



Addingham Civic Society
Minutes of the Meeting of the Trustees
Tuesday 20th February at 19.15 p.m.
Mount Hermon



1. Chairman's Welcome and Apologies

Present: Gill Battarbee (Chair). Roger Seddon (Vice Chair). Richard Walton. Malcolm Keeble. Margaret Keating. Gary Copping. Jayne Hood. Steve Lloyd. Steve Noblett. Jane Welby (Minutes Secretary).

Apologies: Mike Williams. Ian Cameron. Pat Weatherill.

2. Declarations of Interest - None declared

3. Minutes of the Trustees' Meeting of 16th January and Matters Arising

4 (ii) RS forward email from Gordon Tasker to the AEG and CAA

5 (iv) GB approached potential Treasurers – Agenda item

5 (vii) JW to confirm that First Aid training date has been held and GB to pay invoice on confirmation.

7 (iii) GB drafted a response to the proposed cuts.

8 (ii) IC drafted a letter to the Chairs of Planning and BCC

11 (i) GB forwarded the link to Trustees and to ACS group leads to access the google calendar.

14 (ii) Agenda item

14 (v) Agenda item

Subject to the following amendments:

10 (i) Amend to read: money collected for the current year starting in November

4 (ii) Surname error – to be amended to Tasker

The minutes were proposed as a true record by Roger Seddon and seconded by Margaret Keating. All in favour.

4. Correspondence

- I. GB received an email from a previous Addingham resident who commented how much they enjoyed viewing the Photo Archive
- II. Bradford Planning – response on the agenda under planning

5. Finance

- I. GB noted two corrections to the finance sheet:
 - a. Book sales should reflect Amazon sales at £8.31
 - b. Subscriptions should read £27.00Main income has come from Gift Aid, the Pop up shop, Books and Membership subscriptions.
Expenditure has been largely from the AEG. Large invoices were paid for the Craven Crescent Benches but are covered by grants and will be reimbursed when installed.
£700 from the Sheffield University DNA project reimbursed to volunteers for travel costs.
The project aims to identify the DNA of excreta found in the river and determine its source i.e. human or livestock.
- II. Role of the Treasurer. GB approached several people but to no avail. However, Mike Enever (Lime Kiln) has expressed an interest in managing the spreadsheet and end of year accounts. He has Book Keeping qualifications but also experience as a Programmer and can therefore link the bank accounts to the spreadsheet. He does not wish to become a Trustee. On discussion it was agreed that his offer should be accepted and the role should, as previously suggested, become a split role with someone else assuming a Trustee role and taking responsibility for the day to day services involving cash. GB will mention this at the Speaker Meeting this month.
- III. Microphone for the Memorial Hall – An update of the sound system has been undertaken and RW reports that a microphone head set was provided as part of the system. It has now

been located, but the Trustees considered that the ACS should purchase a headset to ensure that one is always available for ACS events. The cost will be £240 which was approved by the Trustees.

- IV. The old microphone system is now redundant, but may be of use when hosting meetings at other venues, if it is still in good working order. This will be checked and GB and RS will sign off any other redundant equipment. The slide projector although not currently used, will be retained for potential use at other venues.
- V. GB commented that although it is not a policy, electrical equipment used by the ACS has not been tested for some considerable time. Trustees agreed that this should be undertaken and GB will make enquiries.
- VI. Chris Cobley emailed about Easy Funding and asked if the ACS would be interested in this for fund raising. The decision was taken to consider it at a later date as there is currently no capacity at the current time.
- VII. DBS update – Now registered with Keighley Action Point and forms are currently being completed and returned by those requiring checks. Keighley Action Point have advised that as it was agreed with the school that ACS members should be chaperoned whilst on site, DBS checks are not required for these activities, but should that change, it will be the responsibility of the School to initiate the DBS checks.
- VIII. Website management – GC currently hosts and manages two ACS websites and will continue to do so voluntarily for as long as possible. He will be closing his company this year and it will be taken over by Dales Web Design at which point Dales Web Design will take over the hosting of ACS and AEG websites. GC advised that if at some point he is unable to continue his voluntary day to day management of our sites we could approach the new company to explore management costs .

Actions:

5 (ii) GB to advise members at the Speaker Meeting of the proposed split Treasurer role and enquire if anyone would consider the role.

5 (iii) RW to source headset

5 (iv) GB and RS to sign off redundant equipment

5 (v) GB to enquire re electrical equipment testing

6. Membership

- I. Update –MAK recruited one new member which brings the current total to 382. Some volunteers are not ACS members which means they are not covered by insurance and need to provide evidence of their own insurance arrangements. RS suggested that the provision of insurance through membership could be an incentive to join. This largely affects the Environment Group. RB to be asked to provide MAK with a list of the volunteers who are not members. Trustees were asked to take a couple of New Members Booklets to help recruit new members.
- II. Social Media Review Progress – SN and GB sent a list of questions to a Social Media Expert who returned suggestions and further questions to consider. GB created a list from these suggestions highlighting what may be feasible:
 - a. Delete facebook and relaunch with logos
 - b. Ensure all sites link to the ACS site primarily and to other sites as a secondary measure
 - c. Add a paragraph to the front page of the ACS site summarising all social media used and ensure the links are active. GC commented that they are present but he will check that this is the case for the Photo Archive
 - d. The Heritage Group to reconsider the use of Instagram – GC will discuss with the group
 - e. Possibly consider YouTube for any video footage in the future
 - f. Create a policy for clarity e.g purpose; misuse
 - g. Add 'Follow us' to all articles
 - h. Named Users, Timetable, Link to Mailchimp – Discussion about whether linking to Mailchimp would be appropriate as it would open members content to non members.

- i. Draw up an aide memoir for regular posts
- j. Use Google analytics. Currently the web sites use this but it is unclear if the social media pages do. Potentially send analytics report to all Trustees quarterly

Actions: 6 (i) GB to ask RB to send list of non member volunteers to MAK
 6(ii) JH to notify GC when Facebook has been deleted.
 6 (iib) GC to check if Photo archive links to ACS site
 6 (iic) GC to discuss use of Instagram with the Heritage Group

7. Book Sales

- I. Sales for last month £9.00. The Newsagents have sold all books and pamphlets prior to closing, so no sale or return required. SL will delete the signposting to the Newsagent from the Notice Board outside the Hub. MAK will enquire if the ACS can have a window display to advertise the ACS books at the library. GB will formally thank Mark for his work as an outlet for the books.

Actions: 7 (i) MAK to enquire about library window display. GB to thank Mark on behalf of the ACS

8. Planning

- I. MK advised that a second planning application has been submitted to knock down a house at Marchup and rebuild it on the same footprint. In addition, the application covers work on the stables at the rear. MK has sent a fairly neutral stance but with advice that conditions are considered with regard to the environmental issues such as stable effluence. Horn Cragg Quarry – The appeal opened today and will continue over the next couple of weeks. Rick Battarbee gave his Opening Statement raising concerns and providing evidence regarding biodiversity issues which need very careful consideration. MK will provide evidence on the Hydro-Geology as the spring from the site feeds eight neighbouring properties with drinking water and therefore also needs to be addressed. The Joyful Deli submitted an application to use the inside of the building as a kitchen/eating area. Minimal information was provided on the application and concerns have already been raised about the current traffic and parking on the road and footpaths. However, the application appears to have been removed from the site so may have been withdrawn. The next stage of the local plan is due to be published soon outlining the allocation of housing sites.
- II. Old School Site – Residents have formed a group which is considering proposing the site as a ‘Community Asset’
- III. Replica Best Kept Village Sign – Work has begun on renovating the sign and will continue over the next weeks weather permitting.
- IV. GB thanked MK for returning to such a complex workload particularly in respect of his work on the Horn Cragg Quarry application.

9. Heritage Group Update

- I. GC provided an update on the Heritage Group work and current projects.
 - a. Work is in the final stages on updating the Blue Plaques Trail Leaflet with QR Codes and linking them to the website. Proof copies have been produced and some of the members have agreed to walk the route to check for accuracy before committing to publication for sale.
 - b. There has been a request for a new Blue Plaque, but the group have produced a draft set of criteria which is currently being reviewed by the Planning Group. MK reported the positive response from the Planning Group in that it is not too prescriptive and a nomination form will be provided alongside the criteria. The draft documents will be provided to trustees for consideration at the March meeting.
 - c. Low Mill Information Board – Bradford Council Planning Department have quoted £578 fee for the board. GB contacted Richard Hollinson advising that previously there was no cost when it came under Conservation and that it was an important part of the BCC preparations. Richard responded that there would be no cost for this

- board and sent an email to that effect. However, this does not solve the issue going forward for future Boards/Displays. GB will follow this up with Richard.
- d. D Day 80th Anniversary Display will include articles about four Addingham Men who took part in the landings and also the wartime experiences of village residents.
 - e. Stage I of converting 1683 slides to photos is complete and members of the group are moving these to the Photo Archive, but this will be a long job.
 - f. Capturing the experiences of Covid 19 in the village – there appears to be interest in this project. Key themes including the volunteer effort have been identified and the Ilkley Gazette is being reviewed.
 - g. Funding for the next Yorkshire Heritage Conference has been agreed by the Trustees.
- II. Church Street Kiosk – GB introduced the international site of the ‘Little Free Library’ which requires a one off payment of approximately \$50 but provides an app which can be accessed anywhere in the world. No decision was made. Having experienced problems with vandalism over the last year, GB suggested asking PW to link with the residents who care for and maintain the facility to bring any issues to the attention of the Trustees.

Actions:

9(ib) IC and GC to bring the documents to the next Trustees meeting in March.

9(ic) GC to liaise with Richard Hollinson to try to resolve the issue of fee paying for information boards going forward.

9(ii) GB to ask PW to act as liaison.

10. Environment Group Update

- I. CAA have devised four themed weeks for the coming year.
- II. Craven Crescent Project - The benches are due to be delivered soon.

11. ACS Events

- I. The spring social event was a success and JH has agreed to organise another.
- II. February Speaker Meeting - Tasks have been allocated.
- III. Organisation for the Spring Fair 13th April has commenced.
- IV. Pétanquè Group – PW is organising this but was unavailable to feed back.
- V. AGM meeting in May – SL will be stepping down as a Trustee. GB requested that she be notified of any other changes. A notice about the AGM will be included in the March Newsletter.
- VI. Summer Trip – Needs thought about where, when and how far.

12. Chairman’s Items & AOB

- I. Civic Pride Award – nominations to date are:
Mark Preston
Anne and James Adams
Peter Mirfin
Sally Lloyd
- II. Village Newsletter – the first draft is with Peter at Hadfields and delivery is due mid March.
- III. Totally Locally Committee has been dissolved but a new Committee has not yet emerged.
- IV. Google Calendar has been sent and is proving very useful.
- V. Sally Lloyd is leaving at the end of March. GB will send her a letter to thank her.
- VI. GB advised the Trustees of the very sad news that Councillor Peter Hindle is terminally ill. This information is within the public domain.

Action: 12 (v) GB to write and thank Sally Lloyd for all of her hard work and support for the ACS.

The meeting closed at 21.40

The date of the next meeting: Mount Hermon Tuesday 19th March at 19.15.