

Board Meeting

27 March 2018

6.00pm Woodend, Scarborough



MINUTES

Present:

Robert Sword (RS) - Chair, Roy Blenkin (RB), Dave Evans (DE), Karl Gerhardsen (KG), Stephen Parker (SP), Robert Peacock (RP)

In attendance

Angela Doherty (AD) - Administrator and Company Secretary, Rich McGinn(RM), on behalf of Hidden Horizons – Item 9 only

Description

Action

1. Apologies

Cllr Andrew Jenkinson (AJ), Simon Marrington (SM), James Risker (JR), Ian Horton (IH), Julie Stewart (JS)

2. Declarations of Interest

None

3. Minutes of meeting on 20 February 2018

The minutes of the meeting on 20 February 2018 were **AGREED** as a true record.

a) Matters Arising not on the Agenda

(i) *Board members* – AD has now received official confirmation from SBC that Cllr Bill Chatt has stood down as one of the SBC representatives on the RWCE Board. Confirmation of who will replace him will be provided by SBC in due course. AD will make the necessary changes at Companies House.

AD

(ii) *Insurance* – the insurance has been renewed for a further year with Zurich Insurance. The policy can be amended should RWCE directly employ any staff. Any contractor with whom RWCE works is responsible for their own insurance.

b) Confirmation of Confidential items

The Board agreed the items on the minutes which are deemed to be confidential to the Board. The minutes will now be posted on the website, excluding those confidential items.

AD

4. Governance

a) Appointment of Expert Director

RP took over the Chairing of the meeting for this item only.

Further to the brief discussion at last month's Board meeting, Julie Stewart (JS), via an email to all Directors, proposed that Robert Sword (RS) be re-appointed to a 2-year term as an Expert Director and that he should remain as the duly appointed Chairman of RWCE. Dave Evans(DE) seconded both proposals.

The Board **AGREED** unanimously to the reappointment of Robert Sword (RS) as Expert Director and to his continuing as Chair.

b) Revised Objects

The revised wording of the Objects had already been accepted by the Board but there was concern that there was some duplication. RS edited the wording keeping the main suggestions but removing any duplication and presented this to the Board for consideration. The following amendments were proposed:

- Rather than Promote facilities for recreation... just say Promote recreation.
- Include promoting access as well as recreation and leisure.
- Include a sentence about aiming for lower running costs/better value for money.
- Include promoting coordination and collaboration between different organisations.

RS will amend the objects in line with the suggestions above and will recirculate to the Board by email for final approval. Once done they will form part of the Amendments to the Articles paper for the members to consider at the AGM.

RS

c) *AGM Draft Agenda/Notice*

- The notice for the AGM will be emailed to members no later than 10 April.
- The Chairman's report will include a section on the revised Business Plan and the direction of travel for RWCE.
- Member Director nominees will be invited to say a few words in support of their nomination.
- JS will have the member list on reception to note attendees and identify those eligible to vote. An event will be created on Eventbrite to try to get an idea of how many are planning to attend.
- Once the official business of the meeting has been concluded and the AGM ended, the members will have the opportunity to take part in an informal Q & A session.

The Board **AGREED** the notice/agenda to cover the normal business of the AGM. JS will send to members and AD will upload on to the website.

JS/AD

d) *AGM Timetable*

The keys dates to note are:

- Notice of AGM to be sent to members no later than 10 April.
- Deadline for Member Director nominations is noon 16 April.
- Reports/Papers to be on the website as soon as possible but no later than 18 April.
- Nominee details to be on the website by 18 April.
- Proxy votes applications to be submitted by midday 30 April.

e) *General Data Protection Regulation (GDPR)*

RWCE hold names, addresses, phone numbers and email addresses of its members on a database spreadsheet. In accordance with the new GDPR regulations which come into force on 25 May 2018, this membership database spreadsheet is now stored in Drop Box and is password protected. Only JS, AD and WW will have access to the list. After the AGM JS will email all members to ask them to reconfirm their membership and that they are happy to continue receiving emails from RWCE.

JS

5. Licence and lease update

THIS ITEM IS CONFIDENTIAL TO THE BOARD.

6. Financial update

a) *Financial update 2017/2018*

The current overall balance is £8,056.72 allocated as below:

- *Wild About the Woods*- The current balance is £1,790.85. A further £9,950 is due from the People's Health Trust. See Item 9 for an update on funding.
- *Stronger Communities*- The current balance is £120.00. A further £6,000 of funding is due. See Item 9 for an update on funding.
- *Unrestricted funds*- The current balance is £6,145.87. Spend in March includes payment of insurance, the accountants and renewal of the membership of Locality. All of these are planned spend as outlined at last month's meeting.

b) *Reappointment of accountants*

The Board were happy with the service provided by the accountants, Ashby Berry Coulsons. The Board **RECOMMENDED** the reappointment of Ashby Berry Coulsons as the Accountant for another year. The recommendation will be taken to the AGM in May.

7. Business Plan Focus Group update

The group updated the Board and the key points to note are below:

- The first stage proposal bid to the Tudor Trust was submitted at the beginning of March but disappointingly the application will not be taken any further. The Tudor Trust do not give feedback but do say that, because of the very high volume of applications, they can only take forward about 10% of those they receive, so even a good application may be turned down. RWCE can re-apply in a year's time.
- RP has made an initial contact with Community First Yorkshire, an organisation who help community/social enterprises like RWCE and may be able to offer advice and support. WW may also be able to help with grant applications.
- A developing idea is that RWCE would have a coordination role, being a conduit for funding, bringing together different local organisations and groups to work together in partnership.
- RWCE is keen to use local or regional contractors rather than national ones where possible.
- DE/SP/RP have been visiting people linked to the woods seeking their views and encouraging their re-engagement with RWCE. To date the response has been very positive.
- SBC are now engaged with the proposal to use a small (100m x 200m) area of land next to Stepney Hill Farm for pig grazing. It is proposed that the Scarborough Conservation Volunteers could do some of the work to get the land ready for which they would charge a daily rate. It was **AGREED** that this could be funded using some of the £2,500 of the Stronger Communities Fund – See item 9.
- DE has met with the owners of Row Brow Farm – they are keen to engage with RWCE and have offered the use of their digger free of charge. They also suggested they could perhaps organise a tea shack at Throxenby Mere.
- Reengagement with Heavy Horses has begun. They could help with low impact extraction.
- Flixton Saw Mill are keen to use hard and soft wood for their firewood stocks. They have their own kiln and could arrange transport. SM's view is that, in the short-term, the best option is to prioritise firewood. DE/SP/RP to speak to SM for his expert advice. Working with local contractors would be encouraged, as long as the contractors have the correct certificates and insurance in place.
- The new housing estate proposed opposite the Mere could be an opportunity for a Section 106 agreement for a joint foot/cycle path to join Raincliffe School to the Mere. RP asked Jo Ireland for further details on how this might be taken forward.
- DE has been in contact with York Potash (Sirius). RWCE is on the list to be contacted when the next round of funding is released but DE would like to set up a meeting with them.
- The Boardwalk at Throxenby Mere is in need of repair – it would need to be funded.
- KG is happy to work with DE/SP/RP on the Section 106 and any other issues around pathways.
- DE is finding it hard to engage with secondary schools although this may just be a question of timing. He will update Richard Benstead (Area Opportunities Fund).

DE/SP/
RP/SM

DE

KG/DE/
SP/RP

DE

8. Woodland Management: Nothing to report.

9 Stronger Communities/Wild about the Woods

RM attended the meeting on behalf of WW. WW had circulated his update report prior to the meeting along with the funding update reports sent to Stronger Communities and People's Health Trust. The key points to note are:

- Hidden Horizons(HH) have continued to deliver activities in the woods at their own financial risk. Once funding has been received Hidden Horizons will submit their invoices for work undertaken over the last 5 months.
- The recent Bushcraft sessions were very well attended.

- Postcode data is collected from those taking part in the activities, so the geographical spread can be seen. Most are from Scarborough.
- Engagement with Barrowcliff is usually via Gallows Close Centre with good take up.
- The numbers of Askham Bryan students on the 12-week courses is growing.
- Feedback on activities has been very positive and HH are receiving enquiries about future events.
- There could be some Big Local funding available.
- SP had met with WW and discussed out of school hours activities which are in demand and are something which HH would like to work on in partnership with RWCE, together with Corporate volunteer days which have proved very popular.

Stronger Communities funding

Confirmation has been received from NYCC that the final payment will be made by mid-April – this should be in the region of £6,000. Of this, £2,500 had been intended for spend on capital items but NYCC are happy for this to be used for some other type of spend instead. The Board would prefer it to be used either as match funding for grant applications or to extend current activity provision, specifically on volunteer recruitment and activities.

DE/SP/RP to meet with WW again to take forward a coordinated approach re out of hours school activities and corporate volunteer days and the use of some of the £2,500 for work by Scarborough Conservation Volunteers.

**DE/SP/
RP/WW**

People's Health Trust Funding (Wild About The Woods)

WW has asked for a further extension of the project to 30 September 2018 to enable a continuation of activities in the woods over the spring and summer. This would also allow time for the balance of the funding due (C£9,500) to be spent. The Board were happy with the proposed extension and plan of activity as it is essential to maintain a programme of activities in the woods. In terms of the volunteer expenses – it was suggested that some of this could be used for Scarborough Conservation Volunteers. They are now keen to get involved and reengage with RWCE.

WW will present a full report and proposals for grant applications to the next Board meeting.

WW

10. Publicity, marketing and events: Nothing to report

11 Health and Safety: Nothing to report.

12. Any other business

a) A proposal had been received from Cllr Mark Vesey to plant some trees in the woods as a memorial to mark the centenary of WW1. The Woodland Trust would provide the trees free of charge. The Board were supportive of the idea and thought perhaps the Meadow may be a suitable spot – it is owned by the Woodland Trust and leased to the Scarborough Conservation volunteers. SP to follow up.

SP

13. Date of next meetings

- 1 May 2018- Annual General Meeting
- 29 May 2018
- 3 July 2018 (RS away. To be chaired by Vice Chair)
- 11 September 2018
- 16 October 2018
- 20 November 2018

All members of the Board are bound by the principle of Collective Responsibility. This means that whilst Board members are at liberty to express their individual points of view at Board meetings, and are encouraged to engage in full and frank discussion, once a matter has been agreed, that decision is then owned by the Board. All Board members should present a united front outside of the meetings taking collective responsibility for that decision whether they personally agreed with it or not. Board members should not share with people outside of the Board the views expressed by individual Board members in discussions, or how they voted. Only the decision should be shared as recorded in the minutes.