



**MINUTES**

Present: Robert Sword (RS) – Chair, Robert Peacock (RP), Asher Haynes (AH), Dave Evans (DE), Stephen Parker (SP), Cllr Phil Kershaw (PK), Cllr Subash Sharma, (SS) Ian Horton (IH)

In attendance

Sharon Graves (SG) - Administrator and Company Secretary

Paul Thompson (PT) – Community Woodland Manager

		<b>Action</b>
1.	<b>Apologies:</b> Julia Clark (JC)	
2.	<b>Declarations of Interest:</b> None	
3.	<b>Minutes</b>	
	<b>Minutes of meeting on 11 January 2022</b>	
	The minutes of the meeting on 11 January 2022 were <b>AGREED</b> as a true record.	
<b>(i)</b>	<b><i>Matters Arising not on the Agenda</i></b>	
	None.	
<b>(ii)</b>	<b><i>Confirmation of Confidential items</i></b>	
	The Board agreed that that item 4(i) remain confidential. The full minutes will now be posted on the website.	
4.	<b>Governance</b>	
<b>(i)</b>	<b><i>Board Members – Support Tasks Update</i></b>	
	Support tasks updated and now <b>APPROVED</b> by the Board	
<b>(ii)</b>	<b><i>Directors – Duties and Induction for new Trustees</i></b>	
	RS asked members to read this paper in conjunction with appointment to new Board Members and also as a refresh to current Members.	
<b>(iii)</b>	<b><i>Recruitment of new RWCE Board Members</i></b>	
	Four applications had been submitted for Board membership. Three were interested in specific tasks: [REDACTED] – Volunteering [REDACTED] – Events [REDACTED] – Events and Funding  RP and PT will arrange to meet them for a discussion, and if approved they will be appointed and RP will advise the Board.  Another applicant, [REDACTED], had managerial, business development and financial skills and will be invited to meet with RP, RS and one other Director. The applicant will subsequently be invited to attend a Board meeting.	<b>RP/PT</b>          <b>RS/RP</b>
<b>(iv)</b>	<b><i>New Policies for Approval</i></b>	

	<p>The policies below were put to the Board for approval</p> <ul style="list-style-type: none"> <li>• Data Protection &amp; Confidentiality Policy</li> <li>• Privacy Policy</li> <li>• Lone Working Policy with Clients or Members of the Public Policy</li> <li>• Handling Clients Monies Policy</li> <li>• Gifts &amp; Donations Policy</li> <li>• Complaints and Compliments Policy</li> </ul> <p>Several needed amendments and subject to these the Board <b>APPROVED</b> and agreed the policies.</p>	
<b>(v)</b>	<b>AGM</b>	
	Date confirmed as 21 June 2022.	
<b>5.</b>	<b>Financial update</b>	
<b>(i)</b>	<b>Accounts (Year end 31 October 2021)</b>	
	RS reported on the draft accounts DE to liaise with accountant re Power to Change allocation of monies and RS to report to the accountants with additional changes to include the list of past board members.	<b>DE RS</b>
<b>(ii)</b>	<b>Financial Statements</b>	
	<p>SG reported as follows:</p> <p>The current overall balance is £56,000.29 as at 28/02/22:</p> <ul style="list-style-type: none"> <li>• <i>Unrestricted funds</i> - The closing balance is £38,280.56. Income of £21,210.73 - £20,000 transferred from P2C re Powering Up, Sale of art prints, Locality Budget Grant of £1,750, Natural England of £4,998 re tree safety work. Spend of note – Accountancy - £118.80, Locality Budget Grant - £800, Powering up – Car park work - £4,137</li> <li>• <i>Power to Change</i> – The closing balance is £(10,906.83).</li> <li>• <i>Countryside Stewardship High Tier</i> – Monies received of £19,108.74. Note of spend - £482.18 for materials</li> <li>• <i>Hey Smile Foundation</i> – Monies received £10,000</li> </ul> <p>There was no ready explanation as to why the Power to Change restricted funds were showing a deficit, until it was mentioned by DE that 25% of the salaries should be shown as match funded from the current account.</p> <p>It was acknowledged that PT and the new financial administrator, once appointed would need to review all the restricted accounts to ensure that income and expenditure is shown in the correct 'pockets'.</p>	<b>PT</b>
<b>(iii)</b>	<b>CapEx and new equipment update</b>	
	<p>PT reported as follows:</p> <ul style="list-style-type: none"> <li>• Electricity to the office as now been installed and the work completed.</li> </ul>	
<b>(iv)</b>	<b>PayPal Account Update</b>	
	<p>RP reported as follows:</p> <ul style="list-style-type: none"> <li>• Lengthy process but getting there, will keep the Board updated.</li> </ul>	<b>RP</b>
<b>(v)</b>	<b>Membership Fees</b>	

	PT considers that one way in which RWCE could be self-sustaining is by the introduction of a Membership fee scheme, with discounts or benefits to Members. PT will prepare proposals for the next meeting. RS recommended caution in that the original plan was not to charge for membership. Circumstances have changed and there is less disruptive behaviour from some of the members who might challenge the introduction of a fee.	PT
(vi)	<b>Online Trading Account</b>	
	RP reported that the website is being updated for trading online and this is still work in progress and he will keep Board updated.	RP
(vii)	<b>Financial Administrator</b>	
	RS reported that SG wishes to step down from the Administrator role to take up a full-time position. RWCE is evolving at a fast pace and both SG and Accountants have highlighted the administration of RWCE needs a greater emphasis to the role of financial administration side and with this in mind a financial administrator with an accountancy background would be best suited. A suitable application had been received and the Board agreed for RS/RP/PT to meet the candidate informally and report back to the board. RS will organise.	RS
6.	<b>Funding</b>	
(i)	<b>Fundraising update</b>	
	PT report as follows: <ul style="list-style-type: none"> <li>• Awarded £10k grant by the Hey Smile Foundation to deliver green social prescribing sessions during 2022. 'Coppice Crafts' project will commence in April 2022, and will tender for a consultant to deliver this programme of work during March 2022.</li> <li>• Applied for a £50k from National Lottery Platinum Jubilee Fund to employ a part time staff member for 2.5 days a week for 2 years.</li> <li>• Awarded 'Farming in Protected Landscapes' £58k) to employ a Project Officer on an 18-month fixed-term contract to deliver 56 targeted green social prescribing sessions (craft workshops, guided walks and conservation volunteering, etc).</li> <li>• Bid in March of £5k to Sirius Mineral Foundation for various Items - Woodman's awning, Kelfri ATV tipping trailer. Staff and volunteer training courses: - Chainsaw Maintenance, Cross Cutting &amp; Felling up to 380mm and Chainsaw Felling &amp; Processing Trees over 380mm including winch</li> <li>• Bid of £5k to Yorkshire Water.</li> </ul>	
7.	<b>Woodland Management and Trading Enterprises</b>	
	PT report was discussed, and the following was noted:	
(i)	<b>Woodland Management update</b> <ul style="list-style-type: none"> <li>• Secured support from Natural England who have offered RWCE a team of NE staff to support tree safety work within Forge Valley NNR up until mid-March</li> <li>• Natural England offered to support RWCE financially to engage a professional arborist to tackle selected larger and technically difficult dangerous trees within the Forge Valley</li> <li>• Contractor Ben Wilson successfully thinned hardwood compartment 14, to remove 18 tonnes of sycamore to improve structural diversity and let more light into the compartment</li> <li>• 'Powering Up' car park renovation project now complete. Selected priority car parks resurfaced, old fences removed, replaced with some new fences and hedging.</li> <li>• 'Village Improvement Scheme' signage project now completed, and new interpretation boards to be installed before the end of March 2022.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Middle Track reparation works completed including the installation of 4 x culverts and resurfacing of problem wet areas.</li> <li>• A reasonable portion of our Countryside Stewardship capital work has now been completed, enabling RWCE to submit a claim to the RPA by the end of March 2022 for £25,000. The remaining capital work must be completed by the end of December 2022.</li> <li>• Guided 'Wildflower Walk' now available to book (£30 per person)</li> <li>• Art prints are available for purchase (A3 £29.99 / A2 £39.99)</li> <li>• Firewood available to purchase (£5 / bag or £80 / tonne)</li> <li>• Memorial trees available to purchase (£50 per tree)</li> <li>• Betton Farm have agreed to provide postage and packaging service for the art prints</li> <li>• Catering concessions tenders to be advertised for summer 2022 ASAP</li> <li>• Secured a corporate volunteering day with YOR Local Medical Committee Limited in late April who have agreed to donate £250 towards RWCE</li> <li>• PT delivered a talk to Scalby WI who have donated £50 towards RWCE</li> <li>• Wood cuttings produced by 'Coppice Crafts' project will be used to make a range of sellable products including: pea sticks, bean poles, den building kits, sandpit edging.</li> </ul>	
<b>(ii)</b>	<b>Anti-social behaviour – Theft of wood from Seavegate Gill Car Park - update</b>	
	<ul style="list-style-type: none"> <li>• Vandals have been fly posting within the woodland, graffitiing RWCE forestry safety signage and have destroyed one of the notice boards at Raincliffe Gate car park.</li> </ul>	
<b>(iii)</b>	<b>Scarborough Museum Trust</b>	
	RP met with SMT re a 'Compare and contrast' project aimed at children, e.g. Charcoal making and making mud huts. RWCE would be happy for SMT to hold events in the woods.	
<b>(iv)</b>	<b>SBC and NE – Revision of Agreements</b>	
	RS has been in touch with Jo Ireland at Scarborough Borough Council with a view to have an initial meeting to discuss the Business Plan and its implications, tree safety, a visitor centre and the impact of the change to the new Unitary Authority and is awaiting a response with dates and times and will be in touch with RP/PT with an update.	<b>RS</b>
<b>(v)</b>	<b>Towards and RWCE (Bio)Charcoal enterprise</b>	
	SP's paper was discussed. The proposal, which is not yet finalised, and may take two or three years to be ready needs to have a clear distinction as between the proposals involving CAVCA and RWCE. The Board were not keen for RWCE to be directly involved but see scope and welcomed the idea of Raincliffe Woods being a venue for the project.	<b>SP</b>
<b>8.</b>	<b>Property</b>	
<b>(i)</b>	<b>Throxenby Mere Boundary Update</b> Map of boundary has now been received and RS has sent a letter to Pete Rogers outlining the proposals for licences to cover the encroachment of land by Pete Rogers.	<b>RS</b>
<b>9.</b>	<b>Business Plan Review update</b>	
<b>(i)</b>	<b>Distribution – suggestions</b> <ul style="list-style-type: none"> <li>• Robert Goodwill MP</li> <li>• NYCC – PK to find a contact for RS</li> <li>• John Guthrie</li> </ul> <p>If anyone has any more suggestions to email RS.</p>	<b>RS</b>  <b>All</b>

(i)	<b>Presentation to SBC - Done</b>																																																													
10.	<b>Publicity, marketing, and PR</b>																																																													
(i)	<p><b>Social Media Update</b></p> <table border="1"> <thead> <tr> <th>Communications channel</th> <th>November</th> <th>January</th> <th>February</th> <th>March</th> <th>April</th> <th>June</th> <th>July</th> <th>August</th> <th>September</th> <th>October</th> <th>November</th> <th>December</th> <th>January</th> <th>February</th> </tr> </thead> <tbody> <tr> <td>Press release</td> <td>2</td> <td></td> <td>1</td> <td></td> <td></td> <td>1</td> <td>4</td> <td></td> <td>1</td> <td></td> <td></td> <td>1</td> <td></td> <td>1</td> </tr> <tr> <td>Facebook (followers)</td> <td>493</td> <td>585</td> <td>642</td> <td>688</td> <td>719</td> <td>792</td> <td>817</td> <td></td> <td>841</td> <td>864</td> <td>895</td> <td>918</td> <td></td> <td>962</td> </tr> <tr> <td>Instagram (followers)</td> <td>69</td> <td>82</td> <td>112</td> <td>141</td> <td>160</td> <td>181</td> <td>186</td> <td></td> <td>196</td> <td>206</td> <td>218</td> <td>224</td> <td></td> <td>246</td> </tr> </tbody> </table> <p>PT looking to engage a marketing consultant to get more social media followers; would like a minimum of 1,500 also to promote retail products, events and membership. Recommendations of a marketing consultant, please contact PT.</p>	Communications channel	November	January	February	March	April	June	July	August	September	October	November	December	January	February	Press release	2		1			1	4		1			1		1	Facebook (followers)	493	585	642	688	719	792	817		841	864	895	918		962	Instagram (followers)	69	82	112	141	160	181	186		196	206	218	224		246	<b>ALL</b>
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(i)	<p>H&amp;S Update</p> <ul style="list-style-type: none"> <li>Storm Arwen/Dudley/Eunice/Frank – PT is continuing to deal with fallen trees and trees hung up above public rights of way as a result of the recent storms</li> <li>Tree safety inspection actions – PT has been unable to commence the tree safety work from the 2021 surveys due to the workload generated by the storms which have created higher priority trees.</li> </ul>																																																													
12.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>PT is keen to have a follow up meeting with a group of mountain bikers that use the woods. They did attend the last AGM and PT is keen to have a follow up informal chat with them. IH/AH agreed to speak with them.</li> <li>PT requested contributions for the upcoming newsletters and requested assistance from Board Members.</li> </ul>	<b>IH/AH</b>  <b>ALL</b>																																																												
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*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.*