

**AGENDA FOR A MEETING OF THE ACTON FIELD TRUST TO BE HELD ON
WEDNESDAY 28th MAY 2025 AT 7 PM AT ACTON VILLAGE HALL**

- 1. Welcome**
- 2. Apologies** for absence
- 3. Appointment of officers:** Chairman, Treasurer, Secretary.
- 4.** To approve the **minutes** of the meeting held on 11th March 2025
- 5. Declarations of interest**

ADJOURNMENT for Public Forum up to 10 minutes – see Note 1 below

6. Field Maintenance and Planned Work

- (i) To consider estimates from:-
 - (a) Suffolk Tree Services re oak tree on boundary of 18/19 Gotsfield Close
 - (b) Creative Scapes – removal of self sown saplings
 - (c) LM Groundcare – installation of fixed camera point and two seats
- (ii) To consider erection of fencing to prevent unauthorised access to the field

7. Administration

- (a) to include report on website
- (b) **to create protocol** for purchase of and payment for goods and services

8. To record details of equipment and other purchases since last meeting

9. Correspondence

to include approval of draft letter to be sent to neighbouring landowners

10. Treasurer's Report

11. Date of Next Meeting

Note 1: During public forum the Chairman will invite anyone present to speak. Acton Field Trust is governed by the Standing Orders of Acton Parish Council which limit each individual's contribution to three minutes. Issues should not be discussed immediately or responded to unless the Chairman authorises. Matters raised may be added to the agenda for a future meeting.