



TEL 01491 573535
EMAIL hq@oss.org.uk
WEB www.oss.org.uk

**Minutes of the fifty third meeting of the Board of Trustees of
the Open Spaces Society held at 18.00 on Thursday 12 November 2020
by videoconference**

PRESENT Phil Wadey (chairman)
Graham Bathe
Chris Beney
John Hall
Simon Hunt
Tara-Jane Sutcliffe
Steve Warr

IN ATTENDANCE Kate Ashbrook (general secretary)
Nichola Finan (digital marketing and content manager) (to
minute 180/20)
Sarah Hacking (office manager) (to minute 180/20)

APOLOGIES Stuart Bain, Chris Meewezen

With the agreement of those present, item 179/20 was recorded.

178/20 The chairman welcomed John Hall back after his stroke.

DISCUSSION WITH NICHOLA FINAN ON DIGITAL MARKETING

179/20 Nichola gave a presentation on the year's work in promoting the society through the website and social media, which demonstrated a significant increase in visits to our website, activity on social media, and new members. Nichola answered questions from trustees. The chairman thanked her for her excellent and encouraging presentation.

DECLARATIONS OF INTEREST

180/20 There were no declarations of interest.

MINUTES OF MEETINGS ON 15 AND 22 OCTOBER 2020

181/20 The minutes of the meetings on 15 and 22 October were approved as a correct record and the minutes of 15 October for publication on the website.

FINANCE

- 182/20 The board noted the management report, reserves spreadsheet and treasurer's commentary to 30 September 2020.

MEMBERSHIP SUMMARY TO 30 SEPTEMBER

- 183/20 The trustees noted the membership figures with pleasure and thanked the staff for achieving this increase. With joint members counted as two, the total was now 2,051. It was agreed to investigate including the total number, with joint members counted as two, as a footnote on the sheet rather than providing the figure separately.

TRUSTEE AWARENESS OF AND DUE DILIGENCE IN RESPECT OF SERIOUS INCIDENT REPORTING

- 184/20 Tara-Jane Sutcliffe had identified this item as something which trustees should discuss from time to time and, in particular, had noted that during non-covid times, the definition of a serious incident includes significant loss of a charity's money or assets. The Charity Commission would normally expect charities to report any financial losses that do not involve a crime where they exceed either £25,000 or 20 per cent of the charity's income.
- 185/20 The trustees confirmed that they were aware of their responsibilities in respect of the reporting of serious incidents, and that they were not aware of any that needed reporting.

REPORT ON HEALTH, SAFETY AND WELFARE OF STAFF TEAM

- 186/20 The general secretary gave an update on the health, safety and welfare of the staff team and confirmed that she was aware of no issues.

PROFESSIONAL INDEMNITY INSURANCE

- 187/20 The trustees were not aware of any new claims or circumstances or problems which may give rise to a claim.

APPOINTMENT OF LOCAL CORRESPONDENT

- 188/20 The trustees agreed to appoint Peter Pollak as local correspondent for Harborough District in Leicestershire, for one year in the first instance.

DATE OF NEXT MEETING

Thurs 10 December 2020 at 6pm.

The meeting ended at 18.50.

A handwritten signature in cursive script that reads "Phil Wadey". The signature is written in dark ink and is positioned above a horizontal dotted line. A solid horizontal line is drawn below the dotted line, extending across the width of the signature.

Phil Wadey
Chair of Trustees