

**Minutes of the meeting of the
Trustees of Thompson Millennium Green Charitable Trust
(Registered Charity No. 1073130)
held in Thompson Village Hall
on Tuesday 18 November 2025**

Present:	Duncan Gregory	Chair of this meeting
	Ron Powrie	Vice Chair
	Robert Garcia	
	Karen Keen	
	Jo Shelton	
	Tony Snelling	
	Jean Wagner	
	Kim Austin	Clerk

Also present: There were no members of the public present.

The meeting opened at 20.30

The timing of the meeting was discussed. As the financial year is the end of December a better time to hold the Trustees meeting would be, in say, March when the latest accounts would be ready. It was unanimously agreed to hold the annual meeting in March going forward.

- 1 **Apologies for absence.** No apologies were received.
- 2 **Approval of the minutes of the trustees meeting held on 19 November 2024**
The minutes had been circulated to all trustees prior to this meeting. Cllr. Powrie proposed and Cllr. Wagner seconded the proposal that the minutes be signed. The minutes were duly signed by the Chair Cllr. Gregory.
- 3 **Summary of The Millennium Green matters over the period since the last meeting (JS)**
The Management Committee Report for 2024/2025 had been circulated prior to the meeting and was delivered by Cllr. Shelton (Committee Member) at the meeting.

Overview

The committee manages the Green for the benefit of the community. The management committee currently has 4 members: Jean Kaye, Teresa Blake, Jo Shelton and Andrew Cook. Angus Welch resigned from the committee on the 3 November 2025.

The position of Chair is still vacant and the committee seeks a volunteer to take on this important role. An advert will be put in the December Waylander hoping to encourage people to come forward to serve either as Chair or as committee members.

Stakeholders

Parish Council

We remain accountable to the Parish Council as our Trustee. Jo Shelton has joined the committee as Trustee member and will provide regular TMG reports including the Annual Report to the PC.

Local Community

The overarching mandate is to maintain and manage the current and longer-term health of the Green for the community. Part of the responsibility of the management committee is to take into consideration any community member's feedback, both positive and negative, and to act and communicate where appropriate for the benefit of the Green and the community. Feedback is invariably positive and supportive.

Thompson Primary School

We continue to build relationships in an effort to increase support of the Green by the younger members of the community and their parents. For example, we continue to support the Forest Green initiative at the school enabling children to use the Green for outdoor learning through play on the Green to learn about and to respect nature.

Thompson Community Hall

We look for opportunities to work together and to put on community events that raise funds for both parties. The Thompson Community Run in October was a great success with around 150 participants. The annual event continues to get bigger and better year on year and is one example of increasing community involvement to the mutual benefit of both parties.

Finances

The financial position at the end of 2024 showed a surplus (see TMG accounts 2024). The Thompson Run this year generated around £2000 after expenses. As in previous years the Millennium Green lottery generated around £1,500. Most of other income comes from ad hoc sources.

The adult exercise equipment and children's play equipment had their annual inspections in September. There is always something that needs to be done re their up-keep. Easy fixes can be arranged by the committee but anything more complicated will need to be done by a contractor. As per the Report, those repairs marked yellow have been completed, invoiced and paid. The equipment is currently in good order and will be inspected again in June 2026.

At some stage it is inevitable that substantial replacement of equipment will be required. These assets are central to enjoyment of the Hall and the Green. This will become more so as Thompson Wood becomes better established, encouraging further visitors. At the moment we rely on the Thompson Run income and occasional grants to offset some of the expense.

Five years ago, the Green was registered with DEFRA and enrolled into the Countryside Stewardship scheme. Funding (around £4K) from DEFRA was secured over 3 consecutive years which allowed the repair, restoration and rejuvenation of the boundary hedge lines. Unfortunately, the current government has cancelled the scheme. The Green will remain enrolled with DEFRA in the hope that a similar scheme might appear in the future.

Surface Water Management

This issue continues to be a priority for us. The Green does act as a sponge absorbing run-offs and drainage from higher neighbouring land. In this respect, there is a limit to its capacity to retain this additional water, particularly during periods of torrential rainfall. The Committee in tandem with others and other ongoing initiatives, seek ways to mitigate surface water.

The issues around the bus shelter area with regards to flooding continue to be a cause for concern. A meeting was held with a representative from Norfolk County Council Highways. He agreed that the pipe connecting the soakaway to the ditch is broken and he would investigate further. This being the case, the sink hole is likely to reappear and increase in size over time, until the pipe is fixed. Further complicating the problem is the fact that the back stay for the electricity pole is where the sink hole is, and this is owned by UK Power networks.

We are grateful to the Parish Council for their engagement with Norfolk County Council Environment and Highways departments and with the Norfolk Strategic Flood Alliance. As last year it's very clear that this is a Regional wide problem. We are pleased that Thompson has a direct and ongoing input into the Reclaim the Rain project.

Reclaim the Rain team, dug 3 test trenches in October and filled them with gravel and inserted measuring equipment to measure the groundwater on the Green. It is unclear what will become of this but await any data collected.

Boundaries and Green

- The committee thanks the Trustee for updating the TTSR grass-cutting contract. This is working well and the Green and verges are looking neat and tidy.
- Tim Cottage has restored 2 benches on the Green and the Committee would like his effort in doing this noted.
- There were some trees that succumbed to disease in the spinney and these were removed over the last winter months by Coddiwomplers. There is nothing currently identified to be removed

but if anything does need removing the Coddwomplers are happy to do it free of charge and take the wood as per our agreement.

- Boundary hedging and orchard trees were trimmed over the winter. It is probable that some extra pruning of the orchard will need to be done in early Spring. This will be added to the next working party. The hedging will need to be cut again in 2026 and a quote from TTSR has been requested. Jo Shelton will take over organising this from Angus Welch and has been in contact with TTSR.
- Tottington Road ditch has been dug out to allow better flow of water. Reclaim the Rain cleared pipes from Thompson Treatment Plant to Rakers field and used CCTV to ensure it was clear.
- As per the survey/report by The Norfolk Wildlife Trust and a report produced - County Wildlife Site Survey Form (Ref. No. 831). The pond has been slubbed out and the willows removed. This should last 7 to 10 years before needing to be redone. It is impossible to fully remove everything and it is inevitable that some will grow back. There are a few remaining willows around the edge of the pond that perhaps should be removed but the committee would like to see the crab apple trees remain. This work was completed following a successful bid to the National Lottery Community Fund. The invoice has now been paid.
- A new contractor has been found following the retirement of the previous contractor to deal with the mole problem. It is early days, but this seems to be working well.
- It has been noted that some of the brambles around the ditch need to be trimmed back. It is hoped that this will happen in the New Year at the next working party.
- The brick and flint work is in good order.

Play Equipment and Adult Exercise Area

A contractor was engaged to repair the basket swing, its cross beam and two of the stepping stones. Other minor repairs will be completed in house over the year.

Community Involvement

The committee is investigating how the TMG website might be improved. Progress is being made, and it is hoped for an improved website this year. There is no further update re the website.

We would like to thank all the volunteers who have supported efforts on the Green over the last 12 months - whether being part of the committee or helping create and run fundraising events or being a part of the working parties for our Clean the Green days. None of what has been achieved would be possible without this valued support from community members.

We are grateful for the additional work undertaken by committee members in managing the green, running the Lottery, renewing the website and generally giving their time and experience. In doing this they help make sure that the Green fulfils its promise to be an open and well managed space for the enjoyment of the whole community.

Cllr. Shelton was thanked for her comprehensive report.

4 Ratification of the Thompson Millennium Green Management Committee

The committee manages the Green for the benefit of the community. Scope and authority remain unchanged. The management committee consists of: Jean Kaye (Treasurer), Teresa Blake, Jo Shelton (PC representative) and Andrew Cook. Currently no chairman.

5 Accounts for the year ending 31 December 2024

Accounts for 2024 were provided by Jean Kaye (treasurer).

Annual **income** for 2024 was £11457.

Annual **expenditure** for 2024 was £6246 with a **surplus** of £5211.

£23,000 surplus carried forward. Based on expenditure for 2024 of ~£6000 equates to sufficient funds for next 4 years.

The MGCT committee had previously requested financial support from the Parish Council towards maintenance costs of the play area. There were less repairs required than expected and they had already been done.

THOMPSON MILLENNIUM GREEN CHARITABLE TRUST
YEAR ENDED 31 DECEMBER 2024
INCOME AND EXPENDITURE ACCOUNT

		Year end 31 December 2024		Year end 31 December 2023	
Income					
Donations	Lottery	1,627		1,387	
	Other	<u>1,003</u>	2,630	<u>455</u>	1,842
Events	Thompson Run (entries & catering)	3,359		2,755	
	Thompson Run sponsorship	926		2,505	
	Other	<u>-</u>	4,285	<u>607</u>	5,867
Grants			4,305		1,906
Interest			237		135
Total Income			<u>11,457</u>		<u>9,750</u>
Expenditure					
Admin		20		387	
Events	Thompson Run	1,606		1,800	
Health & Safety	RoSPA	-		144	
Insurance		314		313	
Maintenance		4,306		5,210	
Other	Planting	-		267	
Total Expenditure			<u>6,246</u>		<u>8,121</u>
SURPLUS/(DEFICIT)			<u>5,211</u>		<u>1,629</u>

THOMPSON MILLENNIUM GREEN CHARITABLE TRUST
YEAR ENDED 31 DECEMBER 2024
BALANCE SHEET

		Year end 31 December 2024		Year end 31 December 2023	
Current Debtors					
Current Accounts		3,104		3,618	
Savings Accounts		19,326		14,589	
Petty Cash		525		445	
Total Current Assets			<u>22,955</u>		<u>18,652</u>
Current Creditors					
Trade Creditors					908
			<u>22,955</u>		<u>17,744</u>
Retained Earnings					
Surplus brought Forward		17,744		16,115	
Surplus for the Year		5,211		1,629	
Surplus Carried Forward			<u>22,955</u>		<u>17,744</u>

STATEMENT OF THE INDEPENDENT EXAMINER

In our opinion this statement gives a true and fair view of the state of the accounts as at 31 December 2024. We have not carried out an audit on the above.



Arden Kendall Limited
 (Independent Examiner)

Date: 13/1/2025

6 Any other business

Terms of Reference.

The Clerk had circulated a copy of the Terms of Reference dated 2010. Note: This copy is the only copy the Clerk has and was marked as DRAFT.

Post meeting note: These draft Terms of Reference presented to the PC meeting on 16/9/2010 where it was suggested that a quorum of three should be required for meetings. This was accepted and the amended terms of reference were unanimously accepted by the Council. The Clerk does not have a copy of the amended Terms of Reference.

MANAGEMENT COMMITTEE TERMS OF REFERENCE

1. *Thompson Parish Council is the sole trustee of Thompson Millennium Green Trust. It is responsible for discharging the requirements of the Trust Deed dated 21 November 1998 as amended by the Deed of Amendment dated 19 October 2009. (Nothing in this reference shall be taken to supersede the terms laid down in those documents.)*
2. *Thompson Parish Council delegates this responsibility to a Management Committee - "the Committee".*
3. *The Committee will: a) be appointed by the Parish Council at its AGM; b) comprise at least three members, who may or may not be Parish Councillors; c) elect a Chairman, Treasurer and, if desired, a secretary at its first meeting following the Parish Council AGM if not appointed at that time.*
4. *Members of the Committee will be mindful of and declare any potential conflict of interest in performing their duties: when representing the Trust the interests of the Trust come first.*
5. *The principal duties of the Committee are to: a. maintain and develop the Green as an attractive open space for the use of the village community and its visitors; b. ensure that appropriate insurance cover is in place; c. ensure that appropriate safety checks are conducted on any equipment installed on the Green, and to act on any recommendations arising therefrom; d. arrange fund-raising events; e. consider any requests from individuals or organizations to hold events on the Green.*
6. *The Committee will consult the local community or engage such expertise as it deems necessary to inform the organization of projects or events.*
7. *The Committee may co-opt further members to help in the organization of projects or events.*
8. *The Committee shall maintain accounts of the Trust's business - the Trust's year runs from 1 January to 31 December. Accounts must be subject to independent inspection before being presented to an open meeting of the Committee - the Trust's AGM - for approval. Summary details have to be submitted to the Charity Commission annually [using the CC's website].*
9. *The Committee shall provide a report to the Parish Council at its AGM, to include commentary on the approved accounts, and at other Council meetings as required.*
10. *These Terms of Reference were approved by the Parish Council at its meeting on dd mmmm 2010.*

It was agreed to note, Item 2, includes: management of bank accounts delegated to the Management Committee by the Trustee.

Meeting closed at 21:15