



## Board Meeting

11 May 2021

6.00 pm at Woodend

*The meeting was conducted in accordance with Government workplace guidance and all appropriate measures were put in place to ensure as safe a working environment as possible. Additionally, a thorough risk assessment was carried out, a copy of which was circulated to the Board prior to the meeting. The layout of the room ensured 2 metre social distancing between attendees, no tables were directly opposite each other and hand sanitizer was available at both entrances. Masks were worn if attendees left the room via the inner door into the bottom corridor.*

### MINUTES

Present: Robert Sword (RS) – Chair, Stephen Parker (SP), Robert Peacock (RP), Cllr Subash Sharma (SS), Julia Clark (JC), Asher Haynes (AH), Ian Horton (IH)

#### In attendance

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

Action

1. **Apologies:** Karl Gerhardsen  
Dave Evans  
Cllr Phil Kershaw

2. **Declarations of Interest:** None

3. **Minutes**

#### **Minutes of meeting on 23 March 2021**

The minutes of the meeting on 23 March 2021 were **AGREED** as a true record.

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

a) Company Credit Card – Has been obtained and DE/PT will be recipients. PT will keep a spreadsheet. DE will authorise statement send to SG for onward submission to RS for sign off.

b) 2019/2020 Accounts – Have been approved and signed off. Filleted accounts will be uploaded to website after AGM.

SG

c) Business Plan – Mel Bonney from CAVCA presented an overview of the Business Plan Review. Key principles of plan:

- Owned by RWCE
- Keep it simple
- Focus on the core priorities
- Clear and concise deliverables
- Social/community impact

It was agreed that the final Business Plan should be completed by end of August and it was an opportunity to discuss at the AGM as a workshop.

A Vision Session will be held before the AGM inviting Board Members to engage in the Business Plan. This will be facilitated by CAVCA and a meeting to be scheduled for 25 May.

SG

**Mel left the meeting after her presentation.**

**(ii) Confirmation of Confidential items**

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

**4. Governance**

**(i) AGM Update**

SG reported as follows:

- Nomination forms have been sent to JC and SP. Paperwork has been prepared in draft and RP, RS and SG to meet to finalise paperwork.
- Agenda was discussed and suggested PT gives an informal talk and RS the Business Plan. Circulation of nominations, year end accounts for items on the Agenda and this is to be finalised.

RS/RP/SG

**5. Financial update**

**(i) Financial Statements**

SG reported as follows:

The current overall balance is £43,478.82 as at 6 May 2021:

- *Wild About the Woods* - The closing balance is £329.39 - virtual office costs/room hire costs are being allocated to this fund.
- *Unrestricted funds* - The closing balance is £26,396.25, including the receipt of Timber sales of £3,118.80 and £220 for x11 licenses for mother-baby group.
- *Power to Change* – The closing balance is £8,753.18. Spend of note includes salary expenditure.
- *Power to Change* Business Plan and Comms – £8,000.

**(ii) CapEx and new equipment update**

PT reported as follows:

- Small scale purchasing of tools in respect of measuring tools to measure timber to estimate timber volumes.

**6. Funding**

**(i) Power to Change Update**

The following was noted:

- JC - Successful Power To Change bid for additional funding of £20k. Full amount of funding unknown to date. Fund monies would be used for full restoration of car park £12k, £3k for social media engagement and £7k for core funds, including salary contribution.

***(ii) Other Fundraising Update***

The following was noted:

- Local Councillors have been written to asking for donations (from the Better Places Locality budget) towards the enhancement of RWCE car parks as RWCE expect to see increased visitor pressure following the lifting of COVID-19 restrictions.
- 'Community Renewal Fund' joint bid through the York and North Yorkshire Local Enterprise Partnership. Looking for £57k to fund an external consultant to develop a suite of engagement resources and deliver a programme of events between September and March 2022.
- Applied to Husqvarna for a donation of tools and PPE to support intake of new staff and student work placements in September 2021.
- Community Renewal Funding bid for £50k. All revenues to be spent in 6 months.
- Sirius new Chief Executive has indicated would be willing to assist RWCE in bidding for bigger funds, and possibly providing match funding.

**7. Community Woodland Manager/Business Plan Focus Group*****(i) Woodland Management update***

PT report was discussed and the following was noted:

- Kickstart – To advertise post in June to start in August to assist over winter months. **PT**
- Complaints of rats at Birdwatchers carpark. PT contacted Natural England. People feeding birds unnecessarily and controls requested is in hand.
- The launch of the permits and licenses initiative is going well with 3 organisations submitting applications to deliver events in the woodland (a large orienteering event, a mother-baby yoga group, and a Forest Schools group) which should bring in a small amount of revenue to support site maintenance.
- 49 tonnes of hardwood has now been sold with an additional 13 tonnes awaiting collection by the haulier for sale in next couple of weeks.
- The Middle Track was graded using our tractor in April to improve the surface of the bridleway following the 2020/21 timber harvesting.
- Identified a permanent encampment close to Seamer Beacon where reportedly two individuals have been living for the past 18 months. The shelter has now been demolished.
- Catering concession opportunity. Met with two interested parties on-site to discuss the opportunity and drafted the tender and lease agreement documentation. Looking to advertise the tender at the beginning of May 2021.
- The Woodland Trust have offered to deliver an informal training session in timber mensuration on Thursday 6th May, which will support the development of our tender for the timber harvesting contracts in 2021/22.
- A number of incoming public complaints received regarding the state of the Throxenby Mere boardwalk. PT has written to both Scarborough Borough Council and Community Payback to apply pressure to those responsible for the completion of this work.

- Hosting Scarborough and Whitby Mountain Rescue – practice using GIS equipment.
- Comprehensive Safeguarding Policy drafted to support RWCE’s future engagement work (i.e. staff recruitment, student placements, outdoor education). DE has read the Policy.

RP proposed the Policy and the Board **AGREED** that the Safeguarding Policy be signed off at this meeting for immediate use.

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

The following was noted:

- Fully live and on the website and able to make a claim annually. Capital needs to be clarified - claims to be made once the work is completed.

RP

**(iii) Community Engagement Update**

The following was noted:

- Launched a new regular free event – ‘Woodland Wellbeing Walks’; these will be held every other Thursday at 10am and will last for 1 hour.
- Organised a partner event with the Woodland Trust, to deliver an online volunteer training session (22nd of June) in ancient tree surveying to help monitor the ancient and veteran trees across the site.
- Met with Scarborough Conservation Volunteers to discuss a collaboration re. charcoal making in July 2021. SCV are interested and open to ideas how this would work.
- Propose a RWCE open day event for August Bank Holiday.

PT  
PT

**(iv) Infrastructure/Resources update**

Nothing to report.

**(v) Focus Group Terms of Reference**

RP reported no further progress still to be actioned.

RP/DE

**(vi) Licences and Permits Update**

The following was noted:

- PT sent draft to RS and approved.

**(vii) Trading update**

The following was noted:

- Sold all hardwood.
- Currently drawing up a tender to invite timber merchants to inspect and value a standing timber sale.

## 8. Boardwalk Project

### *(i) Throxenby Mere Boundary*

Local landowner has opened new holiday campsite and part of RWCE land has been used. A discussion has taken place with landowner to release some of the land, or maybe do a land swap? In the past the landowner has been very helpful in offering his services and assisting in the woods and it was felt an informal discussion should take place rather than formal. In the meantime, SS will speak to the Estate Department to seek advice and RP to email SS in respect of the land in question and also meeting with RP to see the land in question. RWCE to work with SBC to agree on a practical solution.

RP/SS

### *(ii) Highways England Bid Update*

The bid which had been submitted to Highways England for a much reduced project has had nothing forthcoming.

### *(iii) Green Heritage Fund Update*

The bid to Green Heritage Fund was unsuccessful.

## 9. Business Plan Review update

### *(i) Recommendation on Membership*

RP submitted a paper to the Board proposing changes in way the Membership is controlled and for registered Members to be emailed or sent a letter where no email address is available asking them to confirm if they wish to remain a member and to update personal details. Any member not responding within the set timescale will be removed from the Membership register. All agreed in principle and this item to be added to AGM agenda for implementation and action.

SG

### *(ii) Comms Update*

Dealt with in Business Plan presentation.

## 10. Publicity, marketing and PR

### *(i) Social Media*

- Facebook – 740 followers (March 688)
- Instagram – 160 followers (March 141)

### *(ii) Increase in Social Media Presence*

JC informed the Board that Power to Change has launched an initiative called Powering Up! and JC is happy to engage with this and will make contact.

JC

**(iii) Newsletter**

Newsletter will be issued at the end of May.

PT

**(iv) Photo Competition**

Judging panel for the RWCE winter photo competition which included Paul Anthony Wilson (renowned local professional photographer) and Graham Barnett from the Scarborough Camera Club. The winning photographers have been notified and have now received their prizes.

**11. Health and Safety****(i) Forge Valley Property Damage**

Damage to property at Ironbridge Layby has been reported in respect of a car accident and an insurance claim is being pursued. Highways and Police have shown very little concern. This needs to be recorded in the incident log.

PT

**(ii) Health & Safety Update**

No incidents to report.

**(iii) Dangerous Tree Log**

06/04/2021	Seavegate highway Bridleway between Seamer beacon and	3 x small hazel heavily leaning on telephone line
19/04/2021	Throxenby Mere Bridleway / entrance to	Three trees hung up over bridleway Large diseased ash, caught in canopy of surrounding trees above bridleway. Currently stable.
21/04/2021	Throxenby Farm Throxenby Mere	Large diseased beech, with heart rot.
21/04/2021	boardwalk	Currently stable.

**(iv) Car Park**

Nothing to report.

**12. Any Other Business**

The following was noted:

- Insurance renewal is due on 1 June and RS is seeking another quote from Lycetts, brokers.

RS

### 13. Dates of next meetings

A pre-AGM meeting via zoom is to be held on Tuesday, 9 June at 6.00pm

23 June 2021 – AGM 6.30pm at Woodend

Dates below are **original** dates and will be reviewed

- August meeting to be determined if needed.
- 7 September 2021
- 12 October 2021
- 16 November 2021

*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.*