Civic Society – Trustee Meeting Minutes

Date: 18 November 2025.

Time: 7:16 PM. **Location:** Mount Hermon

Chair: Gill Battarbee. **Minutes Prepared By:** Jane Welby

1. Welcome & Introductions

- Jonathan White confirmed as interim President until the next AGM.
- Meeting opened at 7:16 PM.
- **Present:** Gill Battarbee (Chair) Jane Welby (Secretary) Roger Seddon, Ian Cameron, Richard Walton, Margaret Keating, Jayne Hood, Chris Ensor, Malcolm Keeble, Stephen Noblett, Pat Weatherill
- Minutes from October 2025 approved by Stephen Noblett and seconded by Richard Walton subject to amendment of venue for the meeting.

2. Finance & Funding

2.1 Autumn Fair & Event Income

- Autumn Fair generated **£1,200+**, exceeding expectations.
- **£500** donated to Sarcoma UK.
- Christmas card pre-orders: **£90 in cash** collected.

2.2 City of Culture Funds

- Just under **£4,000** remains unclaimed.
- Possible use: **replacement of village benches**.
- Awaiting confirmation that no further claims will be submitted.

2.2 **Community Fund Applications**

- **Table Tennis Club** requested **£500** towards a **£1,010** storage shed.
- Trustees approved **£500**, conditional on securing land permissions
- Suggestion raised for a larger shared storage solution in future.
- Trustees reaffirmed policy: *no grants above the amount requested*.
- Beer Festival Application - Further details pending and will be reviewed upon receipt.

2.4 Cyber Insurance

- New policy secured: **£100,000 coverage**, cost **£193.80 annually**.
- Includes society websites & emails only (not personal accounts).
- Risk assessment prompted technical improvements (e.g. correcting email issues).
- Trustees agreed coverage is appropriate for society scale.

2.5 Heritage Group Finances

- Heritage Group receives **£500 annual budget**.
- Book sale income continues to feed into general accounts.
- Trustees discussed declining book sales and future sustainability.

2.6 Charity Commission return submitted.

3. Membership & Renewals

- **352 members** renewed; **30–35 outstanding**. 10 Honorary Members.
- Personal outreach underway via emails, notes, and door-knocking.
- Outstanding members to be written off after December if unresponsive.
- Newsletter circulation to be restricted for non-renewed members to reduce costs.
- Volunteers requested to help cover specific geographic areas

4. Planning & Conservation

4.1 Conservation Area Review

- Proposal to review **over 100 properties** in the Addingham Conservation Area.
- Based on Ilkley's model: external inspections, photos, scoring checklists.
- Bradford Council unable to lead but will support with letters, data, and guidance.
- Heritage and Environment groups supportive.
- Estimated project duration: **6 months**, ideally during winter (less leaf cover).
- Review will inform planners and community—even without enforcement powers.

4.2 Housing Land Supply

- Bradford must identify sites for **180+ houses by 2026**.
- Green Belt redesignation ("Grey Belt") consultation planned for next summer.
- Society remains alert to speculative developer activity.

5. Events & Communications

5.1 Events Review

- **Autumn Fair** successful with strong attendance.
- **Auction** raised **£3,000+** across 59 lots; team aiming to streamline future workload for any subsequent events.
- **Christmas Party** planning complete; event on **11 December**.
- **Christmas Market** scheduled for **29 December**; volunteers needed.

5.2 Programme & Meetings

- Joint meeting with Allotments & Gardens will feature a craft slideshow.
- January speaker confirmed: mounted police (David Hardcastle).
- Raffle prizes to use surplus wine stock.

5.3 Communications & Publicity

- Photo archive enjoys strong online visibility; promotion to continue.
- Book sales steady; Christmas cards nearing **1,250 orders**.
- Newsletter editorial role changing to **Jane Farnell in January**.
- AI-assisted minute preparation continuing on trial basis.

6. Governance & Operations

6.1 Trustee Roles

- No immediate need to fill Vice President position.
- Potential future trustees discussed, including Catherine Snape.

6.2 Administrative Support

- Jackie Squire to assist with event administration (non-trustee role).
- Approach reflects more modern division of labour.

6.3 Insurance & Volunteer Compliance

- Gap identified in monitoring insurance for non-member volunteers.
- Society insurance covers Environment Group and children's groups with risk assessments.
- Options considered: honorary memberships to ensure coverage.

6.4 National Affiliation Changes

- Civic Voice essentially insolvent and may close.
- YAHCS will not take over national roles.
- All Party Parliamentary Group for Civic Societies disbanded.
- Society to focus on regional/local engagement

7. Action Items

Key Assignments

- **Jane W.:** Correct venue info for October meeting; support newsletter transition.
- **Trustees:** Contact outstanding renewal members; coordinate follow-up with Margaret.
- **Community Fund Committee:** Confirm table tennis grant and communicate conditions.
- **Cyber Insurance Team:** Complete application and confirm mitigations.
- **Heritage Group:** Implement £500 annual budget; monitor spending.
- **Planning Group:** Progress conservation area review planning; liaise with parish council.
- **Event Teams:** Finalise Christmas Party and Market; manage volunteers.
- **Maintenance (Richard):** Inspect benches and signage; repaint telephone kiosk.
- **Environment Group:** Monitor insurance compliance; prepare Hoffmann Wood field proposals.
- **Gill:** Monitor Civic Voice developments.

8. Meeting Close

- Meeting concluded at **approximately 9:30 PM**.
- Next meeting **Tuesday 20th January 2026 @ 7.15pm Mount Hermon**