

ADDINGHAM CIVIC SOCIETY

Minutes of the Trustees' Meeting Tuesday 16th June 2026 at 7.15 p.m. Mount Hermon

1. Chairman's Welcome and Apologies

The Chairman welcomed Trustees and members to the meeting and extended a special welcome to the new Civic Society President, Jonathan White.

New trustees were reminded to complete and return the required Trustee Declaration Forms confirming any interests in other village organisations and eligibility to serve as Trustees.

Permission to record the meeting was requested and granted.

Present: Roger Seddon, Paul Harris, Kathy Gilbert, Ian Cameron, Malcolm Keeble, Gill Battarbee, Seamus Bloomer, Margaret Keating, Chris Ensor, Jayne Hood

In attendance: Jonathan White,

Apologies: Wendy Allen, Pat Weatherill, Steve Noblett

2. Declarations of Interest

No declarations of interest were made.

3. Minutes of the Last Meeting on 19th May 2026 and Matters Arising

The minutes of the meeting held on 19th May 2026 were approved as a true record.

Proposed: Roger Seddon Seconded: Jayne Hood

Actions from Previous Minutes

9. Planning Update

The Society continues to monitor planning applications affecting the village, including St Peter's Church and other significant developments.

15. Token of Appreciation

Flowers had been sent to Ian and Jean Drysdale in recognition of their Diamond Wedding Anniversary and as a thank you to Ian for his finance end of year support. A gift for Mike Enever remains outstanding.

4. Correspondence

4.i Letter from Primary School

The Society received a letter from the Headteacher thanking the Society for its £1,000 donation towards IT equipment. The Chairman will arrange a cheque presentation photograph.

4.ii Parish Council Invitation

An invitation had been received from the Parish Council to attend the Village Groups Meeting on 25th June 2026.

Attendees will be: Gill Battarbee – Chair, Ian Cameron – Heritage Group, Rick – Environment Group

5. Risk Register: Risk Analysis Process

Paul Harris reported on progress towards a Society-wide Risk Register.

Work is underway to review:

- General Civic Society risk assessments.
- Heritage Group risk procedures.
- Environment Group risk procedures.

Particular concern was expressed regarding:

- Capacity management at speaker meetings.
- Fire safety and evacuation procedures.
- Compliance with the Memorial Hall's maximum seating capacity of 100.

It was agreed that engagement should take place with the Memorial Hall Committee to develop a common risk assessment framework for all user groups.

Possible future measures to consider include:

- Ticketing systems.

- Overflow seating with audio links.
- Improved attendance monitoring.

The Society reaffirmed its desire to remain welcoming and inclusive while maintaining appropriate safety standards.

St Peter's Church Crypt Proposal

The Chairman confirmed that the Society is not involved in any proposed activity within the crypt at St Peter's Church.

Given the confined-space risks involved, Paul Harris had prepared correspondence advising that any such work should be undertaken only following specialist professional assessment.

6. Finance

6.i Matching End-of-Year and Monthly Finance Headings

Seamus Bloomer presented the May Finance Report.

Income was limited during the month while expenditure included:

- Petanque court maintenance.
- Pop-up Shop stock replenishment.

The revised terminology changes outlined under Matters Arising were approved.

It was agreed that:

- Monthly reporting improvements will continue.
- Annual reporting categories will remain unchanged for the current financial year.
- Wider category revisions will be implemented from the next financial year.

Petty Cash

It was agreed to:

- Retain petty cash for Society events, reduce the balance from £442.24 to £200 and transfer the remaining balance to the current account.

Speaker Fee and Gift Aid

The Chairman will arrange payment of Richard Walton's speaker fee and facilitate his intended donation back to the Society to enable Gift Aid recovery.

7. Membership Update

7.i Membership Fees 2026–2027

After review it was agreed that membership subscriptions will remain at:

£11 per person

No increase was considered necessary at this time.

7.ii Progress with Insurance Review

Insurance arrangements remain under review.

The Chairman and Roger Seddon will continue discussions and report back.

7.iii Membership Card 2026–2027

The new membership card is nearing completion and will be ready for July.

7.iv New Members' Booklet

The revised booklet is almost complete.

Membership Statistics

- Paid Members: 371, Honorary Members: 10 Total Membership: 381

Two new members were welcomed: Mike & Jane Sellers

The Society recorded its thanks to Jane Farnell for the high standard of the society newsletter.

8. Book Sales

Chris reported that:

- A stock take had been completed with approximately £1,700 worth of stock is currently held.
- Ten copies of Chris Cobby's new publication had been received.
- Book sales and enquiries continue steadily.

9. Planning Update

The Planning Group reported on the proposed development at the east end of the village.

Concerns included:

- The scale and type of housing proposed.
- Pressure on Green Belt land and the reclassification of green to grey belt.
- Potential impacts on the Cricket Club.
- Lack of an adopted Bradford Local Plan.

Trustees expressed concern that speculative applications continue to place pressure on village infrastructure. Malcolm will submit comments on behalf of the Society.

The Chairman will seek an update regarding the Bradford Local Plan from Helen Kidman or David Blackman.

10. Heritage Group Update

The Heritage Group reported:

- Acquisition of the Methodist Church honours board covering scholarships awarded between 1892 and 1939.
- Research work is underway.
- Exhibition space has been booked at The Hub for April 2027.

Blue Plaque Trail App

Development of the Blue Plaque Trail App continues.

A mobile-accessible version has been produced and testing will commence on 19th June.

The concept may be expanded into a wider village walking app incorporating Heritage and Environment Group trails.

Catholic Church Blue Plaque Proposal

A proposal was received to commemorate the centenary of the Catholic Church in August 2027.

Trustees agreed that:

- The proposal should proceed to detailed consideration.
- Existing Blue Plaque guidelines should be used.
- Consultation with the Roman Catholic Diocese of Leeds will be required.
- A group was agreed to consider the application and report back to trustees.

11. Environment Group Update

Hoffmann Woodfield Project

The estimated cost of the professional management plan has increased to approximately £6,000.

The Environment Group has secured £1,500 towards the project, including the Society's £500 contribution.

A further grant opportunity depends upon matching support from the Parish Council.

Butterfly Installation

The Environment Group confirmed that the butterfly sculpture on Old Station Way will remain in its current location.

No further action is required.

12. Website Changes / Additions

12.i PCloud Update

Trustees discussed the future structure of the Society's digital storage.

It was proposed that:

- The existing Heritage and Photo Archive account should remain unchanged.
- A separate Civic Society account should be established for Society records and associated groups.

Ian Cameron will investigate costs and options.

12.ii Shared Trustees Calendar

The concept remains under review as part of wider digital system improvements.

12.iii Management of Addingham.info

A proposal was considered to transfer website management from Sam Britton to Michael Jarosz of Dales Web Design.

Indicative costs:

- Transfer fee: £80
- Annual management fee: £160
- Email mailboxes: £25 per mailbox annually

Gill will identify active email accounts and confirm total costs.

13. Programme

13.i Calendar Review

Past events will be removed from the programme calendar.

13.ii Village Gala – 10th & 11th July

The Society will operate a display stand.

Volunteers are being sought to assist throughout the event.

Kathy volunteered to be a Gala Judge.

13.iii Probus Request

It was agreed that Probus may display a limited number of leaflets on the Society stand.

13.iv YHACS Summer Meeting – 11th July

Gill Battarbee will attend but consequently will miss the gala.

13.v New Members' Social Evening

A New Members' Social Evening was agreed for: Monday 14th September 2026 Cricket Club 7.00 p.m.

Gill to confirm date with Richard Walton

13.vi Summer Party – Vocal Sing-Along

The Summer Special event will take place on Friday 14th August 2026

The programme will include:

- Mark Gregory's Singalong Bingo
- Picture Quiz
- Visual game
- Raffle
- Music and dancing

Admission: Members £10, Non-members £12

Bookings will be managed by Jackie Squire. No physical tickets will be issued.

Gill to advertise in the July newsletter

14. Projects

14.i Catholic Church Blue Plaque Application

Discussed under Heritage Group Update.

14.ii AEG Butterfly

The installation remains in place and no further action is required.

14.iii Low Mill Bench

Extensive discussion took place regarding:

- Planning requirements.
- Landowner permissions.
- Legal agreements.
- Tree pruning
- Future maintenance responsibilities.
- Bench design and fixing arrangements.

It was agreed that:

- Planning advice should be obtained.
- Options for a permanent fixing method should be investigated.

15. Chairman's Items and Any Other Business

15.i Gill will circulate dates for the Civic Pride Award presentations.

Date of Next Meeting:

Tuesday 21st July 2026

Mount Hermon

7.15 p.m.

Summary of Agenda Items and Action Points

Agenda Item	Action Point	Responsible
1. Chairman's Welcome and Apologies	Complete and return Trustee Declaration Forms.	New Trustees
4.i Correspondence – Primary School Letter	Arrange cheque presentation photograph.	Chairman
4.ii Correspondence – Parish Council Invitation	Attend Village Groups Meeting on 25 June 2026.	Gill Battarbee, Ian Cameron, Rick
5. Risk Register	Continue development of Society-wide Risk Register and liaise with Memorial Hall Committee regarding common risk assessment framework.	Paul Harris / Trustees
5. St Peter's Church Crypt Proposal	Forward specialist safety advice regarding any proposed crypt activities.	Paul Harris
6. Finance	Reduce petty cash balance to £200 and transfer remaining funds to current account.	Seamus Bloomer
6. Finance	Arrange payment of Richard Walton's speaker fee and facilitate Gift Aid donation process.	Chairman
7. Membership	Continue insurance review and report back.	Chairman and Roger Seddon
9. Planning Update	Submit Society comments on east village development proposal.	Malcolm Keeble
9. Planning Update	Seek update on Bradford Local Plan from Helen Kidman or David Blackman.	Chairman
10. Heritage Group	Test Blue Plaque Trail App and continue development.	Heritage Group
10. Catholic Church Blue Plaque	Establish working group to consider application and report back to Trustees.	Heritage Group / Appointed Group
11. Environment Group	Pursue additional grant funding and Parish Council support for Hoffmann Woodfield Project.	Environment Group
12.i PCloud Update	Investigate costs and options for separate Civic Society PCloud account.	Chairman
12.iii Addingham.info	Identify active email accounts and confirm website management costs.	Gill Battarbee
13.ii Village Gala	Recruit volunteers for Civic Society stand.	Programme Team / Trustees
13.iv YHACS Summer Meeting	Attend YHACS Summer Meeting.	Gill Battarbee
13.v New Members' Social Evening	Confirm booking date with Richard Walton.	Gill Battarbee
13.vi Summer Special Event	Publicise event in July newsletter.	Gill Battarbee
14.iii Low Mill Bench	Obtain planning advice regarding bench installation.	Project Group
14.iii Low Mill Bench	Investigate permanent fixing options and maintenance arrangements.	Project Group
15.i Chairman's Items	Circulate Civic Pride Award presentation dates.	Gill Battarbee