

Maryburgh Community Woodland Group

Wednesday 5th November 2025 @ 7.00pm

Maryburgh Men's Shed



MINUTE of meeting.			ACTION:	
1.	Welcomes and Apologies	<ul style="list-style-type: none"> ▪ Attendees: <ul style="list-style-type: none"> ➤ Siobhan Fraser ➤ Rosie MacLeod ➤ Elsbeth Neil ➤ Jim Neil ➤ Gareth Parkinson (Vice Chair) ➤ Donald Stuart (CC rep) ▪ Apologies: <ul style="list-style-type: none"> ➤ Craig Evans ➤ Ian Fraser ➤ John MacKay (MAC rep) ➤ Ewan McHardy ➤ Megan Parker (Chair) ▪ In MP's absence, GP welcomed attendees to the meeting. 		
2.	Approval of minute of 01.10.25 & Review of actions from previous meeting	<ul style="list-style-type: none"> ▪ GP asked for approval of the minute dated: 01.10.25 ▪ Minute Approved by: Proposer: Jim Neil Seconder: Rosie MacLeod Review of Actions from 01.10.25: <ul style="list-style-type: none"> 2a. Tender Document preparation to stay on the actions. 2b. As MP was absent from the meeting her actions will carry to the next meeting. 2c. As the MAC Board are meeting on the 19th of November, GP and EN agreed to 	<p>2a</p> <p>GP to continue to prepare the tender document. EN to contact the contractors once the document is ready.</p> <p>2b</p> <p>MP to make enquiries about the preparation of the woodland maps.</p>	



		<p>attend the meeting to discuss the joint agreement, including PVG Registration and Insurance.</p> <p>2d.GP informed the group that the Chair of Culduthel Woodland Group had applied for funding to be used for a tree safety survey training event to take place by February 2026. EN had sent a letter of support for this, and it would offer an opportunity for two of our members to attend. Completed.</p> <p>2e. EN to continue to investigate purchasing a machine linked to our Paypal account.</p> <p>2f. On hold until other funding streams are in place.</p> <p>2g. Gift purchased. Completed.</p> <p>2h. EN had contacted the Hub website owner who confirmed that he is happy for the group to proceed with whatever changes are required for better communication between the various community groups. After discussion it was agreed by all present that as MAC are the lead for the Hub website, that this subject should be raised with the MAC Board at the meeting on the 19th.</p> <p>5a. EN informed the group that the Community Payback Team would be available to assist in digging the holes required for the erection of the signage in the wood. Completed.</p> <p>5b. Laser cutting enquiry. Completed.</p> <p>5c. Map designs to be discussed under signage.</p> <p>6 & 7 Completed.</p>	<p>2c</p> <p>EN and GP to attend the MAC Board Meeting.</p> <p>.</p> <p>2d</p> <p>EN to investigate the purchase of a Paypal card machine.</p> <p>2e</p> <p>GP and EN to discuss future website arrangements with the MAC Board on the 19th.</p>
3	Finance/Fundraising	<p>▪ RMacL stated that there was presently £2,083.47 in the Group's bank account after refunding GP for his purchases and for the cost of all the timber. She informed the</p>	



		<p>group that there would be an addition of £239.80 paid in from the Halloween event.</p> <ul style="list-style-type: none"> ▪ GP informed the group that we had received funding from the Action Earth Grant. This project is in partnership with the Men's Shed who will make bird boxes for the Woodland to be in place by February 2026. ▪ GP has applied for Co-op Grant, which our members are required to promote membership of the Co-op. EN agreed to circulate the link to encourage friends and family of our group to sign up, as this will generate some income for the woodland. ▪ At this point it was highlighted that the group needed someone to put information onto Facebook. DS suggested that as the MAC Secretary updates Facebook for MAC that perhaps she could do the same for the Woodland Group. EN agreed to contact her. ▪ GP informed the group that that the Dingwall Wind Co-op community fund could also be applied for but would have to be done before the end of November. At this point DS said that MAC could also be putting in an application. This highlighted the importance of having an agreement drawn up with MAC to help avoid similar conflicts. 	<p>3a. EN to send the Co-op sign up link to our group members.</p> <p>3b. EN to contact the MAC Secretary.</p> <p>3c. The issue of funding application duplication should be raised with MAC on the 19th.</p>
4.	Felling/Tree Survey	<ul style="list-style-type: none"> ▪ GP and SF informed the group that the last tree survey was valid until January 2026 and therefore there was still time before arranging the next survey. ▪ The group has received a quote for the felling of the identified trees, however, once again, this cannot go ahead until the discussions with MAC have taken place. ▪ GP highlighted that as the group now has tree tags, it would be worthwhile carrying 	<p>4a. Discuss the felling costs with MAC on the 19th.</p> <p>4b.</p>



		out a full tree identification survey of the woodland. SF informed the group that the i-naturalist app could possibly be used to achieve this. All the statistical information of each tree could be accounted for in the survey. The group agreed that this would be worthwhile and could possibly involve other members of the community.		Keep the issue of a full tree identification survey on the agenda.
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Note: At this point in the meeting, Donald Stuart had to leave.

5.	Signage Update	<ul style="list-style-type: none"> ▪ GP informed the group that he and members of the Men's Shed had visited the Milton Men's Shed to see a demonstration of their laser engraver. However, it would not be large enough to engrave the primary or secondary signs for the wood, but it would be able to carve the smaller way posts and signs. GP said that the Milton group would be willing to undertake this task. ▪ GP said that he will contact the engraver in Carbridge to ask about the carving of the larger signs and to receive a quote. ▪ GP presented ideas for the layout of the signage and suggested getting the logo and tree names on the posts. It was agreed that the gaelic names of the trees should be included and EN agreed to contact Bord na Gaidhlig for translation once she receives the list from GP. ▪ There followed discussion about the design of the map for the signs. EN said that she may know of a retired cartographer who may assist with the design of the map. EN will contact the cartographer. ▪ RMacL informed the group that there was path resurfacing work being carried out along the main Brahan drive and that special drainage measures were being put in place. It was suggested that as MP had already been discussing drainage issues around the gate at the top of the woodland with Brahan, that perhaps Brahan should 	<p>5a</p> <p>5b</p> <p>5c</p> <p>5d.</p>	<p>GP to enquire about the carving of the signage with Milton and Carbridge.</p> <p>EN to contact Bord na Gaidhlig for translation once she receives the list from GP</p> <p>EN to contact the cartographer.</p> <p>JN to contact Brahan Estate about the drainage issue at</p>
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		once again be approached to ask about helping to resolve the water coming into the woodland at the gate. JN agreed to contact Brahan.		the top of the woodland.
6.	Events: <i>Halloween Review</i> <i>Christmas</i>	<p>➤ Halloween Event Review</p> <p>Everyone agreed that the Halloween event had been a huge success but highlighted the following changes for next year:</p> <ul style="list-style-type: none"> ❖ Move the lantern making to the large hall or have the lantern making in the small hall but without the other tables and games around it. ❖ More helpers on the lantern making. ❖ Perhaps have the hot chocolate up in the wood after the activity in the breakfast bowl. ❖ Consider some form of organised entertainment in the wood. Eg. Music, drama, storytime or interaction (panto style) ❖ Better control of the numbers attending. <p>➤ Christmas Plans</p> <p>It was agreed that having an activity in the wood on the 14th of December would be either too cold or too wet.</p> <p>Therefore, it was agreed that the woodland group would offer a craft table at the MAC event on the 7th of December. GP agreed to discuss this with the MAC fundraising group.</p>	6a	GP to discuss offering a craft table at the MAC Christmas event.
7.	AOCB	<ul style="list-style-type: none"> ▪ EN informed the group that she had received a request for the group to consider taking on a young trainee forester. ▪ After discussion, it was agreed that our group and woodland were not large enough to take this on and EN agreed to inform the contact of this decision. 	7a	EN to inform [REDACTED] of this decision.



		<ul style="list-style-type: none"> ▪ SF tabled an enhancement to the group's logo which everyone present agreed looked much better. She agreed to continue to work with the software to finalise the changes for future use. ▪ GP informed the group that due to increasing work commitments, MP would be standing down as Chair of the group. She intimated that she would still like to be involved in the group, but without the responsibility of the Chair. ▪ There followed a discussion about who would be best suited to take on the role of Chair and one name was put forward. ▪ This issue will be discussed at the December meeting. 	<p>7b SF to send final logo design to EN to update the logo suite.</p> <p>7c The appointment of the new Chair to be discussed at the next meeting.</p>
10.	Date of next meeting	EN to arrange a meeting for Wednesday 3 rd December.	EN to make the arrangements.

