

Allington Hillbilly Volunteers
(Allington Hill, Cooper's Wood and Field Community Group)

Business Plan

Allington Hillbilly Volunteers' (Allington Hill, Coopers Wood and Field Community Groups) ethos is that the management plan should not restrict or change in any way the volunteers involvement. The group management allows the group to evolve, adapt and act on ideas, whilst also reflecting changes within the needs of the local community (ie the pandemic) and wildlife.

Committee:

The committee will meet no less than three times a year, plus A.G.M.

Bridport Town Council representative to be invited to each meeting.

The committee must adhere to all policies in place.

All sub committees (finance, working parties, activities and events) must report at each meeting.

Minutes to be completed in a timely manner and sent to committee members and Bridport Town Council.

Finance:

All expenditure must be authorised by a member of the finance team.

All funding and grants avenues must be explored and applied for if the criteria are met.

QR donation codes to be displayed at all events, Facebook, web site and notice boards.

Online shop must be active at all times and goods available on a stall, when appropriate, whilst attending/hosting events.

Sale of timber, Yellow Rattle and coppiced goods to raise funds when appropriate.

Other fundraising activities to be explored, including donations and gifts.

Community Access:

All gates and main paths to be maintained to a high standard throughout the year.

November to March: where possible, chippings to be placed at/on high traffic/muddy/stepped areas, to maintain safe access.

April to October: paths and community green spaces to be cut on a regular basis as and when required (minimum 4 weekly).

Monthly clearance around seats, play equipment and paths. Remove overhanging branches less than 2.5 meters above ground and encroaching undergrowth/trip hazards.

Community engagement:

Hold one annual community event.

Hold educational wildlife events, such as Moth and Bat events, walk and talk sessions with experts.

Hold Nature Club sessions for families within school holidays.

Encourage wildlife activity providers, schools and other appropriate groups and organisations to use the area.

Attend a minimum of two external events per annum to promote the group and volunteering.

Social media, Facebook, website and local news agencies updated on a regular basis.

Community areas:

To maintain and promote The Well Being area and Cooper's Circle forest school area.
To maintain and promote the green spaces for community use.

Volunteers:

Ensure all volunteer data is held securely on an encrypted database, with strict access only to working party leaders.

Ensure all volunteer health and allergy details are kept up to date.

Ensure all new volunteers receive an induction, are aware of all policies adhered to by the group and use buddy system during working parties.

Regular tool safety workshops held. Tools and safety equipment kept in good order.

All first aid qualifications kept up to date.

DBS checks in place.

Volunteer welfare officer in place to look after volunteers' wellbeing.

Working parties:

All working party leaders require Woodland Trust lead training, first aid and DBS. Be aware and act on all safeguarding policies and risk assessment policies.

All working party data, re date, time, members present, any injuries and work completed, to be recorded in a timely manner.

Any injuries, including trips and falls to be recorded, the volunteer must be contacted within 24 hrs for a welfare check.

3 monthly working party schedule:

Jan-March, April-June, July-Sept, Oct-Nov. To be compiled a minimum of two weeks before start date. To include community access management, wildlife habitat management and include flexibility to incorporate unexpected tasks.

NO work to be carried out without a work party leader present, with the exception of such tasks as mowing paths, emptying bins, litter picking. Leaders must be informed of such activities. Permissions from Woodland Trust must be in place before working on the Hill.

Power tools can only be used by contractors or volunteers with the correct licenses in place.

Wildlife habitat management:

All work must adhere to the habitat management plan for Cooper's Wood and Field.

Continue to create and maintain wildlife corridors within the area and to the wider countryside.

Continue to improve and maintain the diversity and tree management in Cooper's Wood.

Continue to improve and maintain diversity of meadow and grass areas for the benefit of pollinators.

Continue to improve and maintain Dormouse habitats (endangered species). Monthly surveys to be overseen by licensed handler April to October. All results to be recorded and submitted to Peoples Trust for Endangered Species (who report findings to Defra).

Document links

- Rights Respecting Charter - <https://bridportrightstown.org/about/bridport-citizens-charter/>
- Climate Emergency Action Plan - <https://www.bridport-tc.gov.uk/wp-content/uploads/2023/11/Climate-Emergency-Action-Plan-2023-2025-FINAL.pdf> (the three goals on page 1 of this document.)

Documents accessed via www.allingtonhillbillies.org.com
<http://www.allingtonhillbillies.org.uk/community/the-allington-hillbillies-14834/policies/>

Child Protection Policy

Environmental Statement

Equality, Diversity and Inclusion Policy

General Data Protection Policy

Safe Guarding Policy

Allington Hillbilly Constitution

Cooper's Wood and Field management plan.
<http://www.allingtonhillbillies.org.uk/community/the-allington-hillbillies-14834/woodland-management-plan/>

This business plan is valid for 12 months from the date as signed below.

Signed: Catherine Harvey, Chairperson..... *C Harvey*

Signed: Steve Todd, Working Party Manager..... *S. Todd*

Signed: Emma Burt, Treasurer..... *EBurt*

Signed: Cathy Tyler, Committee Secretary..... *Cathy Tyler*

Signed: Kevin Trott, Working Party Leader..... *K M Trott*

Date: *26th Sept 2024.*