

MINUTES

Present: Robert Peacock – Chair (RP), Dave Evans – Vice Chair (DE), Stephen Parker (SP), Robert Weatherley (RW), Asher Haynes (AH), Lottie MacFarlane (LM)

In attendance

Jennifer Hobson (JH) – Finance Administrator
Faith Young (FY) – Content Writer

1.	Apologies	Action
	<p>Apologies: Martha Cattell (MC), Terry Smithson (TS), Subash Sharma (SS)</p> <p>Absent: Phil Kershaw (PK), Ian Horton (IH),</p>	
2.	Declarations of interest: None	
3.	Presentation by Faith Young – web content/website/social media	
	Faith Young gave a brief presentation about herself, her company and what she can offer to RWCE to assist with website and social media maintenance.	
4.	Minutes	
(i)	Minutes of meeting on 23 November 2022 The minutes 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.	
5.	Financial update	
(i)	Financial Statement – period ending Dec 22	
	<p>A range of financial reports were presented to the board. No queries were raised. The current overall balance is £98,718.66 as at 31/12/22:</p> <ul style="list-style-type: none"> • <i>Unrestricted funds</i> – £44,893.17 • <i>Branching Out (Sirius)</i> - £242.00 • <i>FIPL (Working Woodland Heritage)</i> – (£275.77) • <i>Hey Smile Foundation</i> - £2,688.26 • <i>National Lottery Platinum Jubilee (SWW)</i> - £10,972.71 • <i>Helping Rivers Thrive (Yorkshire Water)</i> - £2,535.01 • <i>Locality Budget</i> - £900.56 • <i>Locality Budget 2022</i> - £399.55 • <i>Natural England</i> - £9,458.00 • <i>Woodsmith SED Programme</i> – £26,680.32 • <i>Petty Cash</i> - £224.85 <p>It was noted that whilst the current level of reserves were healthy these will be used up within 2 years if this position is not maintained.</p>	
6.	Governance	
(i)	Ethical Fund Raising Policy	
	RP to make one slight change to include the statement that policy decisions can be ratified by the board via email. The policy was agreed by the board.	RP
(ii)	Anglo American partnership briefing papers	
	RP proposed that he would be comfortable with RWCE working with Anglo American after researching Anglo American’s projects around the world. It was agreed by all that RWCE are happy to work with Anglo American.	

7.	Anglo American	
(i)	Positive Biodiversity Outcome Bid	
	It was reported that the original bid to Anglo American had not been accepted but that Anglo American had advised RWCE to revise the bid. Thanks were expressed to TS for his quick work to adjust and submit the bid which was now for 52,000 dollars and would be a 2 year project. An announcement is expected this month.	
8.	HR	
(i)	Community Woodland Manager	RP
	<p>The post was advertised at the end of 2022 with no applicants. A proposal was put forward to give RW some aspects of the Woodland Manager role, noting that the employment of a Forester has removed a large element of the Woodland Manager role.</p> <p>RW left the meeting room whilst the role was discussed in further detail. It was agreed by all that RW's role now include some aspects of the Woodland Manager role. The line management of paid staff will be carried out by DE and SP. DE will line manage RW on a regular basis and after a 6 month probationary period the Focus Group will meet with RW to review his role, targets and outcomes with a view to extending the contract and reviewing the salary.</p>	
(ii)	Forester role	
	It was reported that the new role was going well. Paul Taylor's (PT) expertise was already proving useful with regards to the maintenance of equipment. The role was also proving to be able to generate an income. Questions were raised about whether PT was able to fulfil the necessary LOLER safety checks. AH checked on the HSE website which advised that it was not ideal that the same person using the equipment be the same person that undertakes the assessments of the equipment as this would mean that the person in question would be checking their own work.	
(iii)	Volunteer post	
	It was reported that the current volunteer role was also proving beneficial and that the volunteer had expressed an interest in possibly taking on some paid work in the future. The volunteer brings lots of skills to the organisation and RWCE intend to develop this to aid both the practical side of running courses and assist in enhancing community involvement, especially in the area of mental health.	
(iv)	Website maintenance and Social Media Post	
	<p>It was noted that teamwork would be vital to making sure the social media and Website worked well together. It was clear that a consistent approach and social media strategy was needed.</p> <p>RP to ask Faith Young how many hours she would be able to provide to RWCE</p>	
9.	Project Updates	
(i)	Working Woodland Heritage FiPL/Hey Smile/Woodsmith SED Programme	
	<p>RW gave a brief update on his projects (FiPL and Hey Smile) and presented a revenue plan to the end of the project in October.</p> <p>RW gave a brief update on the new Woodsmith SED programme. PT (the new Forester) has spent his first month getting acquainted with the area, the machinery and the management plan.</p> <p>PT has re-commissioned the tractor and forwarding trailer and has compiled a daily check sheet to comply with the forest machine best practice. PT recommended that a service be carried out on the tractor and has sought a quote for this work.</p> <p>PT with the help of RP have undertaken some clearing of windblow at Seavegate Gill. PT intends to improve ride and increase light up to sawmill yard making better access for timber lorries. He would like to hire a 360 digger for a day to grade the road and yard</p>	

	before starting to fill with timber, then start at Green Gate and work along the middle road felling the dangerous trees, then thinning as and where required.	
(ii)	Scarborough's Wonderful Woodlands	
	<p>Confirmed upcoming events:</p> <ul style="list-style-type: none"> • Dark skies Festival with National Park and SARAS next week, • Easter Egg hunt during the Easter break, • Foraging walks for May and October with Craig Worrall, • something (ideas welcome) for the National Nature Reserve Festival at the end of May, and of course • The Secret Wood in August (shout out for vols to be on planning committee. Meeting to be booked soon!) <p>Other events still in the planning stages- Bat walk in April, Dawn Chorus walk for the Summer solstice.</p> <p>Need some sort of fundraising event- cycling or running? Need someone with a keen interest in these to help organise. Did wonder about setting up a Park Run, so anyone who already vols at these could get in touch to discuss.</p> <p>Virtual Walks program- volunteer shoutout to go out this week on social media and partner groups so hopefully should have some walks ready to run in March (Volunteer Trainee Claire is overseeing this project)</p> <p>Youth Ambassadors- Promotional material is just about ready. Continuing to work with local youth Groups and the National Park and should hopefully have a ready made cohort to start in April. They will begin with some practical days and training in volunteer leadership and project management, and hopefully move on to lead on a project of their choice.</p> <p>Various school groups/other youth groups are booked in for throughout the year up until September, and I have invites to attend a couple of school careers fairs.</p>	ALL
(iii)	Yorkshire in Business/Bio Vale funds	
	RP confirmed he had an upcoming meeting with a guy that can provide visual graphics to help convey information.	RP
10.	Health & Safety	
(i)	Fire Risk Planning	
	Ongoing.	RP
(ii)	Forge Valley & Raincliffe Tree Safety Works	
	Paul Taylor (PT) is picking up this work and is making good progress.	PT
11.	NNR Management Plan	
(i)	Brief on progress	
	<p>RP provided an update. Paul Thompson had approached a Lesley Blainey, recently retired from Natural England, an active member of Scarborough Naturalists and lives locally in Troutsdale and knows the area well. Paul had spoken to her about becoming involved in drafting a new Management Plan for NNR and taking this wider for our SSSI and long-term plans for Raincliffe Woods.</p> <p>Natural England have allocated £5K to support this work but this also features in the Anglo American Biodiversity bid so there is some overlap.</p> <p>Lesley is not actively looking at paid consultancy, more as voluntary support but may undertake small paid pieces of work at some stage.</p> <p>Alistair Willison, Forestry Consultant has been approached and can be available to undertake aspects of this project.</p> <p>The final project scope, timescales, and outputs to be confirmed with a meeting of Natural England, strategic partners and agreed consultancy support.</p>	
12.	DropBox account access issues	
(i)	Brief on options	

	AH reported that the cost to use DropBox would be £12/user/month. The cost to use Microsoft 365 would be £4.50/user/month plus £9 /user/month for 2 users out on the field. It was agreed by all the AH proceed with Microsoft 365. AH to organise the switch over.	AH
13.	Comms & Engagement	
(i)	Xmas Fayre	
	This was a successful event despite the weather conditions. It was proven that this would be a worthwhile event to repeat in the future.	
(ii)	Radio York Feature	
	RW confirmed that he had featured on Radio York and will be doing a fortnightly piece talking about events etc...which would be great for advertising.	RW
(iii)	Rotunda Geology Group	
	RP reported that the geology group had been in touch to ask RWCE to give a presentation at their AGM.	RP
14.	Property/Lease	
(i)	SBC/NYCC lease discussions	
	RP gave a brief update. He has applied for the deeds to hopefully get the description. RP recommends that RWCE approach Derwent Anglers and ask them for a management lease so that RWCE can manage the area as they see fit. It was also suggested that it may be worth asking Derwent Anglers for a financial contribution to the work.	RP
(ii)	Thorn Park Farm Lease agreement	
	Ongoing.	
(iii)	Office accommodation	
	Noting that the current office accommodation is not ideal, various locations have been looked at and this will be ongoing until a suitable solution is found.	
15.	Any Other Business RW sought approval to purchase a kiln at a cost of £760 using reserves to pay for this. This was agreed by all. LM posed the question over the rules surrounding the removal of natural materials from the woods.	RW
16.	Dates of next meetings	
	Dates for 2023 meetings as follows: Tues 04 April 2023 Tues 06 June 2023 (AGM) Tues 08 August 2023 Tues 03 October 2023 Tues 05 December 2023	

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.