



Addingham Civic Society
Minutes of the Meeting of the Trustees
Tuesday 17th September at 7.15 p.m.
Mount Hermon



1. Chairman's Welcome and Apologies

Present: Ian Cameron (Chair). Gary Copping. Margaret Keating. Pat Weatherill. Seamus Bloomer. Chris Ensor. Stephen Noblett. Janer Welby (minutes).

Apologies: Gill Battarbee, Malcolm Keeble, Jayne Hood, Roger Seddon, Richard Walton

2. Declarations of Interest

3. Minutes of the Trustees' Meeting of 16th July and Matters Arising

The minutes were proposed as a true record by IC, seconded by MAK. All in favour.

Matters arising not on the agenda

Actions

4.i GB to thank Fiona for her nomination and to advise that the nominee will be on the list for 2025

5.i GB to advise Garden Friends of the status of their community award.

9.iii GB to write to Bradford Council in respect of this incident and to add weight to the concerns of the PC and AEG. (Grass Cutting)

10.iii GB to circulate dates for drop in sessions

12.i JW to revise the Social Media Policy and resend for review by Trustees. This will ultimately be forwarded to members of the Heritage and Environment Groups for comment.

12.ii JW to revise the Health and Safety Policy and send to Trustees for review/comment. JW will also format the agreed policies for sign off. RS to look at the insurance requirements for risk assessments. – **work in progress**

12.iii JW to amend the critical incident report form.

13.i Trustees to forward names to GB (Potential contractors to paint the pétanque benches)

14.ii GB to feed back to the Gala Committee (where sited). Trustees to consider displays for future events.

14.vi GB to send speaker and event dates to GC for the website.

All items completed unless specified.

4. Correspondence

I. Email from Joe Ginty asking about who owns the Bowls club and is membership needed or can people use the court when not in use and no matches are being held? Advised by the chair of the Bowls club that he is already a member but to be forwarded a contact.

II. YHACs 25th Anniversary event – deadline for tickets 30th September

Action

4.i JW to email Joe Ginty with the contact details for the Chair of the Bowls club.

4.ii JW to forward the YHACs email to Trustees

5. Finance

I. Income – Subscription payments formed the largest incoming transaction. The party made £338 before expenses. The largest outgoings relate to printing and room hire.

II. Paypal and Sum up charges. Minimal charges are made by Sum-Up but the paypal charges are affecting income more significantly. However, the number of people choosing to pay by paypal has doubled in the last year. Another issue is that as paypal charges vary depending on the card used, it is making it more difficult for Seamus and Margaret to balance the transactions and consequently creates more work for them at their busiest time. Gary offered to meet with them to discuss the way forward.

III. Ian Cameron thanked Seamus and Mike Enever on behalf of the Heritage Group for the new format of presenting the financial data which is clear and concise.

Action

5.ii Gary, Margaret and Seamus will arrange to meet to discuss the pros and cons of using paypal and to develop a strategy going forward to present to the Trustees.

6. Book Sales

- I. Chris showed proofs of the Christmas cards proposed for this year. There was some discussion as to the message inside the card and the general consensus among those present was that we should continue to use 'Seasons Greetings'. Further discussion about the price that should be charged concluded that they should be £1 per card/envelope. Gary commented that previously there has been an offer made for 'bulk' purchases e.g. 5 for the price of 4.

Action

1.i Gary to check the previous website posting to see what the offer was that was made to purchasers of ACS Christmas cards. CE will discuss the proposed pricing with the Chairman.

7. Planning

- I. Consultation re National Planning Policy - response has been submitted to the planninchanges proposed by the Government. Heritage and AEG groups have contributed to the response. Ian informed the Trustees that the response demonstrated that the ACS supported many of the changes but urged caution for others. The response is available on the website. Ian asked for the minutes to reflect the appreciation for the hard work that Malcolm and the planning team have put into this response document.

8. Heritage Group Update

- I. One year ago the Heritage group developed a work programme and progress to date has been very encouraging and positive. They have held a first session to generate ideas for a new plan and have decided to follow the ACS financial year for their workstreams. The new plan will therefore run until the end of March 2026.
- II. The Heritage Hub exhibition has been booked for September 2025.

9. Environment Group Update

- I. CAA Zero Carbon Week 23rd – 28th September. See CAA website for carbon and energy objectives for the village , along with information of how to achieve those objectives.
- II. CAA Zero Carbon week special event 25th September organised by the Zero Carbon Group. 'What can we do to reduce our carbon footprint'. Mount Hermon at 7.30 pm. Trustees asked to promote the event.
- III. AEG are hosting the Friends of the Dales (FOTD) AGM in the memorial hall Saturday 28th September and leading a guided walk for the FOTD (Janet Hindle and Rick Battarbee) to showcase the AEG managed green spaces.

10. Membership Subscriptions

- I. 295 renewal subscriptions have been received and there continue to be 10 honorary members. There are 97 previous members to remind. Margaret and Gill have reviewed the list and Gill will send an email reminder before approaching by telephone. Newsletter deliverers will be advised of whose subscriptions are outstanding and asked to remind them. The number renewing to date is similar to previous years and the aim is to keep the membership at 400 or above, but the cut off date will be December 2024.

11. Policies

- I. Social Media policy shared with Heritage and AEG groups for comment. Feedback from AEG has been positive. Also positive feedback from the Heritage group with some still to comment.
- II. Privacy Policy to review. All others have been approved and are currently being formatted with font and version control.
- III. Risk assessment – propose to use the existing risk assessment rather than create a new proforma and to tweak these as required. Also proposed that the incident report proforma is

added to the risk assessments but that a copy should be available on the website for ease of access at an event. All in favour.

- IV. Trustees present agreed that the Officers meeting minutes could be stored on pcloud
- V. Aim is to sign off all policies at the November Trustees meeting.

Action

12.i-v JW to review and revise privacy policy and forward to Trustees for comment before the October meeting. JW to continue formatting the policies and ensuring version control is evident. Also add incident report form to existing risk assessments.

12.iv JW to upload Officers meeting minutes to pcloud for storage.

12. Projects

- I. Hub Display 2025 – Wendy has asked if the ACS would like to book a week for a display again in 2025. Trustees present suggested April or May 2025
- II. BCC Launch – Village meeting re BCC was held and it was largely agreed that some of the planned events would take place but would be scaled back. The ACS had proposed a series of walks and the Heritage group and AEG are planning one each. The village had applied for a grant towards holding BCC events but this was rejected. Ian referred to the BCC website which has many events planned provisionally but few dates or detail so far. They propose 25 walks but Addingham's proposed contributions are not included in this number. However, Ian suggested that any walks provided by the ACS should do so under the banner of the BCC.

Action

12.i JW to advise Gill of proposed dates

13. Programme.

- I. Speaker Meeting 19th September. Stephen has agreed to host the meeting. Margaret will be on the door. Pat will purchase raffle prizes and sell tickets. Seamus will organise the monetary floats. Chris will be selling books. Jayne/Jane will be on refreshments. Don has kindly agreed to come early to sort out the technological aspects for the event and Richard if able will attend to advise.
- II. Zero Carbon Week CAA 23rd – 28th September
- III. Autumn Fair – planning is underway. A flip chart detailing the businesses who have donated raffle prizes will be displayed at the fair.
- IV. New Members meeting – Margaret will compile a list of new members and any who were unable to attend last year with a view to holding the meeting in October if possible.
- V. Speaker Meeting 2025 – The panto group made a mistake with the school holidays in February. Consequently, the Speaker meeting (AEG) will be changed to Thursday 27th February. Members will be notified in advance.

Action

13.iv Margaret to compile a list for invitations to the New Members Meeting.

14. Chairman's Items & AOB

- I. The hedge was causing an obstruction along the Old Ilkley Road, but has now been trimmed. Gary advised that there is a link on the Addingham info website which directs to Bradford Council for reporting of any such issues.
- II. Gary questioned what the response from the Addingham Gala Committee was with regard to the future positioning of stands for the ACS at the next Gala.

Action

14.ii Agenda item for October meeting.

15. The meeting closed at 8.45 pm.

The date of the next meeting: Tuesday 15th October at 7.15 pm. Mount Hermon