

Maryburgh Community Woodland Group

Wednesday 27th August 2025 @ 7.00pm
Maryburgh Men's Shed



MINUTE of meeting.			ACTION:	
1.	Welcomes and Apologies	▪ Attendees: ➤ Ian Fraser ➤ Siobhan Fraser ➤ Rosie MacLeod ➤ Elsbeth Neil ➤ Jim Neil ➤ Gareth Parkinson (Vice Chair) ▪ Apologies: ➤ Craig Evans ➤ John MacKay (MAC rep) ➤ Ewan McHardy ➤ Megan Parker (Chair) ➤ Donald Stuart (CC rep) ▪ Guest: ➤ Aisling Phillips Community Development Officer Inner Moray Firth Highlands and Islands Climate Hub CiC ▪ GP welcomed attendees to the meeting and asked Aisling to introduce herself to the group. ▪ AP said that in her role as Community Development Officer, she could assist groups with: ➤ Funding applications ➤ Planning applications ➤ Negotiations ➤ Possible small funding awards of around £500		
2.	Approval of minute of 31.07.25 & Review of actions from previous meeting	▪ GP asked for approval of the minute dated: 31.07.25 ▪ Minute Approved by: Proposer: Rosie MacLeod		



	Seconders: Siobhan Fraser Review of Actions: ▪ RMacL has had confirmation from the accountant that the name on the bank account can indeed be changed without going through Companies House. ▪ GP to continue to prepare the tender document. Therefore, keep this item on the agenda. ▪ EN has sent in a request for a quote to the tree surgeon, but as yet, hasn't heard back from him. GP said that he would be happy to walk around the wood with the tree surgeon to help assess the work to be undertaken. EN to contact him once again. ▪ EN stated that a photograph has to be taken at the next clean up day showing the group using the newly donated tools and she will send it into TGR UK, who made the donation. ▪ MP informed the group by email that planning permission will not be required for the resurfacing of the two core paths, however, planning permission will have to be sought for the additional path which will cross from Birch Drive to Rosshill Drive. ▪ JN informed the group that his contact had agreed to provide the bolts required for the signage. ▪ As MP was absent from the meeting her actions will carry to the next meeting. ▪ EN told the group that she had been informed that the date of the Gala group meeting was the 3rd of September, but that there was no date in for the MAC meeting. GP and EN agreed to attend the meeting to	2a 2 b 2c 2 d 2e 2f	RMacL to contact the bank to get name changed. GP to continue to prepare the tender document. EN to contact the contractors once the document is ready. EN to once again contact the tree surgeon. EN to send a photograph to TGR UK showing the tools in use. MP to make enquiries about the preparation of the woodland maps. EN to ask permission to
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		enquire how the woodland activities could complement those of the Gala Group. ▪ EN informed the group that Disclosure Scotland had replied to her email stating that the volunteers in the organisation should have to go through the PVG process. ▪ They said that if our governing body was a charity, it could be registered and the PVGs would have no cost. ▪ GP will continue to investigate organising a joint training event for the woodland cluster group members.	2 g 2 h	attend the Gala Group meeting. EN to add this topic to discussions with the MAC board. GP will continue to investigate a joint training event for cluster group members.
3	Finance	▪ RMacL stated that there was presently £4,251.25 in the Group's bank account. ▪ EN informed the group that there was also £40.00 in the Paypal account. ▪ RMacL has been investigating getting a Sumup card payment machine for the group. ▪ RMacL said that the process was quite complex and that payment would probably have to go through the MAC bank account. RMacL will continue to investigate this. ▪ GP updated the group on possible expenditure over the next few weeks which will include: ❖ The timber for the signage ❖ Tools using the Wyvis grant ❖ A bat Detector using the Climate Award funding.	3a	RMacL to continue to investigate the Sumup machine.



		▪ EN informed the group that the owner of the yard backing onto Birch Drive has agreed that once he has tidied up his yard, the group can place a shed in the yard. A key to the gate will be given to GP for access to the yard. ▪ RMacL said she had spoken to [REDACTED] about accessing wood for the shed and she informed the group that they had offered a shed at a reduced cost of [REDACTED]. ▪ All present agreed that this was a good opportunity and asked RMacL to agree to the purchase.	6a	RMacL to contact [REDACTED] to agree the purchase of the shed.
7.	Signage Update	▪ GP informed the group that the Men's Shed had already prepared the marker posts and that the timber for the signs would be delivered soon to the Men's Shed. ▪ There followed discussion about the designs for the signage which SF had produced. ▪ It was agreed that everyone liked the designs but wanted the colour added to the logo trees and the wording on the logo clearly defined in a darker paint. ▪ AP suggested that the Milton Men's Shed has the machinery to carve the detail onto the signs. ▪ GP agreed to continue to investigate the best place to get the carving done.	7a	GP to continue to investigate the best place to get the carving done.
8.	Events: <i>Moth Count</i> <i>Rain Garden work</i> <i>Bat Walk</i> <i>Tesco collection</i> <i>Halloween</i> <i>Christmas</i>	➤ The Moth Count The traps will be set up on Friday 5th of September at 7pm. The moths will be examined at 8.30am on Saturday the 6th of September. GP to contact the moth recorder with the final details. ➤ Rain Garden Project	8a	GP to contact the moth recorder with the final details.



		It was agreed that the rain garden work would continue on Saturday 6th of September. EN agreed to adopt the good practice of informing the MAC Board of any work days taking place in the woodland. ➤ Bat Walk The Bat Walk is planned to take place on Saturday the 20th of September at 7.30pm. It was agreed by those present that the funding should be used to purchase a bat detector which can be attached to a smart phone. SF tabled a map detailing bat activity around the wood which she had been able to produce using a similar detector. GP agreed to purchase the detector with the funding gained from the H & I Climate funding. ➤ Tesco Collection The collection will take place on Saturday 13th of September. EMcH said that he and CE will be available to assist on the collection day.	8b 8c 8d	EN to inform the MAC board on the work being done in the wood. GP to purchase the bat detector with the funding gained from the H & I Climate funding. EN to co-ordinate the rota for the Tesco stand.
9.	AOCB	▪ GP said that MP had requested that we once again try to re-develop the community website. ▪ EN agreed to try and make contact with the Hub website owner.	9a	EN to contact the Hub website owner.
10.	Date of next meeting	EN to arrange a meeting for Wednesday 1 st of October 2025.		EN to make the arrangements.

