

Board Meeting

11 September 2018

6.00pm Woodend, Scarborough



MINUTES

Present: Robert Sword (RS) – Chair, Robert Peacock (RP), Roy Blenkin (RB), Dave Evans (DE), Ian Horton (IH), Stephen Parker (SP), Mark Vesey (MV) Karl Gerhardsen (KG), James Risker (JR)

In attendance

Angela Doherty (AD) - Administrator and Company Secretary, Will Watts (WW) – Hidden Horizons

Description

Action

1. Apologies

Cllr Andrew Jenkinson (AJ), Julie Stewart (JS), Simon Marrington (SM).

RS stated that he had written to 4 Board members whose attendance had been low reminding them of the need to send apologies and stating the reason for the non-attendance. He also asked them to consider if they were able to continue to commit their time to RWCE. It was noted that SM had been unable to attend most meetings due to family and work commitments, however he had been available to provide advice when needed and has made a significant contribution outside of the Board meetings. He is keen to remain involved even if he is not be able to make every Board meeting. Given his expertise the Board were happy for him to continue on this basis.

2. Declarations of Interest

None

3. Minutes of meeting on 3 July 2018

The minutes of the meeting on 3 July 2018 were **AGREED** as a true record.

a) *Matters Arising not on the Agenda*

(i) SAHS Talk – confirmed for 18 September at 6pm at Woodend. An invitation has been sent to all members.

(ii) *Notice boards* – new RWCE notice boards had been erected in the car parks however an incorrect email address had been used. The email should have been a Raincliffe one not AD's personal business address. During the meeting it was agreed that the email should be enquiries@raincliffe.co.uk. RS to contact Don French with the correct information. DE offered to help put in place. It was noted that new signs would also be needed for the felling (see Item 9).

RS/DE

(iii) *Welcome to Yorkshire* – RP had met with Janet Deacon from Welcome to Yorkshire (WTY). They are keen to support RWCE especially in respect of the accessible tourism agenda and the Boardwalk bid. Janet Deacon suggested that RWCE become a member of WTY to be able to access all their resources. The cost would be in the region of £300 per annum with subscriptions starting in May each year but with no half year options available. The Board agreed that they would revisit possible membership early next year.

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) CIC update

RP/RS gave an update on progress and the key points to note are:

- RP/JS have been liaising with a Community First Advisor. The Advisor felt that a charity structure might be more popular with funders than a CIC, although CICs do still attract funding and the Advisor was happy to work with RWCE whichever route it took.
- The reason not to go for charity status now is that it will take a significant amount of time to set up. It would also necessitate rewriting parts of the Mem&Arts.
- The CIC will still take some time and will probably necessitate some legal advice but it is a much smoother process and is better suited to what is needed.
- It is important the wording in respect of the “asset lock” clearly reflects what is needed in terms of protecting the asset.
- The current Mem&Arts prevent the Directors being paid and this would be retained in the new CIC.
- CICs are regulated and have high levels of transparency as RWCE does now.
- RP/JS/RS met last week to discuss the options. As previously discussed by the Board and indicated at the AGM last year the Directors felt that setting up a CIC in the first instance is the right way forward.
- There is template documentation available. It is proposed to transpose the existing Mem & Arts into the CIC template. This would be a one-off project for AD so there would be some cost involved which RS will agree with AD.
- At some point in the future RWCE could move to a charity status (with a Board of Trustees) with the CIC (with a Board of Directors) as its trading arm although it was noted that is possible to trade as a charity as long as there is no more than £50k revenue(excluding grants).
- The timescale for needing to make any change will be clearer after the meeting in respect of the Boardwalk project taking place on 13 September (see item 8 below)

RS

By a show of hands the Board **AGREED** unanimously that RWCE should become a CIC and that RS/RP/JS/AD should take the necessary next steps to put this in place.

RP/RS/JS
/AD

b) GDPR update

RP updated the Board as follows:

- JS had sent email to all members asking if they wished to remain on the mailing list.
- As discussed at the last meeting, from a GDPR and Governance point of view all Board members were encouraged to use a Raincliffe email address rather than a personal one. All those at the meeting, with the exception of RB, agreed to have new emails set up. RP will liaise with Jack at StudioExcel to set these up and will let AD know the addresses.
- AD already uses the ‘admin@’ email for sending out of Board papers with all addresses hidden.
- A framework of regulations/policies still needs to be drawn up which RP/JS will continue to work on.

RP

RP/JS

5. Licence and lease update

RS has now received a plan from SBC. It is not clear if it includes Throxenby Mere but if it doesn't that does not present a problem as long as the land up to it is included.

Martin Pedley (MP) from SBC has also carried out a detailed survey of 11 carparks identifying areas in need of repair and undertaking to carry out such repairs before anything is handed over to RWCE. He indicated that RWCE would be responsible for the future repairs to the surfaces and the fencing although this has not been formally agreed and there was concern that RWCE would not be able to take this on financially. RS will circulate MP's report to the Board for their consideration. Any comments to be sent to RS.

RS
AL

A further meeting with MP is needed but there are still matters which have not yet been addressed such as responsibility for litter and third party rights. RS will continue to pursue.

RS

6. Financial update

a) Financial update 2017/2018

The current overall balance is £12,678.67 allocated as below:

- *Wild About the Woods* - The current balance is £6,069.85. The project will finish at the end September. There is a final payment of c£3,500 due.
- *Stronger Communities* - The current balance is £1,258.90. This project is now ended. The final balance has been allocated for WW's time working on bids. The cost of the virtual office and room hire had been taken from this funding pot. WW advised that some of the remaining WATW funding could be used to cover the cost of a virtual office. This would necessitate RWCE paying an annual fee rather than monthly. AD/WW to follow up.
- *Unrestricted funds* - The current balance is £5,349.92. The Board acknowledged the need to increase the amount of unrestricted funds. This will be achieved with income from the tree felling (see item 9 below). The estimated initial income would be around £4,500.

WW/AD

7. Business Plan Focus Group update

This is covered under Item 9 - Woodland Management.

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

RP had circulated a detailed update to the Board prior to the meeting. The key points to note are:

- The bid would be for 100% intervention. The total bid value is £680,000.
- All permits must be approved before the bid is submitted. In addition to planning permission the Environmental Agency need to provide a bespoke permit which also includes schemes of work for contractors. The costs involved cannot be recouped as part of the bid.
- The outline cost for doing the permit work is £10k – this is a quote from an experienced and recommended design and civil engineering company. RP has spoken to others but this is the only one who are able to provide the full service.
- SBC have agreed to provide 50% of the funding, up to a maximum of £5k.
- NYMNP Trust have offered the time of one of their experts to help with the bid writing. They are also considering offering £5k of funding – a decision is expected this week.
- Both SBC and NYMNP have tender thresholds. RP will seek clarification if £5k is below these thresholds.
- Scarborough & Ryedale Disability Forum are keen to get involved and can provide ongoing advice in terms of accessibility concerns. They have given their verbal support and this should be formalised at their meeting this week.
- The lease from SBC may need to be signed before the bid is submitted although it is possible that a letter of intent may be sufficient.
- DE/SP/RP are attending a meeting on Thursday 13th September organised by the Rural Payments Agency where a full briefing will be given on what is required and detailed discussions about the application can be had with the Project Lead Manager. RWCE needs to confirm by Friday 14th September what its submission date will be – currently this is anticipated to be 31 January 2019.
- The work being done by RWCE will be publicised depending on the outcome of the meeting on 13th September.

RP

RP/JS

RS expressed his thanks, on behalf of the Board, for the time and effort put in by the Directors.

The Board **RESOLVED** the following:

- To pursue the full bid on the basis that the cost of preparing the full bid are met from other sources.
- To not commit to any risks without Board approval.
- To submit the full bid by 31st January 2019.
- To agree to take up the offer from NYMNP Trust for the donation of their expert's time to the bid.
- To accept the offer from Scarborough & Ryedale Disability Forum of support and involvement in the Project. (Subject to Confirmation from the Forum of the verbal offer made).
- To accept the offer from SBC of 50% support up to a maximum of £5K.
- To accept any future offer of support funding from NYMNP or its other agency subject to point 2 above.
- To engage the recommended design and engineering consultants subject to the financial constraints in point 1.
- To review the opportunity to register with Welcome to Yorkshire at a later date subject to progress with the full bid.

9. Woodland Management:

a) Timber felling

As agreed at the last meeting MF and SM have helped to identify a block of trees for felling and provided their expertise in recommending local contractors who were able to do the work. The following was noted:

- The felling will be done with hand chainsaws and will be done in as sympathetic a way as possible.
- A padlock will be put on the gate and signs erected in respect of video surveillance in operation.
- The response from users of the woods has been generally positive.
- Andrew Spitalhouse is able to fell and extract the trees for £25 per tonne.
- Transport costs will be £8 per tonne.
- Weighbridge will be £12 per weigh with Murray Brown.
- Flixtons Sawmill will grade and sort the wood into softwood and hardwood and are offering £60 per tonne for hardwood (25% of total extracted) and just over £50 per tonne for softwood (75% of total extracted). They will market it as RWCE produce.
- The estimate return on the softwood is £15-£18 per tonne and on the hardwood £20 per tonne, giving an initial estimated income of around £4,500.
- DE/SP/RP will closely monitor the work being done. DE will supervise the transport of the wood to ensure everything is done correctly. If it goes well more trees can be added to the felling.
- Signs will need to be erected. DE to send the details for the signs to RS and he will arrange for them to be done. Information also needs to go on the website.
- The work is due to start in the second week in October and DE will let the Board know when the work has started and will take photographs for the website.

DE/SP/RP

DE/RS/JS

DE/JS

RS was pleased to see real progress being made and thanked DE/SP/RP for their hard work.

b) Memorial Trees

MV/SP visited the site near the meadow which has been identified as a possible location for the trees. There are c100 tree protectors there but the majority are empty and these have been marked up by SP. The area around the protectors needs clearing – this could be a project for the volunteers from GCHQ and the Board acknowledged the need to ensure that the trees are looked after once planted. MV still does not have a date from Woodland Trust for when the trees will arrive. The ideal scenario would be to plant at least one on 11th November. MV is hoping that the Mayor will be available to start the planting. After that the

trees can go in at any point over the following few months with different groups invited to do this (eg school children, conservation volunteers). MV will manage publicity, liaising with JS in respect of the website.

MV/JS

c) Other

- A meeting has been held with the North Yorkshire Highways agency regarding a possible joint foot/cycle path to join Raincliffe School to the Mere. They are supportive of the idea but have no funding. The foundation work will be the most costly as it will require putting in suitable drainage to mitigate any flood risk. Any work done will require funding. A case could be made for Section 106 money if SBC were presented with some rough ideas. If RWCE publicised that this is what it publicity would help RWCE's bid. The Board **AGREED** that this should be made public. DE to liaise with JS.
- DE met with Owl and Hawk Trust and walked through woods – they are putting up owl boxes in Forge Valley.
- Japanese Balsam is a concern and the cost of dealing with it could be high. Responsibility for this needs to be clarified in the lease.
- SP had asked Scarborough Archers to send a written proposal to RS regarding the field archery idea but had not a response despite chasing. The issue seems to be that some members are keen to progress to Field Archery but some would prefer to remain as now, hence the Committee is unable to support this at the moment.

DE/JS

RS

10. Stronger Communities/Wild about the Woods

WW had circulated his update report. The key points to note are:

- Both Stronger Communities and Wild about the Woods projects end this month. WW will produce the necessary end of project reports for the funders.
- The remaining Stronger Communities money is being used for WW's time in helping with funding bids. There are about 6/7 days left of his time. DE/SP/RP will continue to liaise directly with WW to make the best use of this time.
- A bid for a Project Officer for a year has been submitted to Sirius Minerals – the outcome will be known at the end of this month.
- The success of the activities run by Hidden Horizons over the past couple of years has been excellent to see and RWCE are keen that activities continue so wish to seek funding to support that.
- It was noted that the remaining Stronger Communities grant has to be spent on supporting funding bids but Wild About the Woods could be used for activities.
- WW is happy to help with a suggested survey of all groups who are using the wood to get a baseline of activity.
- WW is also happy to coordinate a seed collection programme which links to the Great Northern Forest idea of setting up a tree nursery. Stepney Hill Farm have offered some land which they will allow to be used for such a nursery as long as it is fenced off. Saplings could be planted in the woods or sold on.
- WW suggested the annual Toad Patrol would be a good project for volunteers – it will be late February/early March.
- It was agreed that the landline number for RWCE would remain as now but that WW's access to the enquiries@ email would be removed when the current projects end. Other members of the Board have access to this email. AD to contact Jack at StudioExcel to request this.
- WW is happy to come along to Board meetings as required.

WW

DE/SP/RP

AD

11. Publicity, marketing and events:

None

12 Health and Safety:

a) RS had received an email regarding fires in the woods. It was noted that there have been a few incidences of fire from BBQs and campfires. Where safe to do so, WW reported that his team have dealt with them but mostly the Fire Brigade are called out. Calls are also logged by the police. It was agreed that it would be helpful to know who the PCSO is for the Raincliffe area. RS will try to find out.

RS

b) RS also received an email about new unauthorised cycling tracks being created. It is the responsibility of Scarborough Borough Council to deal with such matters but IH and JR are aware of this and try to fix any damage done when they see it. They also highlight the issue on a Facebook page. They are happy to deal with any future emails on this matter.

13. Any other business

a) *RWCE materials* – WW is storing RWCE kit and is happy to continue to do so but it was felt that an inventory of the kit held was needed. WW will arrange for an inventory to be taken with a member of the Board present. The list will then be sent to AD to hold as a central record.

WW

14. Date of next meetings

- 16 October 2018
- 20 November 2018
- 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

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.