

MINUTES

Present: Robert Peacock (RS) – Chair, Robert Weatherley (RW), Dave Evans (DE), Stephen Parker (SP), Cllr Phil Kershaw (PK), Asher Haynes (AH), Terry Smithson (TS),

In attendance

Paul Thompson (PT) – Community Woodland Manager

Jennifer Hobson (JH) – Finance Administrator

1.	Apologies/Introductions	Action
2.	Apologies: Subash Sharma (SS), Martha Cattell (MC), Ian Horton (IH)	
3.	Election of Officers:	
	Chair – Robert Peacock - Proposed by DE, Seconded by SP – all in favour	
	Vice Chair – Dave Evans – Proposed by RP, Seconded by SP – all in favour	
4.	Declarations of Interest: None	
5.	Minutes	
(i)	Minutes of meeting on 11 May 2022	
	TS requested a slight amendment to the wording of section 10.(ii) to read: Engagement has taken place and the board have done their best to accommodate any concerns. No further action required.	
	The amended minutes of the meeting on 11 May 2022 were AGREED as a true record.	
(ii)	Matters Arising not on the Agenda	
	None.	
(iii)	Confirmation of Confidential items	
	The Board agreed that there were no items on the agenda classed as confidential. The full minutes will now be posted on the website.	
6.	Governance	
(i)	Board Members	
	It was reported that Bruce Clark who represents Scarborough Conservation Volunteers would no longer be available due to relocating. It was agreed that the board still needed to build capacity and PT expressed his desire to try to get another fundraiser on the board.	ALL
(ii)	Policies	
	Board members agreed to adopt responsibility for the policies as follows. Each member to assess how often their policy/policies should be reviewed and keep abreast of necessary changes required and bring these to the attention of the board as and when necessary. <ol style="list-style-type: none"> 1. Volunteering Policy (RW) 2. Lone working procedure (RW) 3. Tree safety policy (TS) 4. Health and safety policy (AH) 5. Safeguarding policy and procedure (DE) 6. Biosecurity procedure for contractors (AH) 7. Data protection policy (RP) 8. Equality and diversity policy (PT) 9. Complaints and compliments policy (TS) 10. Gifts and donations policy (JH) 11. Handling clients' money policy (JH) 12. Privacy Policy (RP) 13. Quality statement (RP) <p>JH to grant board members access to the policy documents folder on DropBox.</p>	RW/TS/ AH/DE/RP /PT/JH

6.	Financial update	
(i)	Financial Statement – period ending Aug 22	
	<p>A range of financial reports were presented to the board. No queries were raised. The current overall balance is £96,125.93 as at 31/08/22:</p> <ul style="list-style-type: none"> • <i>Unrestricted funds</i> – £22,935.64 • <i>Branching Out (Sirius)</i> - £730.00 • <i>FIPL (Working Woodland Heritage)</i> - £7,143.74 • <i>Hey Smile Foundation</i> - £5,961.05 • <i>National Lottery Platinum Jubilee (SWW)</i> - £19,167.19 • <i>Helping Rivers Thrive (Yorkshire Water)</i> - £4,962.01 • <i>Locality Budget</i> - £1,758.86 • <i>Natural England</i> - £7,958.00 • <i>Power to Change</i> – £24,009.44 • <i>Power to Change Business Plan</i> - £0.00 • <i>Power to Change Renewal Fund</i> – £1,500 <p>PT agreed to create an asset register. TS requested that a note be added to any large variances over £500 on future reports.</p>	PT/JH
(ii)	Federation of Small Business' Membership	
	<p>PT recommended that the board consider joining the FSB rather than renewing their contract with Alcumus as the FSB would be much cheaper. Concerns were raised about the level of any insurance cover provided under the FSB compared to Alcumus. PT to look into this. It was agreed that RP and PT would make the final decision once they were satisfied that RWCE would not be exposed.</p>	PT/RP
7.	Health & Safety	
(i)	Incident at Old Mans Mouth Car Park	
	<p>RP summarised the incident at Old Mans Mouth car park whereby a tree had fallen onto a parked car. This incident highlighted the need to get the lease arrangement issues surrounding boundaries resolved.</p>	
(ii)	Tree Safety Work. Forge Valley and 2021 Survey Work	
	<p>PT and his team of trained volunteers had undertaken a significant survey in 2021 of priority Public Rights of Way which had identified over 100 trees needed dealing with. PT reported that he had limited capacity and had a backlog of 90 trees to attend to. It was agreed to limit tree survey work this year to deal with the backlog.</p> <p>PT had tried to gain more support from SBC and had made his request in writing. SBC had offered to be the out of hours emergency call out for free which PT recommended that the board accept. It was further noted that part of the reason for the backlog of tree safety work was that RWCE are still catching up with work that was not done by SBC prior to RWCE taking on this responsibility.</p> <p>PT confirmed to the board that the tree which fell in the car park would not have been highlighted as a concern as part of the survey, there was no indication that this tree would fall.</p>	PT
(iii)	Anti-Social Behaviour	
	<p>PT provided an up-to-date Anti-Social Behaviour log to the board.</p> <p>RW recommended that an action plan be put in place now ready for next summer with the emphasis being on target hardening and on informing the public on what we don't expect to take place within the woods. RW agreed to make a list of actions along with costings for the board to action as and when funds are available.</p>	RW
8.	Property/Lease	
(i)	SBC/NYCC lease discussions	
	<p>RP provided the following report: Boundary Issues – SBC</p>	RP

	<p>Emailed Philip Hall SBC (based in York) and cc'd to Jo Ireland and Bryan Walker SBC 26th July seeking an update and explaining the fallen tree incident at Old Mans Mouth carpark as an example of the need to resolve the Lease issues.</p> <p>Philip called back two days later and we agreed that the best course of action would be to get all parties involved to meet together to determine a practical solution. I agreed to contact all the relevant parties as I had their contact details.</p> <p>Relevant Parties</p> <ol style="list-style-type: none"> 1. SBC and Derwent Anglers as the primary Lease agreement. 2. North York Moors National Park Authority as a Sub Lease of the above agreement 3. Ourselves as the Lease holder of all lands not included in the above Lease agreements. <p>Other Parties</p> <ol style="list-style-type: none"> 1. Natural England as our Management Agreement with them includes all the land in the above Lease agreements 2. Environment Agency for riparian responsibilities 3. North Yorkshire County Council as the future landowner and issues around Highways. <p>Without Derwent Anglers agreement no changes can be made to the subsequent lease agreements which resolve the management responsibility issues. Derwent Anglers emailed 31st July explaining the Lease issues and asking if they would be prepared to attend a meeting with the Parties above.</p> <p>Monday 5th September telephone discussion with Derwent Anglers Secretary. They have a committee meeting later this month to discuss their Lease and the issues arising. They will report back on their proposed approach.</p>	
(ii)	SBC estate maintenance negotiations	
	This topic was covered under section 7. (ii)	
(iii)	Throxenby Mere Boundary	
	<p>RP provided the following report:</p> <p>Emailed Philip Cowan SBC 26th July re any update from SBC. No reply to date but Paul in discussion with SBC representatives on the practical day to day arrangements.</p> <p>Resolving these Lease issues is very important to RWCE both in terms of Legal Liabilities and Responsibilities and our Financial Liabilities. It impacts upon the following.</p> <ol style="list-style-type: none"> 1. Our Higher Tier Stewardship funding and our agreement we signed with the Rural Payments Agency 2. Our Management Agreement with Natural England for the NNR 3. Making any future claim for funding within Forge Valley Woods. 	PT/RP
9.	Planning application land adjacent to Throxenby Mere	
	<p>It was highlighted that there were both positive and negative aspects to this application. It was agreed that this land was to be included in RWCE's future strategy and this planning application would have an impact on that.</p> <p>TS and SP to draft a comment to circulate to the board for approval before submitting to planning.</p>	TS/SP
10.	Business Development	
(i)	Timber Harvest 22/23	
	<p>The timber harvest is due to start mid September and it is expected that approx. 500 tonnes will be harvested. A contractor is due to start dealing with the unhealthy ash very soon.</p>	PT

	PT reported that he was looking to bring in a consultant to help with future harvests. Having looked at the costs involved it was likely that the extra income generated by using a consultant would not only cover their fee but would also generate a surplus income for RWCE as well as free up some of PT's time.	
(ii)	Outdoor Activity Opportunities	
	Having run several funded outdoor activities it had been identified that switching these to paid for woodland experiences would be a great way to raise funds. The key to this would be the development of the website.	
11.	Engagement	
(i)	Working Woodland Heritage	
	PT gave a brief overview and presented some stats to the board.	
(ii)	The Secret Wood	
	PT confirmed that the event had been a great success. RP expressed thanks to everyone involved. Excellent feedback had been received from the event. Next year's event would be planned much more in advance and will be a great fundraiser. Everyone was encouraged to help with this.	
12.	Communications	
(i)	Media engagement	
	PT confirmed that there had been lots of positive media activity recently which would be great for fundraising.	
(ii)	Website/Social Media	
	PT reported that a 1-minute-long video was due to be played over social media very shortly which would further increase awareness. The video would also be added to the website.	
13.	Fund Raising	
	PT reported that he had started to promote donations via posters and the website. PT had been networking with Anglo American plc who had agreed to fund a 6-month Forester Operative job role. This would help re backlog mentioned in 7.(ii). PT provided costings to the board which indicated that it was highly likely that RWCE could continue the job role for at least a further 6 months using the income generated from timber sales. The role would be advertised. It was agreed that a working partnership with Anglo American plc was a great opportunity for RWCE and that PT should concentrate his efforts on this relationship. PT, TS and RP to meet to discuss this further. It was noted that there were lots more funding available as and when there was time available to pursue these opportunities.	PT/TS/RP
14.	Any Other Business	
	RP reported that the management team had an HR issue that they were pursuing.	
15.	Dates of next meetings	
	Dates for 2022 meetings as follows:	
	18 October 2022	
	13 December 2022	

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.