

MINUTES

Present: Robert Peacock – Chair (RP), Dave Evans – Vice Chair (DE), Stephen Parker (SP), Robert Weatherley (RW), Asher Haynes (AH), Terry Smithson (TS)

In attendance

Jennifer Hobson (JH) – Finance Administrator

1.	Apologies	Action
	<p>Apologies: Martha Cattell (MC), Subash Sharma (SS), Lottie MacFarlane (LM) Absent: Ian Horton (IH)</p> <p>It was noted that since the change from Scarborough Borough Council to North Yorkshire Council, Cllr Phil Kershaw and Cllr Subash Sharma were no longer active Directors on the board. It was proposed that Cllr Subash Sharma be co-opted as a ordinary Director until we hear otherwise. Proposed by DE, Seconded by TS – all in favour.</p>	
2.	Declarations of interest: None	
3.	Minutes	
(i)	<p>Minutes of meeting on 07 February 2023 The minutes were AGREED as a true record subject to one minor amendment to remove the initials AH from item 7. (i).</p>	JH
(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.	
4.	Financial update	
(i)	<p>Financial Statement – period ending Feb 23 A range of financial reports were presented to the board. No queries were raised. The current overall balance is £116,871.37 as at 28/02/23:</p> <ul style="list-style-type: none"> • <i>Unrestricted funds</i> – £68,837.97 • <i>Branching Out (Sirius)</i> - £242.00 • <i>FIPL (Working Woodland Heritage)</i> – (£4,131.47) • <i>Hey Smile Foundation</i> - £1,488.26 • <i>National Lottery Platinum Jubilee (SWW)</i> - £8,086.40 • <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> - £14,458.00 • <i>Woodsmith SED Programme</i> – £23,710.54 • <i>Petty Cash</i> - £344.55 	
(ii)	Capital Purchase	
	It was reported that a winch had now been purchased and had already been put to good use.	
5.	Governance	
(i)	Lone Working Policy	
	An updated copy of the Lone Working Policy was presented to the board for consideration. Detailed discussions took place about the potential risks surrounding the Forester job role as that was deemed to be the most high-risk role with regards to lone working. It was agreed that an additional sentence would be added to the policy to specify that an immediate search would be initiated if contact with any lone worker could	DE/RW/PT

	not be made. It was agreed that RW would re-assess the necessary risk assessments and would get PT to read them and sign to say he is fully aware of the risks and will agree to follow the correct procedures as set out in the assessments.	
(ii)	Date of AGM and format	
	It was confirmed that the AGM was to be held on Tuesday 06 June 2023 as previously agreed but that the next board meeting would be held a week later rather than on the same night. The format of the AGM to be a brief agenda followed by a guest speaker. It was agreed that RP ask the Scarborough Field Naturalists to be the guest speaker.	RP
(iii)	Ethical Fundraising Policy	
	It was agreed to add the following text to confirm the ability to make a decision via email: 5.8: In the absence of a Board meeting within the timescales required, a decision can be made using email. Nonresponse by a Board member will be treated as a non-attendance. The total number of email responses must be that for a quorate Board meeting.	RP
6.	Anglo American	
(i)	Positive Biodiversity Outcome Bid	
	No further update received as yet.	
7.	HR	
(i)	Community Wellbeing position	
	It was confirmed that the paid job role has been offered to the current volunteer who will start the role on 1 st May 2023 for an initial period of 6 months. It is hoped that the candidate's skills and expertise would enable the role to generate revenue and create a sustainable job role. The role will be reassessed in October 2023.	
8.	Project Updates	
(i)	Working Woodland Heritage FiPL/Hey Smile/Woodsmith SED Programme	
	RW gave a brief update on the ongoing projects. He confirmed that everything was on track with regards to numbers, events and participants. The next claim from FiPL had been submitted but RW was still to provide the required evidence. With regards to the Woodsmith SED programme, there is 18 tonnes of timber ready to be sold. PT is currently tackling unsafe trees. The subject of access tracks was discussed in detail, and it was noted that there wouldn't be a suitable access track for the contractor to access areas that PT would like this year. RP/PT/DE/RW/SP to meet with Alastair Willison and the Scarborough Field Naturalists to find the best solution to create the necessary access tracks.	RP/PT/DE/ RW/SP
(ii)	Scarborough's Wonderful Woodlands	
	GA has completed a Horse Logging training course which it was hoped would be useful in the future management of Raincliffe Woods.	ALL
(iii)	Yorkshire in Business/Bio Vale funds	
	RP confirmed that the ongoing visual graphics works were proving to be challenging. It was noted that better quality photos and videos were needed for the website. SP agreed to lend his camera to Raincliffe Woods to take some better-quality media. It was reported that an online event booking system was being looked into.	RP/SP
9.	Health & Safety	
(i)	Fire Risk Planning update	
	Ongoing and RP is seeking information from local landowners.	RP
(ii)	Forge Valley & Raincliffe Tree Safety Works	
	It was reported that the tree safety works would have to be done regardless of cost and RP has included these works within the NNR Management Plan to make it clear that this work is a priority.	RP/PT
10.	NNR Management Plan	
(i)	Project Update	
	RP provided an update which was presented to the Board. Once the costs are known then the plan will be taken to North Yorkshire Council for their involvement. The draft plan has been drawn up but this work now required more time and expertise than the	RP

	<p>Board currently has. TS offered to take the work on a commercial basis if this was agreeable by the board. There is funding from Natural England to cover this work.</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>	
11.	DropBox account access issues	
(i)	Brief on progress	
	<p>It was reported that Google Documents would be the ideal solution but at a cost of £8 per user plus £8 per month. RP has investigated the fundamental issue with regards to DropBox and it was concluded that the existing DropBox account needed to be transferred from the previous Manager's own account over to a new account in Raincliffe Wood's name and at a cost of £98 per year. RP to go ahead with this.</p>	RP
12.	Comms & Engagement	
(i)	Radio York Feature	
	RW confirmed that this feature was still ongoing and was going well.	
(ii)	Rotunda Geology Group	
	RP attended a meeting of this group which was well attended. All groups in attendance were supportive of the project of bringing everything together and were keen to get things moving.	RP
(iii)	Newby & Scalby Village Heritage Trust	
	A presentation was recently given to this group which went well and the audience were very supportive.	
13.	Property/Lease	
(i)	Briefing on potential land lease	
	It was reported that an opportunity for some land to potentially lease has arisen. RP has submitted a request for advice from planning.	RP
(ii)	NYC/NYMNPA/Derwent Anglers lease discussions	
	<p>It has been clarified that the footbridge is not our responsibility.</p> <p>RP has applied for a map from HM Land Registry.</p> <p>The lease is still in discussion.</p>	RP
(ii)	Thorn Park Farm Lease agreement	
	Ongoing.	
(iii)	Office accommodation	
	RW reported that there has been a container advertised on Facebook for £800 but it is in Billingham and would need someone to go and assess it.	ALL
14.	Any Other Business	
	AH confirmed that he would be stepping down from the Board due to relocating to Australia.	
15.	Dates of next meetings	
	<p>Dates for 2023 meetings as follows:</p> <p>Tues 06 June 2023 (AGM)</p> <p>Tues 13 June 2023 (TO BE CONFIRMED BY WOODEND)</p> <p>Tues 08 August 2023</p> <p>Tues 03 October 2023</p> <p>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.

