

## **MINUTES**

**Present:** Robert Sword (RS) – Chair, Dave Evans (DE), Karl Gerhardsen (KG, Cllr Phil Kershaw (PK), Stephen Parker (SP), Robert Peacock (RP), Cllr Subash Sharma (SS), Julia Clark (JC)

### **In attendance**

Sharon Graves (SG) - Administrator and Company Secretary  
Paul Thompson (PT) – Community Woodland Manager

1. **Apologies:** Asher Haynes (AH), Ian Horton (IH) **Action**

2. **Declarations of Interest:** None

### **3. Minutes**

#### **Minutes of meeting on 12 January 2021**

The minutes of the meeting on 12 January 2021 were **AGREED** as a true record.

#### **(i) Matters Arising not on the Agenda**

a) *Frequency of Board Meetings* – Focus Group recognised as a formal sub-committee managing day to day matters and consisting of RP, DE, SP & PT and to report to Board in respect of financial matters. Terms of reference should be drafted. After AGM to formalise group and annually thereafter.

**RP/DE**

b) *Membership/Newsletter* – RP – No due process to validate membership at present. RP has updated lists and emailed new members. Way forward RP/SG to liaise.

**RP/SG**

c) *Licenses and Permits* – KG – Clarification on group sizes. Small group (50), Large group (50+). PT – been in discussion with Andrew Muir, catering concessions at National Parks who had done research on busy car parks, ie. ice cream vans and potential income raised during summer months (Spring to Autumn). Also a discussion on a more established venue, ie. container with electricity etc. If permanent would involve planning permission. KG informed the Board if use is less than 28 days a year (ie. Summer weekends) no planning consent needed. Option to try this. PT obtained license template, to update and send to RS for input.

**PT/RS**

#### **(ii) Confirmation of Confidential items**

The Board agreed that there were no confidential items on the last minutes. The full minutes will now be posted on the website.

**SG**

### **4. Governance**

#### **(i) AGM**

**THIS ITEM IS CONFIDENTIAL**

## **5. Financial update**

### **(i) CapEx and new equipment update**

PT – CapEx: tractor and trailer has been purchased and insured.  
Income/Expenditure: PT went through financial report. Actively setting up firewood business. Potential income of £40k during February/April. Included within these figures is the grant funding from Power to Change and High Tier Countryside Stewardship Scheme.

### **(ii) Financial Statements – January 2020**

The current overall balance is £40,109.67:

- *Wild About the Woods* - The closing balance is £419.39 - virtual office costs/room hire costs are being allocated to this fund.
- *Unrestricted funds* - The closing balance is £18,759.38, including income from timber sales - £10,589.25.
- *Power to Change* – The closing balance is £20,930.90 . Spend of note includes salary expenditure - £3,074.17, Second instalment for tractor/trailer - £8,000

### **(iii) Budget**

Discussed within (ii) above.

## **6. Funding**

### **(i) Power to Change Update**

The following was noted:

- Invitation from Power to Change to join a scheme. This is a network opportunity and PT has joined this scheme.
- DE/PT – Progress report has been sent to Power to Change explaining purchases have been made and invoices submitted. Request for next draw down of £15k and should be available in April.

### **(ii) Other Funding and Fundraising**

Nothing to report.

**Julia Clark joined the meeting.**

### **(iii) RWCE Fundraising Working Group**

The following was noted:

- PT informed the Board that a Group (Focus Group and JC) had been set up to prepare a strategy for external funding, a vision and use for funding pots.
- JC drafted a questionnaire to send to local community.
- JC to create a list of potential targets/funders.
- RS – Good timing with incorporation of Business Plan.
- JC – Feedback from community survey with two elements – via social media, face to face contact and asking people visiting the woods.

## **7. Community Woodland Manager/Business Plan Focus Group**

### **(i) Woodland Management update**

The following was noted:

- PT – Invoice sales of 40 tonnes of hardwood by end of month.
- PT is currently carrying out PAWS restoration in 3 compartments to open up the canopy to encourage woodland ground flora, and to support biodiversity.
- Felling of 60 tonnes of hardwood from dense beech plantations, using a local contractor (Gardtech Ltd).
- Three buyers interested in purchasing timber.

**(ii) Higher Tier Countryside Stewardship Scheme**

RP reported minor discrepancy regarding a small plot of land not picked up on submission. Request been made amend this.

RP

**(iii) Community Engagement Update**

The following was noted:

- Various schemes/projects in pipeline:
  - Life Skills placement proposal submitted to Action Towards Inclusion (x3 days a week/x1 day a week). Deferred until new member of staff appointed.
  - Askham Bryan College – student placements offered to forestry/animal management students.
  - Potential collaboration with Yorkshire Derwent Catchment Partnership who bring together organisations from across the catchment who have a common interest in improving the water environment. RWCE have a felled area/wet woodland – YDCP have funding and keen to install natural flood management or water quality improvement measures in the Upper Derwent. Need a firm proposal. PT to submit at next meeting.
  - Reached out to Scarborough Field Naturalists who monitor Biodiversity Data – invited SFN to write an article on wild flowers for next Newsletter.
  - East Yorkshire Badger Group – potential collaboration to monitor resident badger clans.
  - Local theatre companies – opportunity for outside theatre with local theatre companies - struggling due to COVID-19.

PT

**(iv) Infrastructure/Resources update**

Discussed within items 5(i) and 11.

**8. Boardwalk Project**

RP informed Board regarding a discussion which took place on 8 February in respect of the Boardwalk and RP will send notes to SG for circulation to the Board.

RP/SG

**Robert Peacock left the meeting.**

**9. Business Plan Review update**

RS/JC/RP/DE/SP with CAVCA for a planning meeting and to set out a timetable. CAVCA to summarise and circulate.

**10. Publicity, marketing and events**

**(i) Social Media**

The following was noted:

- Facebook – 642 (Jan - 585)
- Instagram – 112 (Jan - 82)
- JC – Increase social media, ie. Own a day, eg. International/Yorkshire day of forest. Work with PT and Group regarding digital strategy. Start with Scarborough then the wider community. JC will report back at next meeting.

JC

**Dave Evans left the meeting.**

**(ii) Photo Competition**

- PT reported posters in car parks and competition extended to end of March and will report back at next meeting.

PT

## 11. Health and Safety

### (i) **Seavegate – tree safety inspection update**

NYCC Highways work programme has been delayed so PT has obtained a quote for coordinating RWCE's own road closure. Commitments of support have been obtained from BT Openreach and NYMNPA Woodland Restoration Team. Quotes have been obtained from arb contractors, and formal consent has been obtained from Natural England to carry out the proposed activity inside the SSSI. PT confirmed to the Board that the tree safety recommendations made within the report could be addressed by a grant of £4,000 and, has requested that this figure be communicated to Scarborough Borough Council. SS will respond to PT.

SS

### (ii) **Forge Valley Tree Report**

It was decided to proceed as recommended.

### (iii) **Health & Safety Policy – Final Edit**

The Board **AGREED** the Health & Safety Policy be adopted and used.

### (iv) **Dangerous Tree Log**

PT informed the Board that November x4 trees, December x2 trees and x12 trees reported January 2021 and dealt with.

## 12. Any Other Business

(i) **Company Credit Card** – SG raised this issue and PT to refer back to Focus Group and report back to next meeting with recommendations.

PT

## 13. Dates of next meetings

Will decide if Meeting will be held via Zoom nearer the time.

### 2021

- 23 March 2021
- 27 April 2021- Annual General Meeting (reverted back to usual timing)
- 25 May 2021
- 29 June 2021
- *August meeting to be determined if needed.*
- 7 September 2021
- 12 October 2021
- 16 November 2021

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