



Addingham Civic Society

Minutes of the Meeting of the Trustees

Tuesday 21st April 2026

at 7:15 p.m

Mount Hermon



1. Chairman's Welcome and Apologies

Present: Chair Gill Battarbee, Seamus Bloomer, Margaret Keating, Roger Seddon, Malcolm Keeble, Jayne Hood, Richard Walton, Steve Noblett, Chris Ensor, Pat Weatherill

Observer: Kathy Gilbert, Paul Harris

Apologies: Ian Cameron

The Chair welcomed Paul Harris who has been nominated as a trustee with a responsibility for Health and Safety.

2. Declarations of Interest

None.

3. Minutes of the Trustees' Meeting and Matters Arising

The minutes of the previous meeting were approved as a true and accurate record, with a correction to a heading where a document was titled "Agenda" in error.

- 5i Action: Gill to circulate draft Evacuation Plan. To be included in Health and Safety Review
- 6ii Action: Seamus to include small donations in gift aid as appropriate. In progress
- 6iii Action: Seamus to liaise with Ian. In progress
- 6iv Action: Gill to send committee recommendations re Community Award to trustees. Complete
- 7i Action: Gill to attend services. Complete
- 8i Action: Gill to check possible interest in trusteeship. Complete
- 8ii Action: Gill to circulate notes re: Vice Presidency. Complete
- 9. Action: Chris to check book stock. Complete
- 10. Action: Malcolm to collate the feedback regarding the Neighbourhood Plan Review. Ongoing
- 12. Action: Gill to attach AEG briefing note with minutes. Agenda item
- 14.i Action: Gill to circulate raffle rota. Complete
- 14.iv Action: Margaret to approach Gill Robinson. Complete
- 14v Action: Jayne to approach Mark for availability and quote. Complete
- 14vii Action: Gill to circulate revised Speaker Meeting dates 2027. Complete
- 15ii Action: Gill to organise certificates. Agenda item
- 15iii Action: Gill to contact Mick. Agenda item

4. Correspondence

- i. Roger wrote to Bobby Miller confirming Community Award funding approval.

5. Risk Register

- i. The Chair proposed that Paul Harris review the Risk Register, declassify resolved trustee-related risks, and provide Health & Safety input. Chair to meet Paul and report recommendations.
- ii. Distinction agreed between an organisational risk register and activity-specific risk assessments/method statements. A Risk and H&S Working Group to be established with representation from Trustees, Heritage and Environment Groups (Paul to lead; Roger to join; groups to nominate representatives).
Action: Paul to set up a H&S Working Group

6. Finance

i. Treasurer's Update and Month Position

- a. Income c. £1,700 for the month, largely AEG Brass Band concert.
- b. Band event surplus shared equally with Skipton Brass; each received £511

ii. End of Year Accounts

- a. Draft EoY accounts circulated; with Ian for review. Totals reconcile; some category misallocations noted as the monthly financial updates record more detail than the End of Year Statement.
It was noted that the End of Year statement should be accurate while aligning with monthly updates.

Actions: Gill to call Officers' Meeting to review account headings for the next financial year. The meeting to include any trustees who wish to attend. Items to include in the agenda: allocations (eg. printing, donations vs. Community Awards, SumUp fees) and ask Mike to implement any changes as necessary to the Xero coding. Treasurer to deliver statements and working papers to Ian and address queries; Chair to circulate signed-off accounts to trustees for approval prior to inclusion with the May newsletter.

iii. ***Projected spending for 2026 – 2027***

The Society has over £29,000 in hand. The 2026 – 2027 project costings amounting to £24,000 were discussed by trustees.

iv. ***Charity of the Year.***

Margaret had circulated the details of the Friends of Addingham Primary School £10,000 Appeal to replace redundant IT equipment for the children. Trustees agreed unanimously to pledge £1000 to the appeal with the possibility of a further donation should a small amount be needed to complete the target.

Action: Gill and Margaret to follow up with the Friends of Addingham Primary School (FAPS)

v. ***ACS Donations Platform, "Peoples' Fundraising"***

It was agreed to review the use of this fundraising platform once the current funds have been appropriately allocated.

Action: Gill to follow up

vi. ***Insurance Review***

The ACS Insurance Policy is due for renewal. It was agreed to review the Society's activities and make any recommendations for additions, changes to the policy. It was suggested that this would be part of the Risk Review.

Roger and Paul to invite Peter Haig (Zero Carbon Lead) and members from the Environment, Heritage, Projects and Events groups to contribute to this.

Action: Roger, Paul and Peter to follow up as part of the H&S Review

vii. ***Obsolete Equipment***

Obsolete electronic equipment approved for disposal; heavy metal projector/laptop stand to be rehomed via Freecycle or to a village group; newer projector and safety accessories retained.

Action: Richard and Gill to follow up

7. Membership Update

Margaret reported the membership totalled 374 at the end of the financial year and now stands at 376 with some further new memberships to follow up.

Membership end of year income reported £3,981.95 vs. Margaret's gross £4,011.00; £29.55 difference is Sum Up commissions.

8. Trustees

i. ***Paul Harris***, nominated as a trustee.

Paul introduced himself with reference to his membership of the Heritage Group and recent retirement from Balfour Beattie. Paul has relevant experience to lead H&S and made a number of positive recommendations.

ii. ***Update on election of Officers and Trustees***

c. Jonathan to serve as President;

d. Jim as Vice-President.

e. Wendy Allen offered to serve as Secretary and Trustee.

f. Paul and Kathy to be nominated as Trustees;

g. Richard stepping down. Board expected to increase to c. 14 members.

h. Volunteers supporting operations: John Fox supports Richard; Jackie Squire events admin; Doug Abrams supports Gary on website. Jane Farnell is responsible for ACS and Village newsletters.

i. Terms due for renewal for Pat, Steve, Roger, Margaret and Gill

j. Nomination forms to be returned to Gill.

It was noted that the size of the governing body will be slightly larger with 14 trustees, but this will provide more flexibility and opportunities.

It was also noted that we remain appreciative of the volunteers who provide regular support.

9. Book Sales

Strong Spring Fair sales reported by Chris (highest fair sales to date despite lower footfall. Fifteen copies of "Houses Before 1750" ordered; delivery due within ten days.

10. Planning, Conservation and Neighbourhood Plan

i. ***Neighbourhood Plan and Local Plan Context***

Malcolm is continuing to collate feedback from our ACS groups regarding the NP. Clive Brook notes that legislation has evolved since the current Neighbourhood Plan and this should be taken into account and should form part of the Bradford Local Plan.

As the Parish Council prefers to defer any discussion until the Local Plan is published trustees agree that the Society should collate our responses and so be ready when the NP Review is launched by the Parish Council.

Decision: The Society will convene respondents (heritage, environment, others) to align positions and draft a coherent response.

Action: Malcolm and Gill to follow up with a date for this review meeting.

ii. Planning Applications and Sites

a. 130 Main Street (retrospective application for chimney removal, Conservation Area). Trustees agree to object to the application requesting reinstatement due to character/precedent concerns aligned with Neighbourhood Plan and conservation area guidance.

Action: Action: Malcolm to submit the formal objection citing policy and cumulative impact.

b. St Peter's Church – Ilkley Men's Shed proposal: Sensitivity due to graves and potential archaeological requirements; significant cost implications possible. Society to monitor and engage strategically.

Action: Planning Group to track St Peter's application, and report developments and deadlines.

11. Heritage Group Update

i. Heritage Group Updates

a. Attendance at Yorkshire Heritage Summit reported; new banner used.

b. New publication in preparation by Chris Copley on Cholera and Bradford Reservoirs (Chris Copley); cover design under discussion; publication date tbc.

Action: Chris Copley to finalise the publication and advise on release date

c. Offer received of tenancy documents (1874–1920) referencing Addingham

Action: Heritage Group to examine material.

ii. Blue Plaque: Our Lady and English Martyrs Church

d. Proposal (from Margaret and Cary Lynott) approved in principle, marking the centenary and links to Clark/Foley. Location and safety considerations noted (busy road, no footpath on frontage; side footpath available). Content to be concise on the plaque with website/archive links for detail. Permissions and casting/installation timelines acknowledged. Blue plaque siting to include a risk assessment due to proximity to a busy road without a footpath.

Actions: Paul to coordinate with Margaret and Cary to complete the application, draft wording, and initiate permissions.

Heritage Group to conduct a safety/accessibility review of the proposed location and propose mitigations.

Treasurer to prepare indicative costs once wording/specifications are agreed.

12. Environment Group Update

i. Restructuring

The AEG Steering Committee has spent much time on the move of Zero Carbon, Zero Waste and Sustainable Water Groups to Climate Action Addingham (CAA). Formal membership of that group will facilitate improved communication and support with all members of CAA, leaving AEG to focus on the now, complex work of the Wildlife Friendly Group.

ii. Bats, Bees, Birds and Butterflies

The monitoring groups are preparing for their new season, walking regular transect and recording sightings.

iii. 2025 Annual Reports

These reports are now published on the AEG website for Birds, Bees and Butterflies and Invasive Plants.

iv. Old Station Way

Jan Hindle has now finalized the celebration plans for the new bench and information board on Old Station Way. This will involve local residents in a fun afternoon. More details to follow.

v. Earth Day

Rick volunteered to support IGS outdoor classes in a whole school project on the 22nd April.

13. Website Changes/Additions

i. Support for Gary

Member Doug Abrahams has offered to support Gary with the websites.

ii. Updates for Gary

Send any updates or new information to Gary for inclusion on the website.

iii. Pcloud review

It was suggested that a review of our use of Pcloud is needed.

Action: Gill will approach members of our groups and Gary to draw up a plan.

14. Programme, Events and Membership

i. Speaker Programme

- a. February 2027 meeting moved to 4 February to avoid clashes
- b. Suggestions needed for November/Christmas speaker 2027. S

Actions: All - suggestions to Jayne.

ii. Socials and Forthcoming Events

- a. Social meal at the Craven Heifer well received (thanks to Jayne).
- b. Spring Fair attendance down; refreshment takings £50 lower despite price increases; raffle and novelty items raised £30. Guidance on bric-a-brac quality to be tightened; surplus items distributed to Ilkley shops.
- c. AGM to start at 7:30 p.m. for 20–30 minutes. Refreshment break to suit speaker. Visitors may attend but cannot vote or be counted toward quorum. Raffle to proceed; prize receipts to Seamus.

Actions: Summer event alternatives to be explore by Jayne, Kathy e.g., band or quiz night); original bingo entertainer unavailable.

- d. We need to organize the Quiz Team for the September Village Quiz.

Action: Gill to approach John Fox

15. Projects

i. General Maintenance

- a. Richard liaising with Richard Mulligan on benches and village signage; refurbishment of white/black sign borders planned (rust to be brushed/cleaned).
- b. The Pétanque Court has been topped up
- c. Richard will continue to coordinate works and report status, keeping John Fox in the loop.

Action: All trustees to report any issues to Richard.

ii. Low Mill Bench

The landowner has given ACS permission to provide a bench and information board as previously discussed.

Contractors were suggested.

Safety issues need to be taken into account: Fallen fence and metal supports noted; insurance to be considered.

Action: Chair to form a small working group to bring detailed proposals (bench type, siting, fencing, costs, risk mitigation) to the next meeting.

iii. Civic Pride Awards 2025/26

Awards for Jackie and Carole agreed; Spring Fair presentation missed; to arrange a low-key presentation on site with photographs.

Action: Gill to follow up

16. Chairman's Items and Any Other Business

- i. It was agreed to provide a display in one of the summer months for the Hub. The display could focus on the Blue Plaques.

Action. Margaret and Chris to liaise with the Heritage Group.

- ii. Ideas for a "Christmas themed" Speaker Meeting for 2027 would be appreciated..

Action: All please send ideas to Jayne

- iii. The Trustees took this opportunity to thank Richard for his 3 terms of office as a trustee as this is his last meeting prior to the AGM when he will step down. He will be sorely missed for the many ways in which he contributes to the life of the Society. The Trustees are very grateful that he will continue in the background for the next year supporting our events and providing a helping hand. Thank you Richard, we'll miss you.

Date of Next Meeting 19th May 7.15 pm at Mount Hermon