

Maryburgh Community Woodland Group

Thursday 31st July 2025 @ 7.00pm

Maryburgh Amenities Centre



MINUTE of meeting.			ACTION:
1.	Welcomes and Apologies	<ul style="list-style-type: none"> ▪ Attendees: <ul style="list-style-type: none"> ➤ Ian Fraser ➤ Siobhan Fraser ➤ Rosie MacLeod ➤ Elsbeth Neil ➤ Jim Neil ➤ Megan Parker (Chair) ➤ Gareth Parkinson ▪ Apologies: <ul style="list-style-type: none"> ➤ Craig Evans ➤ John MacKay (MAC rep) ➤ Ewan McHardy ➤ Donald Stuart (CC rep) ▪ MP welcomed attendees to the meeting. 	
2.	Approval of minute of 03.07.25 & Review of actions from previous meeting	<ul style="list-style-type: none"> ▪ MP asked for an amendment to the 03.07.25 minute: <ul style="list-style-type: none"> ❖ Change the proposer's name from Gareth Parker to Gareth Parkinson. ▪ Minute Approved, with the change, by: <ul style="list-style-type: none"> ➤ Proposer: Rosie MacLeod ➤ Seconder: Gareth Parkinson ▪ Review of Actions: <ul style="list-style-type: none"> ▪ RMacL will continue to liaise with the accountant to investigate the name change on the account. ▪ GP to continue to prepare the tender document. Therefore, keep this item on the agenda. ▪ CE sent in the response from the tree surgeon about the next round of felling. However, it 	<p>RMacL to continue to liaise with the accountant about the name change.</p> <p>GP to continue to prepare the tender document. EN to contact the contractors once</p>



		would appear that the response was based on the survey of 2022, and therefore the updated survey should be sent to Simon along with Gareth's updated review of the woodland.	the document is ready. EN to contact the tree surgeon with updated surveys.
3	Finance	<ul style="list-style-type: none"> ▪ RMacL stated that there was presently £3,877.63 in the Group's bank account. However, a donation of £500 had been gifted to the woodland and is not included in this total. ▪ GP to send the contact details of the doner to EN for a thank you note to be sent out. ▪ EN informed the group that we are now registered with the Paypal Giving Fund which will reduce any costs incurred from donations. This means that there is a new QR code and link for donations. ▪ GP informed the group that a donation of new loppers and saws had been received from TGR UK. EMcH had negotiated this donation with his brother KMcH. EN has already sent a thank you email, but a photograph of the tools in action should be sent. ▪ There had also been a donation of old tools which GP was presently refurbishing. ▪ GP updated the group on recent expenditure which included: <ul style="list-style-type: none"> ❖ Gloves and tools using the Simpson's grant ❖ Gloves and tools using some of the Wyvis grant ▪ After this expenditure there is still £250 left to be spent from the Glen Wyvis grant. 	<p>GP to send the contact details of the doner to EN. EN to send a thank you note.</p> <p>EN to send out new QR code and link for donations. Old code and link must be destroyed.</p> <p>EN to send a photograph to TGR UK showing the tools in use.</p>



4.	Fundraising	<ul style="list-style-type: none"> ▪ GP said that he had submitted an application to the Co-op community funding programme, requesting funding towards the signage project. However, it would be sometime before we will hear back from them. ▪ He has also submitted an application to the Action Earth Grant in collaboration with the Menshed, to buy materials for the construction of bat/bird boxes. ▪ EN informed the group that the reason it had taken so long to get registration with the Paypal Giving Fund was their difficulty in understanding the relationship between MAC and the Woodland Group. The company registration and charity number were in the name of MAC, but they kept cancelling our application because our name was different. They asked for a copy of our agreement with MAC but we don't have one. ▪ They finally agreed to confirm our registration after I sent a copy of the very early minutes when the group was formed. ▪ GP said that he had had a similar issue when submitting applications. ▪ There followed a discussion about arranging to work with the board of MAC to prepare a document detailing the relationship between MAC and MCWG. ▪ EN made enquiries about the group getting a card machine for donations. ZE had organised this for the gala fundraising. ▪ ZE said that their machine had been purchased through SUMUP.com and has sent the details to EN. She said that the registration for this had to be done through the treasurer. EN agreed to send the information to RMacL. ▪ EN informed the group that she had been contacted by the Regeneration Fund administrator asking for an update from the 	<p>EN to start to prepare a draft document detailing the relationship between MAC and MCWG to initiate the discussion with the MAC board.</p> <p>EN to send the information about SUMUP to RMacL.</p>
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		<p>group about the progress of our match funding and planning permissions for the path upgrades.</p> <ul style="list-style-type: none"> ▪ It was agreed that EN should reply with an update. 	<p>EN to contact the Regeneration Fund Administrator with an update.</p>
5.	Tool Storage	<ul style="list-style-type: none"> ▪ GP informed the group that as we had obtained more tools and equipment he had started to prepare an inventory. ▪ SF said that they also had tools stored in their shed, as did EN. ▪ Their followed a discussion about where the tools and equipment should be stored. ▪ It was agreed that it would still be better if the group had a storage shed within the wood but near homes on the Birch Drive side for security reasons. ▪ EN agreed to approach a local resident to ask if a shed could be placed within their boundary. ▪ RMacL agreed to ask about a donation of wood for the shed. 	<p>EN to approach a local resident to ask if a shed could be placed within their boundary.</p> <p>RMacL to ask about a donation of wood for the shed.</p>
6.	Signage Update	<ul style="list-style-type: none"> ▪ EMcH had investigated the purchase of wood for the signage, and GP has now confirmed our requirements with the sawmill in Strathpeffer. The total cost for all of the wood will come to £961.80. The wood has been arranged to be delivered to the Menshed. ▪ GP is seeking someone to do the wording on the wood and SF has agreed to design what the wording will look like. ▪ GP said that we would still have to purchase the bolts and metalwork which will be required for the signs. JN suggested that he may have a source for accessing these items and would make enquiries. ▪ GP and MP highlighted that maps would also have to be prepared for the 3 signs which will 	<p>GP to find the letter carver for the signs.</p> <p>SF to design the layout and wording on the signs.</p>



		<p>give information about the three specifically defined areas of the wood:</p> <ul style="list-style-type: none"> ❖ The Memory Tree area ❖ The middle Beech area ❖ The lower Native area <ul style="list-style-type: none"> ▪ MP indicated that she had dealings with a company who had prepared maps for her in the past and she would make enquiries with them about the preparation of the woodland maps. ▪ There followed discussion about having some gaelic wording on the signs and EN agreed to contact Bord nan Gael. 	<p>JN to contact the source for bolts and metalwork.</p> <p>MP to make enquiries about the preparation of the woodland maps.</p> <p>EN to contact Bord nan Gael.</p>
7.	<p>Events:</p> <p><i>Moth Count</i></p> <p><i>Rain Garden work</i></p> <p><i>Bat Walk</i></p> <p><i>Tesco collection day</i></p> <p><i>Halloween</i></p> <p><i>Christmas</i></p>	<p>➤ The Moth Count EN said that the owner of the garden which had been identified for the moth trap was happy to be involved in the process.</p> <p>It was suggested that the traps could be in place on the 5th of September to allow examination of the moths on the Saturday during the clean-up day.</p> <p>➤ Rain Garden Project It was agreed that the rain garden work would commence on the first Saturday of August.</p> <p>➤ Bat Walk To be discussed at next meeting.</p> <p>➤ Tesco Collection EMcH has renegotiated a date for the collection. It will take place on Saturday 13th of September.</p> <p>To ensure of better cohesion with all the Autumn and Christmas community events it was felt that the group should meet with the MAC fundraising group and gala group to dovetail into any events planned for this period before organising the woodland group events.</p>	<p>EN to ask the garden owner if the 5th of September would be suitable.</p> <p>EN to contact Steph to get dates for the MAC group meetings.</p>



7.	AOCB	<ul style="list-style-type: none"> ▪ EN said that she had been in touch with Disclosure Scotland to ask for guidance on the Group's requirements around getting PVG checks. They have acknowledged the email but have yet to reply. ▪ GP said he had attended the Culduthal Wood with other members of the woodland cluster group. He found it really worthwhile and was given the offer of the use of their power scythe. ▪ The cluster group members agreed that a joint training event would be welcomed. GP will investigate this further. 	<p>EN to keep the PVG issue on the agenda.</p> <p>GP will continue to investigate organising a joint training event for cluster group members.</p>
8.	Date of next meeting	EN to arrange a meeting for Wednesday 27 th of August 2025.	EN to contact hall.

