

## Annual General Meeting

25 April 2017

6.00pm Woodend, The Crescent, Scarborough



RAINCLIFFE  
WOOD  
COMMUNITY  
ENTERPRISE

### MINUTES (DRAFT)

Directors present: Robert Sword (Chair), Roy Blenkin, Cllr Bill Chatt, Cllr Andrew Jenkinson, Robert Peacock, Stephen Parker, Julie Stewart  
Apologies: Simon Marrington

Members present: Tony Auckland, Steve Bairstow (proxy), John Bradley, Patricia Colling (proxy), Angela Doherty, David Evans, Mark Feather, Ian Horton, Nigel Lowthrop, Darren Newland, Donald Graham Norman, Sunni Parker, James Risker, Martin Stirling, Will Watts

Notes: Angela Doherty

#### 1. Welcome and Introduction:

Robert Sword, Chair, welcomed the membership and introduced the format and procedures of the meeting. He explained this was a formal business meeting for members only. Members were welcome to stay after the meeting for informal discussions with the Board.

#### 2. To receive and approve the minutes of the AGM held on 17 May 2016

The minutes of the AGM held on 17 May 2016 were **APPROVED** unanimously.

#### 3. To receive and approve the accounts for the year ending 31 October 2016

The accounts for the year ending 31 October 2016 were **APPROVED** unanimously.

#### 4. To reappoint Ashby Berry Coulson as the Company's Accountant for another year

The reappointment of Ashby Berry Coulson as the Company's Accounts was **APPROVED** unanimously.

#### 5. Election of Directors

The Chair asked that the following to be noted in respect of nominated and appointed Directors:

- Cllr Bill Chatt and Cllr Andrew Jenkinson continue the representatives for Scarborough Borough Council.
- Roy Blenkin continues as the representative for Barrowcliff Big Local.
- Currently, East Ayton, West Ayton and Newby and Scalby Parish Councils have declined to nominate representatives.
- Ian Horton is standing down as a co-optee. He has put himself forward to be elected as a Member Director.
- Simon Marrington, Forestry Consultant from Till Hill, is standing down as a co-optee. The Board have asked him to remain on the Board as an Expert Director.
- Robert Sword continues as an Expert Director.

### Election of Member Directors

The Chair noted that there are currently 3 vacancies for Member Directors. Following the Call for Directors, nomination forms had been received from David Evans, James Risker and Ian Horton.

David Evans was **ELECTED** to the Board of Directors by a unanimous vote.  
James Risker was **ELECTED** to the Board of Directors by a unanimous vote.  
Ian Horton was **ELECTED** to the Board of Directors by a unanimous vote.

### 6. To receive the Chairman's Report

Robert Sword presented the Chairman's Report summarising the key points made in the written report. The key things to note are:

- The Management Agreement with the Woodland Trust is now in its third year and is due for review. The Board are taking the opportunity to also review the Business Plan (especially in respect of increased income generating opportunities) and Governance with the support of the Plunkett Foundation. Directors have taken part in a series of interviews and one workshop has already been held. The revised Business Plan should be ready to be submitted to the next AGM.
- Grants from Wild about the Woods and Stronger Communities will finish in September 2107 and March 2018 respectively.
- Cash held in the current account amounted to £7,685 (31st October 2016), and currently is £8,269.07 (excluding the two grant funders). One of the members asked what the £772 forestry costs were. Mark Feather (Woodland Trust) stated that this was the slight shortfall (due to VAT) between the cost of work in installing a track to the former sawmill site and the grant received.
- RWCE now employs an administrator for 10 hours a month.
- Income from timber sales was £3,400 from 450 tonnes of timber (approx. 8 hectares). One of the members expressed concern that the income was very low and felt that RWCE could have earned more. The Chair explained that the work was awarded following a tender process and this was the best price available.
- Restorative thinning work covered just over 10 hectares (24.71 acres). Two guided walks were arranged by the Woodland Trust during this work.
- RWCE aims to use local contractors whenever possible although this can be difficult as not all have the necessary current health and safety compliance certificates. RWCE has been able to extend its list of contractors to 17 all of whom were invited to submit expressions of interest for the 2017 work programme. Of those contacted 6 will be submitting tenders.
- There have been a lot of activities in the woods over the year, engaging with schools and companies as well as the general public.

The Chair announced that a public meeting was being planned for 6pm on 21 June in Raincliffe Wood. The Board will give consideration to a later start time as suggested by a couple of the members.

The Chair drew the formal meeting to a close at **6.45pm** thanking the members for attending. He restated that members were welcome to stay for informal discussions with the Board.