

## Board Meeting

11 May 2022

6.00 pm at Woodend



RAINCLIFFE  
WOOD  
COMMUNITY  
ENTERPRISE

### MINUTES

Present: Robert Sword (RS) – Chair, Robert Peacock (RP), Dave Evans (DE), Stephen Parker (SP), Cllr Subash Sharma, (SS)

#### In attendance

Sharon Graves (SG) - Administrator and Company Secretary

Paul Thompson (PT) – Community Woodland Manager

Tom Webbhorn (TW) – Woodland Heritage Project Officer

Jennifer Hobson (JH) – Finance Administrator

Terry Smithson (TS)

Martha Cattell (MC)

Lottie McFarlane (LM)

1.	Apologies/Introductions	Action
	<p><b>Apologies:</b> Phil Kershaw (PK), Asher Haynes (AH), Ian Horton (IH)</p> <p><b>Introduction:</b> RS introduced Jennifer Hobson to the board who had applied for the position of Finance Administrator and would be taking over the role from Sharon Graves.</p> <p>RS thanked Sharon Graves for her work and wished her well in her new full-time position elsewhere.</p>	
2.	<b>Declarations of Interest:</b> None	
3.	<b>Minutes</b>	
	<b>Minutes of meeting on 08 March 2022</b>	
	The minutes of the meeting on 08 March 2022 were <b>AGREED</b> as a true record.	
(i)	<b>Matters Arising not on the Agenda</b>	
	None.	
(ii)	<b>Confirmation of Confidential items</b>	
	The Board agreed that there were no items on the agenda classed as confidential. The full minutes will now be posted on the website.	
4.	<b>Governance</b>	
(i)	<b>New RWCE Board Members</b>	
	<p>After brief introductions the board agreed to co-opt on to the board the following: Terry Smithson Martha Cattell Lottie McFarlane</p> <p>These new board members will remain as co-opted Directors until the AGM when they can become either an elected Director or an appointed expert.</p> <p>RS reported that Julia Clark had resigned from the board. Thanks were expressed for Julia's contribution during her time on the board and it was with regret that the board accepted her resignation. This would leave a vacancy on the board which would be filled in due course.</p> <p>RS confirmed that Bruce Clark who represents Scarborough Conservation Volunteers would also like to join the board. RS proposed that PR and RP speak with Bruce Clark with a view to him being appointed at the AGM or perhaps a board meeting to be held just prior to the AGM.</p>	<b>RP/PT</b>

<b>(ii)</b>	<b><i>New Policies for approval update</i></b>	
	<p>It was agreed that there were no new policies to be approved at present. PT confirmed that there were a few policies which the board would still have to add and that all policies should be reviewed on an annual basis. RP confirmed that the Quality Assurance Framework for NYCC was the framework adopted by RWCE but there was still some work to do to finalise this in order to satisfy NYCC's framework.</p> <p>It was agreed that PT and RP would create a list of all policies to present to the board and ask all board members to adopt responsibility for the policies which fall under their expertise. The aim would be for each board member to keep abreast of necessary changes required to policies and bring these to the attention of the board.</p> <p>RP to supply JH with a copy of all current policies to be added to DropBox.</p> <p>JH to note annual review dates for each policy and send out reminders to the necessary board member to remind them to review the policies under their remit.</p> <p>PT confirmed that as Tom's role was a regulated role he would require a DBS check. PT has registered with NYCC's service which would handle the DBS checks.</p> <p>TS requested that JH grant him read only access to the policy documents which would be done once JH was satisfied that the most up to date version of the policies were on the DropBox system.</p>	<b>RP/PT/JH</b>
<b>(iii)</b>	<b><i>AGM Update</i></b>	
	<p>It was noted that the AGM would be held on 21<sup>st</sup> June at 6.30pm at Woodend.</p> <p>TW would give a presentation about his project.</p> <p>RS/RP/SG/JH to finalise the timetable for the AGM with regards to posting the necessary paperwork online etc...</p>	<b>RS/RP/SG /JH</b>
<b>5.</b>	<b><i>Financial update</i></b>	
<b>(i)</b>	<b><i>Accounts (Year end 31 October 2021)</i></b>	
	<p>RS confirmed that the accounts had now been finalised and it was agreed that these be approved and signed by RS. Included with the accounts was the CIC34 which was to be filed with the accounts. SG would make copies of the signed accounts and other paperwork before dropping them off at the accountants. No further action would be required now until after the next year end on October 2022.</p>	<b>SG</b>
<b>(ii)</b>	<b><i>Financial Statements March/April 2022</i></b>	
	<p>SG reported as follows:</p> <p>The current overall balance is £86,741.53 as at 09/05/22:</p> <p>JH is transferring all of this year's accounts onto QuickBooks Online Accounting, this has already highlighted a few differences in the total of each fund. JH &amp; PT to meet to tidy things up and establish the true picture. The figures below should not therefore be taken as being true and correct at this time.</p> <ul style="list-style-type: none"> <li>• <i>Unrestricted funds</i> – (£4390.47)</li> <li>• <i>Branching Out (Sirius)</i> - £5000.00</li> <li>• <i>Countryside Stewardship</i> - £18,224.56</li> <li>• <i>Hey Smile Foundation</i> - £10,000</li> <li>• <i>National Lottery Platinum Jubilee</i> - £25,000</li> <li>• <i>Natural England</i> - £11,498.00</li> <li>• <i>Power to Change</i> – £24,009.44</li> <li>• <i>Power to Change Business Plan</i> - £0.00</li> <li>• <i>Power to Change Renewal Fund</i> – (£2,600)</li> </ul>	<b>JH/PT</b>

<b>(iii)</b>	<b>CapEx</b>	
	PT confirmed that there was no further capital expenditure to report on so this subject could now be removed from the agenda.	<b>JH</b>
<b>(iv)</b>	<b>PayPal Account Update</b>	
	RP reported that after much frustration with PayPal (who had cancelled the account without a satisfactory explanation) the account was now back up and running.	<b>RP</b>
<b>(v)</b>	<b>Online trading/merchandise account</b>	
	RP clarified that he had initially intended to propose an alternative to PayPal but as the issue was now resolved it was agreed to leave this for now but review in due course if necessary.	<b>RP</b>
<b>6.</b>	<b>Funding</b>	
<b>(i)</b>	<b>Fundraising update (Fundraising Working Group)</b>	
	<p>PT report as follows:</p> <p>We have been awarded an additional £48,665 grant by North York Moors National Park Authority through their Farming in Protected Landscapes scheme to upscale our green social prescribing project funded by the Hey Smile Foundation.</p> <p>We have been awarded a £50,000 grant by the National Lottery Community Fund through their Platinum Jubilee grant to deliver a programme of celebratory inter-generational events over the next two years to fund an 'Events and Outreach Project Officer' post</p> <p>We have appointed Gillian Astbury as our new 'Events and Outreach Project Officer' who is due to start on 23 May 2022. Gillian brings a wealth of experience and useful contacts from the North York Moors National Park.</p> <p>We have been awarded £5k by Sirius Minerals Foundation through their Capital and Training grant round to fund a portable shelter, ATV trailer and chainsaw training courses. This grant will enable us to create new spaces and deliver more services.</p> <p>We have been awarded £5k by Yorkshire Water through their 2022 Biodiversity Enhancement Programme grant round to fund invasive non-native species control work along the River Derwent.</p>	
<b>7.</b>	<b>Woodland Management and Trading Enterprises</b>	
<b>(i)</b>	<b>Woodland Management Report update</b>	
	<p>PT report was discussed, and the following was noted:</p> <p>RWCE are still awaiting payment from ADS Timber for last winters felling programme (336t@£16.50 per tonne = £5,544) PT sent a letter given a deadline date by which an invoice for this full amount would be issued if a full set of weigh tickets was not received satisfactorily.</p> <p>PT has been carrying out tree safety work along the highway with support from the RWCE Management Sub-Committee</p> <p>A significant amount of tree safety work has been completed in partnership with Natural England during March 2022 within the Forge Valley NNR along the boardwalk</p> <p>RWCE have appointed Treeworx Ltd as contractors for our 2022/23 timber harvest</p>	<b>PT</b>

	Countryside Stewardship capital work has now been part-claimed for totalling £25,739.																																																					
<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. No further response from Pete Rogers as yet. RS to follow this up.	<b>RS/RP</b>																																																				
<b>9.</b>	<b>Business Plan Review update</b>																																																					
<b>(i)</b>	<b>Presentation to SBC</b> RP confirmed that an open meeting with SBC officers had taken place about the financial viability of RWCE over the next 5 years. At the meeting SBC were also asked if any land was available for a Visitor Centre. SBC to report back. RP confirmed that the question of liability for the 2 metre wide strip of land along the West Bank was to be raised with SBC.	<b>RP</b>																																																				
<b>10.</b>	<b>Media and Communications</b>																																																					
<b>(i)</b>	<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>September</th> <th>October</th> <th>November</th> <th>December</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>1</td> <td></td> <td></td> <td>1</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>841</td> <td>864</td> <td>895</td> <td>918</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>196</td> <td>206</td> <td>218</td> <td>224</td> <td>246</td> </tr> </tbody> </table> <p>We have appointed Emma Farley as a media and comms consultant to provide 6 days of expertise and support to: raise our organisational profile with key stakeholders (influencers and funders), grow our social media followers, promote our events and retail products, develop our links with press and media, increase our membership and guide our videographer by developing storyboards.</p> <p>We have appointed Yorkshire Drones Ltd as a videographer to create 3 x videos capturing landscape drone footage of the community woodland, volunteer activity and short interviews for use on our website and social media channels.</p> <p>PT appeared on This is the Coast radio on 13th April promoting our two new grant funded projects.</p> <p>PT appeared on That's TV (Freeview channel 8) at 6pm on Friday 22<sup>nd</sup> April promoting our two new grant funded projects.</p> <p>PT sent our two press releases this month to a broad range of media organisations</p> <p>PT has not received any contributions to date towards the RWCE newsletter from Board Members, such as interesting articles about seasonally relevant flora/fauna.</p> <p><b>Action:</b> ALL Board Members to contribute towards RWCE newsletter articles.</p>	Communications channel	November	January	February	March	April	June	July	September	October	November	December	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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<b>(ii)</b>	<b>Organisational reputation and targeted slander</b> PT raised concerns over recent knowledge of possible reputational damage to RWCE via social media. Engagement has taken place and the board have done their best to accommodate any concerns. No further action required.																																																					
<b>11.</b>	<b>Events</b>																																																					
<b>(i)</b>	<b>The Big Raincliffe Ramble – Sunday 5 June 2022</b> PT reported that this event was being prepared for. It would be a 2 hour long mass participation nature walk. PT stated that volunteers were desperately needed for this event and asked anyone who could help to get in touch with him.	<b>ALL</b>																																																				

(ii)	<p><b>The Secret Wood (date tbc)</b></p> <p>A follow up meeting of the Events Sub-Group is now urgent to help coordinate our celebratory summer event 'The Secret Wood'. PT confirmed that he was keen to bring the two new board members (Lottie McFarlane and Martha Cattell) into the group along with TW and the new volunteer trainee – Sacha Wright.</p> <p>PT confirmed that Sacha Wright had been appointed as a Volunteer Trainee to support a number of specific areas of work including media and communications, website development, coordinating events and retail product development (i.e.2023 calendars and Christmas cards).</p>	PT/LM/MC				
<b>12.</b>	<b>Health and Safety</b>					
(i)	<p><b>Forge Valley tree safety work</b></p> <p>The 4 x heavily leaning ash trees overhanging the footbridge at Old Man's Mouth car park have now been dismantled and made safe using professional arborist tree climbers.</p> <p>PT has decided to use professional arborists to tackle two additional trees, one near Seavegate Farm and one large hanging beech near East Ayton Lodge.</p> <p>There have been multiple car crashes along Seavegate Highway in the past month.</p> <p>Discussions took place regarding the call out to fallen trees to PT and or other relevant board members which had put those in attendance in danger themselves. It was agreed that if calls were received in future, PT (or the call taker) was to request that the council close the road and that RWCE would deal with the fallen tree(s) when it was safe to do so. There would be no need for highways to be called upon to deal with the situation at great cost.</p>	PT				
<b>13.</b>	<p><b>Any Other Business</b></p> <p>PT requested help from any members with a strong knowledge in IT to help set up a centralised server systems whether that be cloud-based or hardware based.</p> <p>RP agreed to contact Jack for help on this but it was generally agreed that a cloud-based system would be the best way forward.</p> <p>RP proposed that Bruce Clark from Scarborough Conservation Volunteers may be offered a designated position on the board, noting that the current vacancy currently named "Barrowcliff Big Local" was outdated. It was agreed that Bruce Clark would be given that opportunity formally through the correct process.</p>	RP				
<b>14.</b>	<b>Dates of next meetings</b>					
	<p>Dates for 2022 meetings as follows:</p> <table border="1" data-bbox="185 1590 1005 1657"> <tr> <td data-bbox="185 1590 542 1624">21 June 2022 (AGM)</td> <td data-bbox="549 1590 1005 1624">18 October 2022</td> </tr> <tr> <td data-bbox="185 1624 542 1657">23 August 2022</td> <td data-bbox="549 1624 1005 1657">13 December 2022</td> </tr> </table>	21 June 2022 (AGM)	18 October 2022	23 August 2022	13 December 2022	
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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.*