

Board Meeting

3 July 2018

6.00pm Woodend, Scarborough



MINUTES

Present:

Robert Peacock (RP) – Chair up to item 3, Julie Stewart (JS) – Chair (from item 4), Roy Blenkin (RB), Dave Evans (DE), Ian Horton (IH), Simon Marrington (SM), Stephen Parker (SP), Mark Vesey (MV)

In attendance

Angela Doherty (AD) - Administrator and Company Secretary, Mark Feather (MF) – Woodland Trust.

Description

Action

1. **Apologies** (Chaired by RP)

Karl Gerhardsen (KG), Cllr Andrew Jenkinson (AJ), James Risker (JR), Robert Sword (RS).

2. **Declarations of Interest** (Chaired by RP)

RB declared a potential conflict of interest in Item 8 - Business Plan Focus Group Update.

3. **Appointment of Vice-Chair** (Chaired by RP)

The re-appointment of Julie Stewart (JS) as Vice-Chair had been discussed and agreed at the last Board meeting. JS has indicated that she is willing to take on the role again.

RP formally proposed the re-appointment of Julie Stewart as Vice-Chair to which the Board **AGREED** unanimously. JS took over as Chair of the meeting from this point onwards.

4. **Minutes of meeting on 29 May 2018**

The minutes of the meeting on 29 May 2018 were **AGREED** as a true record.

a) **Matters Arising not on the Agenda**

- *Updating noticeboards* – RS still to get a quote for the Boards. DE indicated that he knew of a printer who might be able to do the work. He will contact them for a quote. **RS**
DE
- *SAHS* - have confirmed that they are happy to do a presentation to as wide an audience as possible. AD will circulate possible dates in September to the Board and to SAHS. SAHS are also happy for their report to be added to the RWCE website. AD will arrange. **AD**
- *Welcome to Yorkshire*- meeting still to take place. **RP**
- *Barrowcliff Big Local on Ice* – 14th July at Wreyfield Church. RB has not heard from any of the other Directors regarding a RWCE table at the event. The deadline is next Wednesday 12th July. AD will send a reminder email to all Board members. **AD**

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**

5. **Governance [CONFIDENTIAL]**

THIS ITEM IS CONFIDENTIAL TO THE MEETING.

6. **Licence and lease update**

Carol Rehill, SBC Solicitor, is due to meet with Martin Pedley, SBC w/c 2 July to review the plan. She will contact RS once that meeting has taken place to arrange the next meeting with RWCE. RS to take forward. **RS**

7. Financial update

a) Financial update 2017/2018

The current overall balance is £16,022.05 allocated as below:

- *Wild About the Woods* - The current balance is £7,780.85.
- *Stronger Communities* - The current balance is £2,595.30.
- *Unrestricted funds* - The current balance is £5,645.90

8. Business Plan Focus Group update

The following was noted:

- SP has asked Scarborough Archers to send a written proposal to RS. AD to ask RS if he has received the proposal. If not, SP will chase. **AD/SP**
- Mark Walton, Shared Assets, has advised there a number of funding sources (Power to Change, Bright Ideas Fund, Business Community Fund, Lloyds Foundation, Reaching Communities, Big Lottery, Sirius Foundation). He has also confirmed there is one day's worth of support available to help with any bids. JS will forward his email to DE/SP/RP. **JS**
- The Owl and Hawk Trust are looking at wildlife in Forge Valley/Raincliffe Wood and are keen to work with RWCE on a wildlife survey. RP will follow up. **RP**
- SM advised that Stevenson's auction as an outlet to sell the wood is not really a suitable option for the current proposals so should be avoided. Further discussion around timber sales is at item 10.

9. Expression of Interest for a Boardwalk in Forge Valley and supporting infrastructure

The expression of interest has been submitted with the outcome due in the next few weeks.

10. Woodland Management:

a) 2017 timber felling/sales carried forward

The Board discussed the plan for thinning work with expert input from MF and SM.

The following key points were noted in the discussion:

- A draft tender document for Thinning Work had been circulated to the Board.
- The deadline in the draft tender document is 1 November as this was the deadline in the original tender. However, this was only set due to the fact that it was large scale thinning and taking account of weather/ground conditions.
- Wood prices are currently good and there is a shortage so it is timely to do the work.
- The usual process for tendering would be to invite expressions of interest. The Forestry Commission have a list of approved contractors and the expression of interest could also be posted on the website.
- Anyone expressing an interest would be invited to submit a tender. If a national operator is successful, they would use local contractors and local mills thus keeping the actual work in local hands.
- MF advised not to be too concerned about what wasn't done in 2017 from the original plan. The volumes then were about income on a large scale -this time it is on a smaller scale
- However, given the scale of the work involved there is no legal obligation on RWCE to go out to tender. The projected costs/income would be under the tender threshold.
- Discussions have been continuing with Flixton Saw Mill about possible felling on a smaller scale with a more sympathetic approach. The process from felling to removal would be done by a local firm. The wood could be used for firewood, or sold if higher quality.
- If done on a small scale there would be a logging lorry which would move the wood to the saw mill to store. It was noted that, if the middle track is being used to transport the wood, it will need to be maintained.
- There would be a number of small teams using chainsaws rather than any heavy machinery.

- It is important to ensure that the right trees are felled and the right ones are maintained, and to be aware of not doing too much thinning.
- There is very little opportunity for replanting after the trees have been thinned. Some planting might be possible along the edge but, as it is an ancient woodland, it would have to be native species only.

Proposal

- MF proposed that rather than offer work on all 8 hectares, it should be broken down into blocks so there would be a phased approach to the work.
- One block could be marked up and Flixtons invited to do the work on that block.
- A review would be undertaken once completed to see if further blocks could be done in this way either by Flixtons or another local organisation.
- MF and SM are both willing to help in identifying the first block and marking up trees.

MF/SM

The Board acknowledged the following:

- The price must be around what would realistically be expected.
- Any work done will need to be monitored by RWCE.
- Any work undertaken must be properly risk assessed, the contractors must have a method statement, there must be proper supervision and there must be compliance with relevant health and safety regulations. MF has a contract checklist which he can provide to assist with this.
- Uplift will need to be done as soon as possible after it is taken to the roadside. Security cameras would be helpful but this would be something SBC would have to install. RP will speak to SBC re security on the main gate.
- There could be financial implications – if it is an ongoing arrangement rather than fixed time one there is a risk of the work petering out.

MF

RP

The Board **AGREED** to the above proposal as a pilot scheme on one block to start as soon as possible.

DE will speak to Flixtons about the proposal and them doing the first block. He will let MF know if they want to go ahead.

DE

b) Memorial Trees

MV's application to Woodland Trust for 100 trees has been accepted. As soon as confirmation of a delivery date is received a proper plan for planting can be put in place and an appropriate date for the launch can be set.

MV

11 Stronger Communities/Wild about the Woods

WW was unable to attend the meeting but had circulated his update report. The key points to note are:

- Confirmation has been received that £2,500 of the grant can be used to purchase 10 days of consultancy time from Will Watts to pursue grant applications. A meeting now needs to be set up as soon as possible with WW and RS, RP, SP, DE. RP will follow up.
- WW is still waiting for written confirmation from People's Health Trust (PHT) regarding the use of the current underspend.
- WW is also still waiting for confirmation from PHT regarding the balance of £1,711 of funds received but not yet spent.

RP

WW

WW

12. Publicity, marketing and events:

JS has resumed responsibility for the website. It is acknowledged that it needs to be used more as a means of communicating what is happening in the woods. There needs to be project updates, information about RWCE working with other groups (eg Scarborough Conservation Volunteers) and regular news feeds. JS asked all Board members to send her information which could be included on the website.

ALL

13 Health and Safety:

Although it is not the responsibility of RWCE to deal with the problem, RWCE noted their concern about the issue of Ash die-back in Forge Valley.

14. Any other business

a) Proposed Board meetings 2019

Proposed dates for 2019 had been circulated and are listed again below. AD will book the meeting room.

AD

- 15 January 2019
- 19 February 2019
- 26 March 2019
- 30 April 2019- Annual General Meeting
- 28 May 2019
- 2 July 2019
- No meeting August
- 10 September 2019
- 15 October 2019
- 19 November 2019

15. Date of next meetings

- 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.