



Addingham Civic Society

Minutes of the Meeting of the Trustees

Tuesday 15th April 2025 at 7.15 p.m.

Mount Hermon



1. Chairman's Welcome and Apologies

Present: Gill Battarbee (Chair). Roger Seddon. Ian Cameron. Malcolm Keeble. Seamus Bloomer (Treasurer). Margaret Keating. Richard Walton. Pat Weatherill. Chris Ensor. Stephen Noblett. Jane Welby (Minutes).

Apologies: Gary Copping. Jayne Hood.

2. Declarations of Interest - None

3. Minutes of the Trustees' Meeting of 18th March and Matters Arising

The minutes were proposed as a true record by Stephen Noblett, seconded by Malcolm Keeble. All in favour.

Matters arising not on the agenda

4.i Gill to confirm with YHAC's the July date. Confirmed as Saturday 26th July. Meal Friday evening for delegates arriving early. Hub booked for the morning. Optional Walks by AEG and Heritage groups. Memorial Hall booked from midday. Speaker to introduce Addingham and ongoing work TBC, followed by business meeting. Jayne Hood organising catering.

5i Gill to question the perceived discrepancies with the finance report to gain clarification of how the accounting software presents the figures - Gill discussed with Mike Enever and amendments made.

5ii Gill to speak to Sallie about the potential need to advise the PC of expenditure before they receive invoices for CAA – prior notification of spending is unnecessary as it will have been agreed with CAA.

5iii Gill to provide SBS with relevant documentation and to transfer money from the current account to the savings account. Money transferred into the savings account and all signatories have been approved by the building society.

5iv Gill to discuss the Charity Commission guidance with Ian Drysdale. Unnecessary as income has not exceeded £25000.

11.i Jane to revise the register as per discussion and to forward to the trustees prior to the next meeting in April. (Agenda Item) – Completed

12iii Richard to display the Spring Fair banner – Completed

12iv Gill to forward the timetable of village events to Gary for inclusion on the website – Completed

12v Richard to book the band – Booked. May need Trustees to meet and help set up.

12vi Request for team members to be placed in April Newsletter. (Agenda item) Request placed but no responses.

13i Richard and Gill to pursue a drawing or photo of what the finished viewpoint will look like (Agenda item) Sketch received.

14i Jane to advise deliverers of change of date. Pat and Jane to revise the delivery list accordingly. Completed

14ii Gill and Roger to meet with potential nominee to discuss the role. – Met with nominee.

- Roger asked about point raised in minutes regarding monitoring of the bank erosion at St Peters Church. This is being monitored by persons appointed by the church.

4. Correspondence

- I. Caroline Whitaker advised that she had heard from a concerned resident that all of Addingham will have parking restrictions. Gill referred her to the article published in the newsletter and the link which explains the proposal.

5. Risk Register

- I. The risk register format has now been approved but now needs a small group to consider and complete the section with actions currently in place. Ian, Margaret and Gill agreed to meet for this.

Action

Si Ian, Gill and Margaret to arrange meeting to consider current risk mitigation strategies.

6. Finance

- I. Seamus reported that March has been a quiet month in terms of finances. An expenditure of £500 was given to the Addingham Garden Friends as the 3rd and final payment of their grant.
- II. End of Year Accounts – Gill presented the draft EoY accounts.
 - a) This has been an exceptionally complex year.
 - b) The spreadsheet completed monthly by Mike Enever has been developed during the year and includes more detail such as the income and expenditure for the different groups. For the EoY report some detailed headings have been amalgamated to simplify the report, for example, Printing headings for each group have been amalgamated into a single heading for Printing. These simplifications will make the spreadsheet difficult to compare directly with the EoY.
 - c) Gill explained each income and expenditure heading on the EoY report.
 - d) The heading for subscription income required some explanation. The income amount is based on the Membership Spreadsheet. However, as some members overpaid and some underpaid the balance amount has been placed into Society Income and if repayments are required they will be paid from that heading.
 - e) On the monthly spreadsheet the Climate Action Addingham (CAA) heading was created in June by funds (£500 x2) transferred from ACS and AEG into CAA. However, for the EoY report, as this was an internal transfer, not income, the CAA heading has been removed from the EoY report. The figures representing the remainder of those funds were transferred back equally into Society Income and AEG income.
 - f) A discrepancy was pointed out concerning the Bank Fees, Gill to rectify.
 - g) All final income and expenditure totals match between, bank, spreadsheet, EoY and the treasurer's cash book.
 - h) At the AGM the EoY report will be presented in a PowerPoint presentation with explanations where relevant.
 - i) As requested last year, trustees were given a list of the Current Account and Savings Account opening balances since 2020.
 - j) This year a large amount of funds have been placed into the Savings Account. Trustees were given the breakdown of those funds showing that all are accounted for. This will be shared with members at the AGM.
 - k) Mike Enever will be thanked at the AGM.
- iii. Insurance Renewal – This is now due for renewal. Gill and Roger will check the policy and payment has been authorised subject to a satisfactory review of the policy.

7. Membership Update

- I. Three new memberships from the Spring Fair bringing the total of paid members to 385 plus 10 honorary members. This accounts for 266 households. Margaret noted that the majority of payments were made by cash this year and relatively few by payment means incurring fees.
- II. Gill thanked Margaret and Seamus for their work on this over the past year. The Trustees also acknowledged and offered their thanks to Gill particularly for the significant amount of work involved in making sense of the unusually complex reporting of the end of year accounts.

8. Book Sales

- I. Chris reported sales of 2 books and a pack of cards at the spring fair.

- II. Chris noted that there are two publications that are now out of stock and need to be reordered.
- III. Ian updated the Trustees regarding the out of print publication – View from the Moorside. The files have now been obtained from the publishers and they have quoted £1300 for 50 copies which would considerably increase the purchase price. Gary is pursuing this and is requesting that the publishers provide pdf single pages. The intention then is to use these with Amazon printing. Don has identified a new image for the front cover.
- IV. Richard is currently editing his proposed publication on the Addingham Railways and asked the Trustees to consider suitable pricing.

Action

8ii Gill to advise Chris how to order low stocks of publications.

9. Planning

- I. Malcolm reported on an ongoing follow up to the village green space at the top of the village which has now had a planning application lodged to use part of the land for a garden for the new house being built. The response has taken a neutral stance in that the preference would be for it to remain undisturbed but from a constructive point of view, should planning be granted, the new use should remain a green space and respect given to existing trees on the land. In this respect, the new owners would be advised not to erect structures such as greenhouse, shed or paving/decking on the land.
- II. More applications are starting to come in for solar and heat pumps on listed buildings.
- III. Gill referred to the recent meeting with Bradford planners during which Ilkley raised concerns that there has been no review of conservation areas in over 20 years. A lack of a review and lack of focus on conservation areas has resulted in ‘erosion’ of some of these areas by residents. Bradford planners do not have the manpower to undertake these reviews but now advise that Civic Societies can do their own reviews and that guidance is available.
- IV. The review of the Neighbourhood plan is on the Parish Council agenda.

Action

9iii Gill to request the process and Malcolm will discuss with the Planning Group and feedback to the Heritage Group.

9iv Gill to remind Simon and Lucy about a review of the Neighbourhood plan.

10. Heritage Group Update

- I. The Heritage Group will lead a walk on 11th May at 2pm for a maximum of 20-25 people. A risk assessment has been completed and is now filed on pcloud. A practice walk has been undertaken and the event will be free of charge. If oversubscribed, the intention is to repeat the walk on another date. Publicising the event is now the focus.
- II. VE day Exhibition – this will be held in the Hub and the school will be taking one of the boards to display the childrens work on VE day. Ian offered thanks to the Heritage group for the intense efforts that they have made in gathering information especially that which pertains to Addingham.
- III. VE Day film – This will be held on 16th May subject to confirmation of the license to show the film. The film will be ‘A Royal Night Out’ and the ACS and PC agreed to share the licence cost.
- IV. New work has started in gathering photos of the Coop, before, during and after the ram raid for the archive and to document this as part of Addinghams history.
- V. The current Archaeology Journal has an article on Quaker meeting houses and includes Farfield Meeting House illustrated with an image of the interior.

Actions

10i Stephen Noblett to liaise with BCC to publicise the Heritage walk. Gill to make the links to the ACS social media. Heritage Group to prepare poster and publicise the event in the village.

11. Environment Group Update

- I. The current focus of the AEG is on Zero waste week coming up next month and the Jumble Trail. They are also preparing a walk for BCC in June.

12. Programme

- I. Spring Fair Review. – Whilst the footfall appeared lower than for previous events, the income was still around £900 after expenses. Gill suggested that when planning commences for the Autumn fair, consideration should be given to the type of stalls as some bring limited income for a significant amount of work.
- II. Speaker meeting on Thursday – Sufficient number of Trustees available to assist.
- III. May Speaker meeting and AGM – Chris Ensor has very kindly agreed to take the minutes in Jane’s absence. The agenda, last years minutes and all relevant documents will be distributed in the May Newsletter. Gary Copping will be stepping down from the Board at the AGM, but will continue to manage the websites for us – thank you Gary.
- IV. Village Quiz – Confirmation required of intention to enrol a team. The event is on Saturday 6th September from 2 – 6 pm. Trustees agreed to enter a team.
- V. The Drama Group has had to postpone their performance for a variety of personal reasons for the cast and have requested that the Speaker Meeting and Autumn Fair scheduled for October, be held a week later. This means the Speaker meeting will move to Thursday 23rd October and the Autumn Fair will be held on Saturday 25th October. The Mem hall has been provisionally booked for both events.

Action

12iv – Gill will confirm change of October dates and that the ACS will be making up a Quiz team.

13. Projects

- I. Maintenance – Richard Mulligan has agreed to undertake work as requested by the ACS in the village and charges £20 per hour. Richard Walton has agreed to act as the point of contact and therefore all requests must go through Richard. The ACS will have to provide materials as required and Richard Walton will advise on this. An initial budget of £500 was proposed for maintenance costs.
- II. Low Mill Viewpoint – a sketch has been provided of the proposed stone bench and all in favour of this work going ahead.
- III. Church Orchard Diaries – bequeathed by Derek Law. Solicitors for the estate have determined that these have no commercial value and can become the property of the ACS. Archiving is now being considered. In addition, Derek created several other records some of which may be of interest to the AEG.

14. Chairman’s Items & AOB

- I. A resident has voiced a concern that there are fewer benches now on Old Station Way which previously provided welcome relief when climbing the hill. They were removed as they were beyond repair. The AEG has a bench on their agenda for the green space .
- II. Addingham Gala – Table allocation request has not yet been received.
- III. Trustees Holiday Dates – Gill suggested that the Trustees forward their holiday dates to Jane for inclusion on the ACS calendar.

14i Gill to inform the AEG of the residents concern about benches.

14iii Trustees to forward dates to Jane. Gill to arrange write access on the calendar for Jane.

15. The meeting closed at 9.30pm

The date of the next meeting: Tuesday 20th May at 7.15pm Mount Hermon