

MINUTES

Present: Robert Peacock – Chair (RP), Dave Evans – Vice Chair (DE), Stephen Parker (SP), Paul Thompson (PT), Martha Cattell (MC), Terry Smithson (TS), Subash Sharma (SS), Robert Weatherley (RW), Asher Haynes (AH)

In attendance

Jennifer Hobson (JH) – Finance Administrator

1.	Apologies	Action
	Apologies: Phil Kershaw (PK), Ian Horton (IH), Lottie MacFarlane (LM)	
2.	Declarations of interest: SP declared an interest in Item 10.	
3.	Minutes	
(i)	Minutes of meeting on 18 October 2022 The minutes were AGREED as a true record.	
(ii)	Matters Arising not on the Agenda	
	HR Update Following the resignation of the Woodland Heritage Project Officer, an invoice has been received demanding payment of for the hire of equipment. There was never any agreement to RWCE hiring this equipment and this has been backed up by the funders who confirmed at the time that their grant was to be spent only on new equipment, they do not permit the use of the money for hire of equipment. It was agreed by all that RWCE dispute this invoice and any subsequent action taken against RWCE in relation to this matter.	RP
(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.	
4.	HR	
(i)	Resignation of Community Woodland Manager	
	It was with regret that the Chair confirmed the resignation of the Community Woodland Manager, noting that to find someone with a similar skill set to PT would be difficult. A job description had been circulated and was being advertised through key networks.	
(ii)	Forester Role Recruitment	
	Applicants for this role have been shortlisted and interviews are due to take place on 30 November 2022.	
(iii)	Volunteer Post Recruitment	
	A suitable volunteer has been recruited to support RW and GA with their projects.	
5.	Financial update	
(i)	Financial Statement – period ending Oct 22	
	A range of financial reports were presented to the board. No queries were raised. The current overall balance is £79,752.92 as at 31/10/22: <ul style="list-style-type: none"> • <i>Unrestricted funds</i> – £17,053.72 • <i>Branching Out (Sirius)</i> - £448.00 • <i>FIPL (Working Woodland Heritage)</i> - £3,537.26 • <i>Hey Smile Foundation</i> - £3,888.26 • <i>National Lottery Platinum Jubilee (SWW)</i> - £14,650.25 • <i>Helping Rivers Thrive (Yorkshire Water)</i> - £4,962.01 • <i>Locality Budget</i> - £1,745.98 • <i>Natural England</i> - £7,958.00 	

	<ul style="list-style-type: none"> • Power to Change – £24,009.44 • Power to Change Business Plan - £0.00 • Power to Change Renewal Fund – £1,500 	
(ii)	Budget for Financial Year 2022/23	
	A simple budget was presented to the board. It was agreed that a more detailed budget would be useful so TS and PT would work on this before the appointment of a new manager.	TS/PT
(iii)	Credit card name person/approval/confirmation of purchase invoices	
	It was agreed that RP would take over being the named cardholder until PT's replacement. PT to advise RP on how to change the card name over. It was agreed that DE would take over from RP with payment approvals via email.	PT/RP/DE
6.	Health & Safety	
(i)	Fire Risk Planning	
	It was agreed that RWCE would continue to work with the Fire Service to ensure they had all the information that they required. It was agreed that RWCE need an effective procedure in place.	RP/TP
(ii)	Forge Valley Tree Safety Works	
	It was reported that this work had been much more efficient this year than last and so it was recommended by PT that the same procedure be considered for next year.	
7.	DropBox account access issues	
	It was reported that there was no longer sufficient storage space on the DropBox account for everyone necessary to have suitable access. The cost to upgrade DropBox was likely to be approx. £500 per year. AH agreed to look into this further and also look at OneDrive as an alternative option.	AH
8.	Property/Lease	
(i)	SBC/NYCC lease discussions	
	<p>RP gave the following update: Boundary Issues – SBC SBC refused to clarify their boundary and requested that RWCE seek information from the Land Registry. Initial request made to Land Registry for a single plot registered at the west side of the Old Mans Mouth footbridge. This is based on information shared by NYMNPA from their lease which states that they have leased a 20 feet wide strip alongside the River Derwent for the purpose of installing the Boardwalk with full liability for its up keep with NYMNPA. Managing trees and plants lies with Derwent Anglers Club to maintain fishing access.</p> <p>Meeting with Natural England 28th November in Forge Valley re future works with NE. Issue of Lease arrangements to discuss and NE view on the situation.</p> <p>SBC have lost another Land Agent/Surveyor so now left with just the Head of Estates & Property.</p> <p>Jo Ireland has been updated on our situation and our interest in re negotiating the Lease due to boundary issues and liabilities identified.</p> <p>NYMNPA arranging a meeting 12th December 2pm re Northern Boardwalk. Previously SBC and ourselves involved but no Derwent Anglers Club rep. The footbridge liability / responsibility is now unclear and agreeing contractor access over the footbridge complicated.</p> Relevant Parties	RP

	<p>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 agreement.</p> <p>Other Parties 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> <p>Lease Agreement - Boundary changes Throxenby Mere No progress due to lack of SBC staff to respond. Expression of interest in land to west of Red Scar Lane as a community asset transfer raised with SBC but no response to date.</p>	
(ii)	Thorn Park Farm Lease Agreement	
	The new owner of the farm has been advised by his solicitor to have a formal rental agreement in place with RWCE for the land they currently use for office space. This means that there is likely to be a small rental charge and a charge for electricity in the future. Any rental agreement received will be presented to the board for approval.	
9.	Woodland Management	
(i)	Timber Harvest 22/23	
	The timber harvest for 2022 is almost complete. PT reported that he was very happy with the contractor employed to do the work and was hopeful the harvest would generate at least £10K income.	
(ii)	Appointment of an external forestry consultant	
	It was agreed to hold off on this subject until the Forester Role had been filled, as that was likely to affect what might be required of any consultant.	
(iii)	Budget for revenue/capital spend on volunteering work	
	It was agreed that this would be built into the budget that TS and PT are to work on.	TS/PT
10.	Business Development	
(i)	Partnership opportunity with local social enterprise	
	After discussion about the Biochar project being developed by EcoLoop using RWCE resources it was agreed that for now RWCE were happy for this project development to continue and were keen to be involved in that development. It was agreed that a project document ought to be produced to specify the aims and objectives of the project for both parties. Until such time as a viable product was ready to market no formal partnership agreement was required.	TS/SP
10.	Communications	
(i)	Media engagement	
	The video has been finalised and is now on Facebook and LinkedIn. It was reported that RWCE was to feature in a local exhibition taking place on 01 December at Woodend for anyone interested. MC confirmed that she would be attending this exhibition.	ALL
(ii)	Website/Social Media	
	PT is currently engaging with Yorkshire in Business who have offered 4 supportive meetings. Upon completion RWCE will be awarded a £1,500 grant to help us develop the organisation's website. PT confirmed that a web developer had been appointed but that they required some content for the website. It was reported that website traffic had increased significantly which was a positive sign.	PT
12.	Fund Raising	
(i)	Small grant monies (BioVale and Yorkshire in Business)	
	PT confirmed that he had earmarked the Yorkshire in Business grant for website development.	

	PT suggested that the BioVale grant would work well with the Biochar project.	
(ii)	Funding bid submitted for ambitious nature restoration project with Anglo American.	
	<p>Discussion took place regarding the concerns raised at the last meeting. Various pros and cons were discussed but in general there was evidence that most of the projects that Anglo American are involved in are environmentally friendly. It was agreed that RWCE would ethically and transparently risk assess any involvement they had with Anglo American and any decisions would be documented.</p> <p>It was agreed that an Ethical Fund Raising Policy was to be developed and it was requested that this be added to the next agenda.</p>	ALL
13.	<p>Any Other Business</p> <p>PT requested that “Project Updates” be added to all future agendas so that progress on the various projects could be monitored and recorded.</p> <p>PT confirmed that the consultation being run via Survey Monkey was still running and asked if this was still required. It was agreed to keep this running for now but that a summary to date be obtained.</p> <p>PT reported that GA was running a Christmas Fair on Sat 10 December at Raincliffe Woods. There would be food and drink stalls, a wreath making workshop and other Christmas based activities. PT encouraged the support of all members.</p> <p>RP reported on the valuable link between RWCE and the local geological group who are developing a new trail to include archaeology and sources of possible funding.</p>	ALL
14.	Dates of next meetings	
	<p>Dates for 2023 meetings as follows:</p> <p>Tues 07 February 2023 Tues 04 April 2023 Tues 06 June 2023 (AGM) Tues 08 August 2023 Tues 03 October 2023 Tues 05 December 2023</p>	

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.