

# **Burley in Wharfedale Community Trust**

## **Minutes of the Committee Meeting**

**held on Tuesday 14th May 2019**

**Present:** Duncan Ault (DA, Chair); Mark Elsworth (ME); Ian Rigarlsford (IR); Andrew Wriglesworth (AW), Jan Edwards (JE); Loraine Hughes (LH); Nick Turnbull (NT); Niccola Swan (NS); Harvey Bosomworth (HB); Sylvia Tilford (ST); Andy Plaxton (AP) Tom Sumner (TS); Graeme Brown (GD)

Clare Smith (Parish Clerk) was also present as an observer

**1. Apologies for absence:** Robert Saville (RS); Simon Hills (SH), Ian Rigarlsford

**2. Minutes of the meeting held on 26th March 2019**

These were approved

**3. Matters arising**

None.

**4. Correspondence**

DA referred to a letter he had sent and had published (as chair of BWCT) by Ilkley Gazette relating to the open provision of recreational space in the village to provide for football and other activities rather than allotments. This specifically refers to land west of Iron Row. DA had outlined the history of this land following the bypass construction and how open space to be used by all is vital to the village. Clare Smith stated that at the time of the meeting objections to the allotment proposal outnumbered support by 31 to 5.

**5. Trustee Matters**

Although RS had now not attended 5 consecutive meetings DA reported that this was due to RS's working patterns which were about to change.

AW produced some information and draft letters indicating each Trustees willingness to act and agreed to circulate by email following the meeting so each trustee could consider before signing at next meeting,

**6. Treasurer's Report**

ME had circulated a schedule showing the financial position of the trust to date prior to the meeting. He noted that the value of assets for the Trust stood at £76,758.40 as at 7th May 2019, having been £71,778.89 at 1st October.

Of this 2018 figure, £11,278.65 was held in the Playground Fund and £4,890.05 was reserved for the Corn Mill pond. £5,000 was held for spending in connection with the Library (which is to be gift aided which will in effect increase the donation). This left £53,522.99 in the General Purposes Fund (including the Michael Cocks legacy which it had been agreed could be used for general purposes).

Receipts included income from Greenbelt in respect of Scalebor of £14,142; £273 had been received from Waitrose and £7,572.97 from the Co-op for which grateful thanks were mentioned.

The most significant outgoings were HGM £8,714.75 (in connection with grounds maintenance etc at Scalebor), insurance of £1465.16 and £1,600 on the cricket nets (which had been installed and were in full use).

The gift aid claim is still pending.

There had been further discussion between DA and the Scouts about a possible loan of £20,000 from BWCT to assist in completing outside works. A sum of £40/50k was needed in all. The loan would be for a 2 year period and repaid from fund raising activities during that period.

After some discussion the idea of the loan was agreed in principle but subject to:-

- 1 There being an effective legal agreement being in place providing for repayment within the 2 year period indicated.
- 2 A statement from the Scouts confirming that the building was available for community use.
3. Disclosure of breakdown of remaining costs
4. Disclosure of business plan to include details of projected income and expenditure and cash flow.

The matter was to be discussed further at the July trustees meeting.

## **7. Scalebor Park**

New lease on Pavilion: A new agreement with the Football club is in hand and due to be finalised for commencement in October 2019

Service agreement with Greenbelt: this has been renewed to March 2020 and DA was confident a new 5 year service agreement would also be finalized. Monthly payments have increased by £150 pcm to £1,550 pcm.

Maintenance and drainage: the usual slitting and sanding was to be completed in April.

Pavilion : DA mentioned that an outside tap is to be installed.

Cricket: DA confirmed that the artificial pitch was still working well.

## **8. Youth provision proposals**

LH updated those present as follows;

The recruited Youth workers Deborah and Reece had completed initial steering meetings (though unfortunately Reece had subsequently been offered a permanent job elsewhere).

The young people had agreed that Wednesday evenings were best for meetings. The 11-14 years group would meet at the Queens hall between 4pm and 6pm and it was hoped that the 15 -19 years group would be able to meet at another suitable location in the village still to be agreed (but with the Parish Centre as back up) between 6.30pm and 8pm.

Storage of relevant equipment was being investigated, with the Parish Centre being a possible location.

A grant from Shipley Community Chest had arrived. 'Life Skills' had not been considered relevant to the application.

It was agreed that a key element was to ensure consistency and continuity of the youth and support workers involved.

LH to update on progress at next meeting.

### **9. Playground update phase 2**

DA confirmed he would arrange a meeting with Stuart from BPC to discuss further. £11,500 remained to be spent, with the view still that the zip wire should be installed in Grange Park.

It was mentioned that play equipment for older children was needed and the adult exercise equipment needed a proper base.

### **10. Co-op funding and publicity**

It was agreed that BWCT would take up the opportunity to take part in a publicity event at the co-op on either or both of the 15th and 22nd of June. This would be to promote BWCT membership but also the indirect benefits to BWCT of use by members of the the village of the Co-op membership card.

### **11. Membership for 2018/9 and for 2019/20**

2018-19

DA reported that there had been over 850 members this year, representing 436 households. It had been reported at a previous meeting that there are 2,800 households in the village.

2019/20

The new membership year starts on 1 June and a communication about renewal will be issued to existing members through membership mojo in mid May. Use of Paypal is not needed to renew and this will be made clear on the website. Fliers were discussed, as was the possibility of a more general leaflet and this would be explored further by the marketing committee.

It was suggested that focus on one or more specific causes may help bring focus and improve results in terms of increasing membership and improving fund raising. It was suggested that a list of possible causes should be compiled with trustees offering their own suggestions to JE, NT and GD.

### **12. Marketing: general publicity, especially for events.**

This has been covered at 11 above.

### **13 Burley Website**

HB reported that the website update was still being progressed by Malcolm Fisher. A new back up person was still to be identified. Details of website usage had been circulated by HB prior to the meeting.

### **14. Christmas Lights and Christmas Market:**

It was noted that a £1,500 plus VAT contribution to the lights had been included in the 2019/20 budget for Burley Parish Council.

### **15. Duck Race - Sunday 23rd of June.**

Tickets will be available for sale in early June and can be sold inside as well as outside the Co-op. The membership promotion at the co-op on 15th of June will be another opportunity to sell tickets. Unsold tickets to be returned to DA by weekend of 15th/16th June. TS is away between 1st and 20th June.

The police have been asked to be present at the A65 crossing point. However, this is an unsupported event which would be made clear to members of the public choosing to attend. No assistance should be given to the public by trustees or volunteer helpers, for example at the road crossing, as if an accident were to occur, BWCT could be liable.

### **16. Burley Painting**

Nothing to report

### **17. The Roundhouse : update**

Work on the garden wall is to proceed and will be paid for by the Burley Parish Council. The building also needs to be painted but this should be done after the guttering has been attended to and that had not yet happened. As a result some uncovered furniture had been damaged when the roof recently leaked.

### **18 Pudding Tree garden/ Jubilee Garden: updates**

Nothing to report

### **19. Fountain of Life area**

Nothing to report

### **20. Hanging baskets and tubs**

TS had ordered the baskets and these will be installed on the 25th and 26th of June. A £900 contribution will be made by Burley Parish Council to the cost of the tubs and baskets.

### **21. Corn Mill Pond**

HB had been assisting Steve Carruthers in clearing the surface of rubbish.

## **22. AOB and meetings for 2019**

DA has prepared a general risk register.

Public liability insurance had been set at £10m. It was noted that Bradford Metropolitan Council had set their Public Liability insurance level at £5m which they considered adequate for their purposes.

DA mentioned that he had just been elected to the Burley Parish Council and therefore intended to step down as chair for BWCT next January, though was prepared to continue as a trustee.

**Next meeting is July 16<sup>th</sup> in the Roundhouse at 7.30pm**