



Addingham Civic Society

Minutes of the Meeting of the Trustees

Tuesday 15th October at 7.15 p.m.



Mount Hermon

1. Chairman's Welcome and Apologies

Gill opened the meeting at 7.15pm

Present: Gill Battarbee (Chair), Jane Welby (Minutes), Ian Cameron, Pat Weatherill, Chris Ensor, Jayne Hood, Seamus Bloomer, Margaret Keating, Stephen Noblett.

Apologies: Malcolm Keeble, Roger Seddon, Gary Copping, Richard Walton.

2. Declarations of Interest

None declared

3. Minutes of the Trustees' Meeting of 17th September and Matters Arising

The minutes were proposed as a true record by Seamus Bloomer and seconded by Stephen Noblett. All in favour.

Matters arising not on the agenda

4.i Completed

4.ii Completed

5.ii Agenda item

6.i Completed

11.iv Agenda item

12.i Ongoing winter project

13.iv Agenda item

14.ii Agenda item

4. Correspondence

- I. Bradford Council – The Crown Pub was listed as an asset of community value but this has now expired. However, it has since been sold and the listing is no longer required.
- II. Response from the Gala Committee – Advised that requirements are to be noted on the application form next year.

5. Finance

- I. Income largely relates to subscription payments and expenditure reflects ongoing expenses.
- II. Review of Current arrangements – Agreed that the spreadsheet works well and provides an overview of income and expenditure to enable month by month comparisons. Margaret recommended that it would be useful to see a running total for subscriptions.
Subs payments through paypal and Sum up incur costs. The amount charged by Paypal depends on their arrangements with individual banks, but who the payment is made by is not displayed. The decision was taken to continue with Paypal as it is a preferred method of payment by an increasing number of members. However, it creates difficulties when using a cashbook. Payment is paid by five different methods and it was agreed that to keep notes of this would be helpful but without the detail that was previously kept, as it is unlikely that this would reconcile with the bank statement. Margaret requested access to the Paypal account in order to check who has paid subscriptions.
The decision was taken to continue with Paypal, despite the costs incurred. Proposed by Ian Cameron, seconded by Stephen Noblett and all in favour.

Action

5.ii Gill to contact Mike Enever to request a column on the spreadsheet showing monthly cumulative totals for the headings.

6. Book Sales

- I. Chris questioned the total received for book sales at the Autumn Fair. The AEG cards totalled £14.50 and orders for ACS Christmas cards were taken amounting to £63.00. A small additional amount was raised by the sale of ACS books.
- II. Chris advised that the cut off date for Christmas card orders from her will be 18th November as she will be away after that and needs to allow time for printing and for members/purchasers to send them. Any orders after that e.g. at the Christmas Fair will need to be sent to Peter separately for printing. Advertising the cards will comprise a poster in the Hub, November newsletter and ACS notice board.

7. Planning

- I. Bradford Planning team have offered another meeting in early November. Alan Taylor and Chris Cobley have agreed to attend.
- II. A few planning applications were dealt with by Malcolm and they were generally acceptable. However, the Joyful Deli has submitted a retrospective application for their expansion. It appears that parking was not considered on this application and it was agreed that this is a matter for the Parish Council.

Action

7.ii Gill to check with Parish Council that they are offering a response.

8. Heritage Group Update

- I. Historic England have noted that the wording on one of its images appearing in the photo archive is inaccurate. This is being altered to comply.
- II. At its October meeting the group reviewed their work programme and will allocate tasks at the next meeting.
- III. Ian will contact resident, Donald Johnson, to meet him and capture his Addingham Stories and memories.
- IV. Gill advised that the ACS needs to think about the renewal of the ibase contract for the photo archive which expires in approximately three years. This is quite a large expense although it may be offset to some extent as the original invoice reflected setting up costs.

9. Environment Group Update

- I. The routine work of the AEG is continuing
- II. CAA event – Village Meeting 9th November. Poster being printed. The ACS is one of several villages groups involved in the CAA initiative. The meeting will consist of displays and a series of talks from participating groups. Trustees are asked to attend if possible.

10. Membership Subscriptions

- I. At the time of this meeting, 347 subscribers have renewed their membership, and it is anticipated that this number may have already increased. As in previous years at this time, trustees are asked to contact previous members who have not renewed to prompt them as we approach the end of the year, when unpaid memberships will be removed.

Action

10.i Margaret and Gill to compile a list of unpaid memberships and notify Trustees of who to contact.

11. Policies

- I. Margaret noted a discrepancy in a sentence in the Privacy Policy review. The sentence needs removing and an amendment stating that records in paper format are stored securely.
- II. All policies are being reformatted and sign off will be an agenda item in November.

Action

11.i Jane to remove sentence and include safe storage.

11.ii Jane to reformat all policies and forward to Trustees with the November agenda.

12. Programme

- I. Autumn Fair update – This was a very successful event, which was very well attended and takings were approximately £1000 before expenses. Pat secured excellent raffle prizes and the contributors will be thanked in the November newsletter and in Christmas cards. A list of the prizes and their contributors will also be included in the November newsletter.
- II. New Member meeting will be held at the Cricket Club on Monday 28th October from 7-9 pm. There are approximately 38 invitations to new members and Gill requests trustees attend from 6.15pm to set up. Jayne agreed to organise nibbles and there will be a small charge to the Society this year for heating costs.
- III. Remembrance Sunday 10th November – ACS wreath has been ordered and there will be a practice session on the preceding Friday evening. The laying of the wreaths will take place at midday following a church service.
- IV. November speaker meeting will be a joint meeting with the Addingham Gardens and Allotments group. A member commented that it would be a good idea to offer joint meetings with other groups. To be considered at a later meeting taking account of the potential for exceeding the capacity of the Memorial hall.
- V. Christmas Market 23rd November – The heritage group and AEG have both requested stalls.
- VI. Christmas party – 12th December. Kathy Gilbert Gillespie is organising the general running of this and the band have been booked.
- VII. Primary School Enrichment Programme – The primary school is keen to retain links with the ACS. Gill asked trustees to consider other potential speakers.
- VIII. BCC 2025 – Gill and Stephen met to discuss the ACS coordinating the Addingham Contribution to this. Currently, there are groups who are keen to engage, some who are maybe considering it and others who have not engaged since the first couple of meetings. Stephen will contact these groups and when events/activities are formalised, BCC will be advised of them and asked to promote them on their website and literature. Gill suggested accessing a Trust fund for support with Addingham events, which may enable a subsequent request to BCC to match funding.

Actions

12.i Gill and Jane to include list of raffle prize contributors and thank them in the November Newsletter.

12.vii Trustees to consider potential speakers for the School enrichment programme and make suggestions where possible.

12.viii Stephen to contact Village groups to determine their potential contributions to the BCC programme for Addingham and will notify the BCC committee, when details have been finalised for publication. Gill to apply for funding if required.

13. Projects - Nothing reported at this time

14. Chairman's Items & AOB

- I. Village Newsletter – Gill advised that for the Spring Newsletter, Jane Farnell and the Parish Clerk, Lucy Steer will take the lead.
- II. Lucy Steer has been appointed as the Parish Clerk and is gradually taking on more aspects of the role.

- III. Maintenance – Margaret advised that the Heritage information board at High Mill is in need of cleaning. Several other maintenance tasks have been identified including the ivy engulfing the blue plaque at the Manor House and the state of the benches at the pétanque court. Richard Mulligan has agreed to paint the benches when the weather permits and Gill suggested asking him to take on regular maintenance tasks for reimbursement if he is willing. All in favour. Ian suggested that maintenance should be a regular agenda item under projects.
- IV. Meeting with the MP – Meetings used to occur fairly regularly and Gill suggested that these are resumed. Trustees to consider potential topics/issues.

Action

14.iii Gill to ask Richard Mulligan if he'd be willing to take on small maintenance jobs for ACS.

15. The meeting closed at 9.10 pm

The date of the next meeting: Tuesday 19th November @ 7.15 pm - Mount Hermon