



Board Meeting

6 July 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), Cllr Phil Kershaw (PK), Dave Evans (DE)

In attendance

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

Action

1. **Apologies:** Ian Horton
2. **Declarations of Interest:** None
3. **Minutes**

Minutes of meeting on 11 May 2021

The minutes of the meeting on 11 May 2021 were **AGREED** as a true record.

(i) Matters Arising not on the Agenda

None.

(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:

- All paperwork completed and on website.

5. Financial update

(i) Financial Statements

SG reported as follows:

The current overall balance is £24,757.25 as at 4 July 2021:

- *Wild About the Woods* - The closing balance is £209.39 - virtual office costs/room hire costs are being allocated to this fund.

- *Unrestricted funds* - The closing balance is £23,530.98, including the receipt of Timber sales of £926.00 and Ebor Orienteers £96.00. Spend of note - £1,638.79 annual insurance of Estate.
- *Power to Change* – The closing balance is £2,175.88. Spend of note includes salary expenditure and annual insurance of motor fleet.
- *Power to Change Business Plan and Comms* – £4,400. Spend of note includes first invoice of £3,600 for Business Plan.
- *Outstanding Invoice* – Stephen Tate at Imaginative Productions – x3 letters have been sent 'signed for' requesting payment of outstanding invoice of £400.

(ii) CapEx and new equipment update

PT reported as follows:

- Pre-built office purchased and located at farm and is up and running.

6. Funding

(i) Other Fundraising update (Fundraising Working Group)

The following was noted:

- Fundraising Working Group
 - PT has secured a contribution from Natural England towards the new visitor interpretation and signage project.
 - PT in discussion with Husqvarna re. the donation of tools and equipment to support our Kickstart vacancy
- Kickstart Update – Vacancy is now live with DWP/Job Centre. Due to start 17/08/21.
- Community Renewal Fund Update - Should find out July and if successful and engagement amount of £50k.
- Powering up Programme
 - JC met Sara, a representative of the Plunkett Family Foundation. RWCE previously has had connections with the Plunkett's and a reconnection would be good. They provide range of skills and expertise needed to support community business at every stage and is free. Discussion of a feasibility study for Visitor Centre. JC to follow up and report back to the Board.
 - PT mentioned Sirius Minerals Foundation which is awarded at beginning of the year and we have missed this year's deadline. This Foundation spend up to £400,000 across Scarborough Borough, the North York Moors National Park and Redcar and Cleveland. Grants of between £500 and £5000 are available. Two grants – speculative funding application and a grant fund in the Autumn. Apply for both.

JC

PT/JC

7. Community Woodland Manager/Business Plan Focus Group

(i) Woodland Management update

PT report was discussed and the following was noted:

- Created RWCE mapping capability through 'MyForest' and free GIS mapping software through the Sylva Foundation.

- Standing timber sale “invitation to quote” sent out to 5 timber merchants. PT reported at a later date the results, ie. two tenders submitted and the Board agreed to proceed with ADS Timber Limited.
- No (zero) applications received for the catering concession at Throxenby Mere. Decision taken to offer this concession free of charge in 2021 to a reputable organisation to test the water.
- PRow tree safety inspections will be carried out by PT and trained volunteers this summer 2021. Formal training offered to volunteer tree inspectors.
- Attended NYMNP ‘Woodland Partnership Meeting’. Lots of funding for woodland creation.
- Submitted ‘Notice of Proposed Activity’ to Natural England for next year’s felling operations.
- Quotes obtained from contractor for car park renovation work
- Volunteering events in June – x2 Woodland Wellbeing Walks and PRow Maintenance

(ii) Higher Tier Countryside Stewardship Scheme

The following was noted:

- Rural Payment Agency has been in contact to request Bank details and await a payment from RPA.

(iii) Community Engagement Update

The following was noted:

- 4 x volunteer role profiles created (Walk Leader / Ancient Tree Surveyors / Litter pickers / Tree safety inspectors)
- PT Delivered online volunteer training event in partnership with The Woodland Trust on Tuesday 22nd June – Ancient Tree Surveyors
- Public litter pick event held on Sunday 27th June in partnership with ‘Keep Scarborough Tidy’
- Youth event with 6 young people from The Princes Trust Foundation on w/c 05/07/21 carrying out volunteering at Raincliffe Wood
- Ongoing RWCE health walks and conservation volunteering every Thursday
- Ebor Orienteers public event with approx. 100 runners
- Scarborough Archeological and Historical Society dig
- Mother-baby yoga weekly events through ‘Happy Sleepy Baby’
- Scarborough Field Nats carried out bat monitoring surveys
- Yorkshire Amphibian and Reptile Group carrying out monitoring surveys
- PT met with East Yorkshire Badger Protection Group

(iv) Infrastructure/Resources update

Nothing to report.

(v) Focus Group Terms of Reference

RP reported no further progress still to be actioned.

RP/DE

8. Projects**(i) Throxenby Mere Boundary**

Ongoing issue and a need to establish boundary and have something definite in place. RS/RP/PT to meet and come up with a solution to solve the problem. Would need SBC consent. Will report back to the Board.

RS/RP/PT

(ii) Highways England Bid Update

Nothing to report. Take off agenda.

(ii) Defra Grant - FIPL

To be delivered by National Parks. RP/PT will review the application process and consider projects which might qualify.

RP/PT

9. Business Plan Review update

The following was noted:

- Draft plan received from CAVCA.
- DE mentioned still many gaps and everyone needs to read and have the opportunity to make comments/suggestions ASAP. DE to receive any comments/suggestions and group to meet and then feed back to CAVCA. Meeting scheduled 30 July at 2.00pm, at Betton Farm.

10. Publicity, marketing and PR**(i) Social Media**

- Facebook – 813 followers (May 740)
- Instagram – 181 followers (May 160)

(ii) Increase in Social Media Presence

The following was noted:

- PT interviewed by the BBC North for an extended feature on fly tipping around Scarborough. To be used on website and social media, and possibly TV.
- Raincliffe Wood community woodland mentioned in The Times newspaper on 19/06/21 Where to buy property in Scarborough, North Yorkshire | Bricks & Mortar | The Times
- Article about RWCE 'Green Social Prescribing' initiative featured in Hey Smile Foundations industry newsletter

Action

(iii) Newsletter

Newsletter sent out at the start of June to capture activity taking place throughout spring.

(iv) Other

Spring photo competition winner announced and supported by external judging panel.

11. Health and Safety

(i) Forge Valley Property Damage

Ongoing.

(ii) Health & Safety Update

The following was noted:

- PT use of brushcutter clearing vegetation from Forge Valley boardwalk causing splashes from Hogweed on unprotected arms resulting in small burns/blisters.
- Tree safety - This winter PT will focus on management of ash alongside PRoW.

(iii) Dangerous Tree Log

Forge Valley – Mature Sycamore fell and on a calm day followed by torrential downpour. Smashed Southern end of Boardwalk . Closed and National Park has issued a 21 day Temporary Closure Order. Need to discuss with Natural England. PT informed Will Richardson who offered to meet with Natural England. RP/PT to meet Natural England and will feedback.

RP/PT

(iv) Car Park

Nothing to report.

12. Any Other Business

Nothing to report.

13. Dates of next meetings

Next meeting is AGM on Wednesday, 28 July at 6.30pm and Board to be present at 6.00pm.

Dates below are original dates and will be reviewed

- 7 September 2021 - Cancelled
- 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.