



Addingham Civic Society
Minutes of the Meeting of the Trustees
Tuesday 21st January at 7.15 p.m.
Mount Hermon



1. Chairman's Welcome and Apologies

Present: Gill Battarbee (Chair) Richard Walton, Chris Ensor, Margaret Keating, Malcolm Keeble, Seamus Bloomer, Roger Seddon, Jane Welby (minutes).

Apologies: Ian Cameron, Gary Copping, Stephen Noblett, Pat Weatherill, Jayne Hood.

2. Declarations of Interest: Seamus Bloomer Agenda Item 8iv.

3. Minutes of the Trustees' Meeting of 19th November 2024 and Matters Arising

The minutes were proposed as a true record by Richard Walton and seconded by Malcolm Keeble. All in favour

Matters arising not on the agenda

7.ii Gary to remove the Christmas cards from the website. Completed

11.i Gill to sign the policies electronically. Jane to forward signed policies to Gary for uploading to the website. Completed

12.iii Jayne to contact the speaker to ask that he brings 10 items. Completed

16.i Jane to send New Members Booklet to Gary and Margaret and to order 40 copies. Completed

16.ii Chris to check and update library price list for ACS publications as required. Completed

4. Correspondence

- I. Clarke Foley Vouchers – The wrong date was given to the ACS and later amended by Mailchimp message and in the November Society Newsletter. However, the incorrect date had been passed on to non members. Several emails were received from non members who had subsequently missed the voucher collection date. These complaints were passed to Clarke Foley Committee member, Lisle Richardson. Lisle explained that there is currently no facility to issue vouchers after the official date.

Gill and Margaret suggested offering ACS services to set up a spreadsheet in order to help the Clarke Foley committee to manage distribution more easily and to help address problems should they arise. However, the trustees felt it was inappropriate to become involved as a society, but that individuals could offer their assistance independently.

- I. Remembrance Sunday Service. Gill approached Mark Cannon, Rector of St Peters, about the concerns raised by some members and the issue was already in hand and on the agenda for the church committee meeting.

5. Finance

- I. Finance reports were presented for November 2024 and December 2024. It had previously been suggested that a separate column should represent expenditure for seasonal parties. However this would suggest adding further subdivisions, making the spreadsheet much more detailed. Gill suggested that towards the end of the financial year, the Officers should review the spreadsheet and make recommendations for the new financial year. This will be an agenda item for the March Trustees' meeting.
- II. Charity Commission return has been completed.
- III. Gift Aid – Seamus needs to be registered to claim for Gift Aid. Gill has the details for this.
- IV. YHAC's questionnaire – Members have been asked to complete a questionnaire/heritage lottery bid to enable YHACs to develop the prominence of the organisation and enable them to apply for a grant for 10 projects from the Heritage Lottery. The Heritage Group have completed their section, highlighting the need to scan old and oversized documents (see 9.v). The AEG have been invited to complete the Environment section of the bid. This could focus on the scanning of hand written Church Orchard diaries which Gill believes have been

bequeathed to the Society by Derek Law, who until recently managed the church orchard. Sadly Derek died recently and his estate is currently being dealt with.

ACS has no written evidence of Derek's offer, however it is referred to in trustees' minutes and a trustees' letter of acceptance is in the archives. It is not known whether this bequest is referred to in Derek's will. Roger suggested writing to the executors to ensure they are aware of this bequest.

Should we receive confirmation of the bequest AEG could include a bid for the scanning of the diaries.

The YHAC's questionnaire also asks if Societies hold a reserve fund, and, if so, how much. Historically the ACS reserve was £3000. After discussion the trustees agreed that the reserve should remain at £3000.00 but that when sharing that information with YHAC's it should be made clear that this figure is reflective of the large Society membership and large number of projects

CAA funding – Previously the ACS has offered up to £500.00 towards the costs of CAA. There is a review being undertaken to provide clearer information on how these funds are held and managed. For example, should the Parish Council hold the funds as they are VAT registered? In respect of the ACS donation, it was considered that should any surplus exist from their donation each year, then it will be topped up £500.00 rather than a further lump sum of this amount. CAA to inform the ACS of the monetary arrangements going forward.

Actions

- i. Include income/expenditure spreadsheet on February Officers' agenda.**
- ii. Display of income/expenditure items to be included on the March Agenda**
- iii. Seamus to meet with Gill for information about registering to claim gift aid.**
- iv. AEG to complete their section of the YHACs questionnaire and Gill to finalise the remainder of the questionnaire and bid including the reference to our reserve fund.**

6. Membership

- I. ACS membership currently stands at 386 members of which 376 are paying members. 16 members who failed to renew by 31st December have been removed from the membership list.
- II. Margaret and Chris both noted that their telephone numbers on the membership card are incorrect.

Action

- I. Gill to correct numbers for subsequent prints of the membership cards**

7. Book Sales

- I. A few book sales in December. Some sales pending for a walking group from Upper Wharfedale.
- II. Card Sales – very successful for both the ACS and AEG Christmas cards. Difference in printing costs but ACS made a profit of £97.22 and AEG made a profit of £212.30 after costs.
- III. Three book titles are now out of print and out of stock. If the decision is taken to reprint any of them, the costs of each book will be considerably higher than when first published due to inflation over several years.

Action

- iii. Chris to contact Ian to request inclusion as an agenda item for the Heritage group to consider a) should they be reprinted and b) what the current printing costs might be.**

8. Planning

- I. Enforcement of a planning decision now fulfilled – The Fleece have now taken the canopy down. However, the Joyful Deli appeal has been passed retrospectively. The issues around parking have not been resolved and it is now up to individuals to approach the Highways department with any concerns.
- II. Neighbour plan review – This has been raised with the Parish Council for inclusion in their agenda.
- III. Village Green Space to the east of the Craven Heifer – This is a privately owned space, currently designated in the Neighbourhood Plan as village green space, opposite Townhead Mill estate. Planning permission is being sought to erect a 1 metre high fence around the perimeter. AEG

were approached regarding this land and have agreed in principle to maintain it as a village green space without purchasing it.

- IV. Village pond Sawmills (Declaration of Interest, Seamus Bloomer) A planning application is to be submitted regarding the potential removal of trees which are unsafe in their current state. No conflict of interest.
- V. Bradford planners have offered local Civic Societies another meeting.

9. Heritage Group Update

- I. The contract for the Photo Archive will be due for renewal at the end of January 2030. A provisional quote has been provided of £6500 + VAT.
- II. BCC – Heritage guided walk is being organised for Sunday 11th May but needs to be advertised. The organisers will work with Stephen Noblett to arrange to advertise through the BCC website.
- III. VE Day – The Parish Council has expressed an interest in collaborating to commemorate the day and the Heritage group have requested at least 3 boards to exhibit at the Hub during the May (shared with ACS). VJ day will also have an exhibit in the hub during August. The PC have not indicated any involvement in VJ commemorations at this stage.
- IV. There are a number of photographs stored on the ACS section of pcloud which the heritage group will review for possible inclusion in the archive if appropriate.
- V. YHAC's questionnaire – The heritage section has been completed with regard to a bid for money to have maps professionally photographed. This process requires specialist equipment which is not available from current resources.

10. Environment Group Update

- I. Volunteering with the AEG resumed after Christmas. They have offered to help with the maintenance of the Church Orchard, other than tree pruning which requires professional care. Jane Farnell is liaising between the AEG and St Peters.
- II. White Rose Forest – residents from the moorside have received grants for tree planting and have written the AEG into their grant proposals to secure funding to donate to the AEG in respect of their assistance in helping with planting.
- III. The work of the AEG on the Denton estate is coming to a conclusion.

11. Policies

- I. Trustees approved the advice section of the incident report.
- II. The Risk assessment policy is being developed further to provide more detail and incorporate a robust risk management strategy and risk register. It will be presented at the next Officers meeting prior to the trustees meeting and will become a standard agenda item.

12. Programme

- I. February Speaker meeting, 27th, is one week later than previously advertised due to the pantomime dates.
- II. Social evening – Jayne has organised a meal at the Fleece for the 6th February. Gill suggested that perhaps for future events the evening could start earlier with card/board games in the room above The Fleece.
- III. Events for the year. There is a hand written diary held at the hub for events to ensure overlaps. The ACS online diary is not being used and trustees felt it was no longer worth continuing with it.
- IV. Civic Pride Awards – Gill suggested a more structured approach to this with a deadline for nominations and where possible presenting them at ACS events, bearing in mind that this may be too public for some recipients.

Action

iv Gill to include Civic Pride Awards in the next newsletter and a date for nominations.

13. Projects

- I. Maintenance – Gill has compiled a list to share with Richard Mulligan when possible.

- II. Chris Cobley offered, in his capacity as a Heritage group member, to volunteer as ACS member at Farfield Quaker Meeting House. Gill notified them and offered to put an article in the newsletter but has not received a response about the article yet.
- III. Low Mill Bench – A meeting was held with Mick Greenwood who owns the land and he has agreed to remove the fence from the river and replace it. He will source a quote for building of a stone bench. The AEG have agreed to check the site for invasive species such as Himalyan Balsam and would ideally like to erect a small information board similar to that on the Craven Crescent Green.

14. Chairman's Items & AOB

- I. Richard requested interested parties in joining a quiz team at the Cricket club on 31st January. Extra team members are required.
- II. Paul Harris has very kindly agreed to take over the vacant newsletter delivery round.
- III. Gill attended the Memorial Hall Committee meeting. There was nothing of note to report this time but she suggested that there should be ACS representation at each quarterly meeting ideally, if possible a member as it often overlaps with trustees meetings.
- IV. Film Club – List of films to be included in the next newsletter.
- V. Members have commented that they would like more joint speaker meetings with other village groups.
- VI. Malcolm has received comments about the seasonal parties and asked trustees to consider 'a new look' for subsequent parties e.g. outdoor event in the summer.

Action

iv. Gill to advertise the film club in the next newsletter.

vi. Agenda item for February

15. The meeting closed at 9.35pm

The date of the next meeting: Tuesday 18th February at 7.15pm - Mount Hermon