brown "Rubberised" Protective Gloves General Rubbish Bags (Black) Recyclables Rubbish Bags (Transparent) "Handi - Hoops" (for keeping rubbish bags open) Container for "sharps" (needles etc.)	2 1 1 11 8 21 1 3 2 2 1 30 6 6 2 18 pairs 13 pairs 200 (2 boxes) 50 (½ box) 16 4
Books and Leaflets New custodian: Tim	FrANC Book: " <i>A Celebration of the Avon New Cut</i> " " <i>Friends of the Avon New Cut</i> " leaflet " <i>Circular Walks around the Avon New Cut</i> " leaflet " <i>Discovering Wildlife on the Avon New Cut</i> " leaflet " <i>Avon New Cut Treasure Hunt</i> " leaflet	67 405 540 220 460
Guided Walks New custodians: Roy & Tess	Aker MR2800 Portable Voice Amplifier	2
Education and Awareness New custodians: Roy & Tess	FrANC "green" A1 (840mm x 594mm) information boards entitled <i>The Floating Harbour, The Avon New Cut, Developments on the Avon New Cut, Bridges on the Avon New Cut, Wildlife on the Avon New Cut, and Friends of the Avon New Cut.</i> Heritage Lottery Fund A1 (840mm x 594mm) information boards entitled <i>Improving and Sharing the Rich Heritage of the Avon New Cut with the Local Community</i> Miscellaneous hand-made posters (700mm x 500mm) on the history and wildlife of the Avon New Cut Laminated A2 (594mm x 420mm) posters entitled <i>Crossing Vauxhall Bridge</i> (June 2004) and <i>Celebrating Gaol Ferry Bridge</i> (Oct. 2004) Spare A1 (840mm x 594mm) Gaol Ferry Bridge, Vauxhall Bridge, Underfall Yard Sluices and Butterfly Junction Interpretation Boards FrANC green banner (old logo) measuring 2960mm x 594mm	6 (total) 2 (total) 11 2 (total) 4 (total) 1

Attachment 1 New Custodians of FrANC items currently stored by Sara and Derek