

## BURLEY-IN-WHARFEDALE COMMUNITY TRUST

### Minutes of the Committee meeting held on Tuesday November 18<sup>th</sup> 2008

**Present :** Duncan Ault(DA); John Horton(JH); Clive Myatt(CM); Tom Sumner(TS); Niccola Swan (NS) (ex officio Treasurer); Andrew Wriglesworth (AW) (later part of meeting)

**In the chair:** Bill Howson

Bill Howson welcomed those present. In the absence of lighting in the Roundhouse TS was thanked for providing an emergency system.

**1. Apologies for absence:** Harvey Bosomworth(HB); Barbara Montford(BM); Sylvia Tilford(ST) In the absence of the secretary John Horton kindly agreed to take the Minutes.

**2. Minutes of the last meeting on 9<sup>th</sup> September.**

These were accepted as a true record.

**3. Matters arising from the last meeting not elsewhere on the agenda.**

None.

**4. Correspondence.**

CM had received a letter from Ilkley Choral Society.

**5. Treasurer's report.** £99, which included donations for the Christmas Lights had been received from the Coffee Morning on Saturday 15<sup>th</sup> November. The Treasurer suggested that cheques for amounts less than £50 need only one signature. The suggestion was accepted.

**6. Christmas Lights and Market – Saturday November 29<sup>th</sup>.** TS reported that preparations for the Lights were going satisfactorily and would be well within the budget of £4300. TS had needed to hire a hoist to reach some street lamps as the use of ladders is not allowed. The cost of this may be less than £700. Prior to the switch on of the lights by BBC TV personality, Amanda Harper, St Mary's Church will once more be involved with leading the carols. BS will take the collection boxes for the lights to the shops and NS will collect them. TS thought that we could do better with the collection buckets at the 'switch on' and wondered if the scouts could do this for us? The Chamber of Trade will have an additional steam engine present this year – a 'showman's' machine with organ. The amount received by BWCT from the street market was queried.

**7. Health and safety.** CM reminded the Committee that our insurance required us to have written method statements with risk assessments to cover health and safety. These are required for the Christmas Lights, Duck race, and Corn Mill Pond. These only needed to be written once and reviewed each year. It was asked which activities had already been assessed. It was suggested that CM could write the statements needed. CM also informed

the Committee that all our equipment, including ladders and scaffolding etc should be checked annually for safety by a competent person. With reference to the 'switch on' and Christmas Market the Chamber of Trade are arranging for First Aid cover from the St John's Ambulance.

#### **8. Scalebor park sports facilities.**

BH informed the Committee that Scalebor residents pay annually to Greenbelt for the playing field and the woodland to be maintained. Greenbelt is not doing this properly. The field is often not fit for cricket and soccer mainly because the drainage is not satisfactory. JH had been informed that the field drainage had been tackled twice in the past when Scalebor was still a hospital with unsuccessful results. He had heard recently that the cellars of the original hospital building had flooded. It was asked if a further attempt to drain the playing field would be made in the future? Bruce Speed (BS) has reported that he had been contacted by David Wilson Homes (DWH) regarding a proposal to install extensive land drains around the buildings facing the pitches and connecting these to a drain crossing the cricket and football fields to an outfall into Rushy beck. The drains may cure most of the waterlogging that has affected the playing areas but BS asked that DWH take the opportunity to add some additional land drains connecting to the main outfall while the equipment is on site. No promise has been made. It is anticipated that this work will be carried out in November, but confirmation is awaited. BH added that he had more recently spoken with James Nichols of DWH who confirmed that they will install some herringbone drains feeding into the main drain travelling across the fields. BS has set the time clocks on the internal heaters and cleared the gutters of leaves, but a final clearing will be needed before Christmas.

#### **9. Website**

At the meeting on 1<sup>st</sup> October, web master Malcolm Fisher (MF) reviewed progress in the past three months. Site hits had been running at a similar level to the previous months, with the information pages and gallery being the most visited, and the business listing being the most frequently accessed information page. MF has been concerned that the obsolete Front Page 2000 that he has been using is restricting the flexibility of the site and its ability to respond to improving technology. Various options were discussed and, for reasons of compatibility, familiarity and costs, it was agreed that Microsoft Expression Web and additional RAM memory should be purchased at a cost of under £200. The site will be revised with this software over the coming months. A mapping system similar to that used by Baildon website was discussed and rejected. It had been proposed to scan the BPC Handbook map as we have the copyright. However, MF demonstrated the advantages of using Google Maps with the facility to use 'pins' to identify and describe places of interest and/or usefulness. Google permits free use subject to a link being provided to their Terms and Conditions of Use, and a permanent Google logo on the maps,. The Committee agreed to this solution and the site now contains the excellent facility via the Travel section. BS has been contacted by an organisation offering a free weather information service, which

provides live data updated every three seconds as well as forecasts. MF has been informed of the offer.

With many changes to the BWCT Committee the list of members and details on the site should be updated.

**10. Coffee mornings.** JH suggested a minimum staff of 4 was required for these monthly events: 2 on the table and 2 in the kitchen. The 20<sup>th</sup> December event which includes the 100 Club annual draw got enough volunteers from those present at the meeting. JH suggested staff should arrive at 9.00am for a 9.30 start. A rota was produced for committee members to offer their time throughout the year. In the absence of the rota being filled completely it was agreed that the rota should be filled by the names of those known to offer and advised accordingly. If subsequent problems arose, changes will have to be made

**11. 100 Club.** BH holds all information. CM informed the Committee that currently there are 98 members. Prizes are drawn monthly at the coffee mornings. AW asked if subscriptions could be paid by direct debit. Sue Joplin and Dennis Warwick are no longer involved. CM offered to take on the management of the 100 Club.

**12. Membership of BWCT.** The annual minimal donation is £5 and a membership card is provided. There are now 9 life members. CM thought we should put another advert for membership in the Parish Council newsletter. Membership should be discussed further at the next BWCT meeting.

### **13. Responsibilities of BWCT**

These were reviewed for the benefit of new members.

**i.. Corn Mill Pond:** BS is remaining involved with the activity to mark the boundary of the Corn Mill House property. JH had obtained another plan of this boundary from the Land Registry via Peter Jenkins (Burley Parish Council) confirming that from June 2008 for Corn Mill House.

**ii.**

**Pudding Tree Garden.** This usually needs little maintenance but now needs a hard prune and attention to seats etc (TS). At present BWCT has the garden on a new lease from the owners. TS suggested we ask Burley Gardeners to do the hanging baskets again next year. This year David Allinson prepared them. TS will take the baskets down and store them for the winter.

**iii Roundhouse.** This is owned BY BMDC. The lease is still to BCC but is being transferred to BWCT. The finial on one corner needs replacing. This was broken, removed and now stolen. TS will attend to it. The Roundhouse has coffee mornings 3 days a week, run by volunteers, a remnant of those held 5 days a week when the Grange was in use as a college. Other users are charities and occasionally the Parish Council. It has for many years been a public building. BWCT needs another key and the lighting needs to be repaired .

**iv Duck Race.** TS has this in hand.

**v. Scalebor Park Pavilion and Car Park.** Currently needs some attention, probably weeding, pruning etc. JH will have a look and make a start. Pavilion gutters will need clearing again after leaf fall has finished. See also Item 8

**vi Jennings Bequest.** This was explained by TS who has a plan for something else in the specified area. All the bequest money has to be spent in this area.

**14. Any other business.** A question was raised about the Corn Mill Pond being drained and dredged. There is a problem with the drainage sluice. TS and JH agreed that there is no need to bother with the pond at the moment, although our tenant, Steve Carruthers, has reported a future island starting to form near the bridge. TS and JH thought the pond ought to remain shallow but its surface complete for safety reasons. Our tenants will keep us informed.

**15. Future BWCT meetings.**

These to be 4 times a year, as before, unless an emergency necessitated an additional meeting

**16 Date of the next meeting.** Tuesday February 10<sup>th</sup> at 7.30 in the Roundhouse

The meeting closed at 9.25

Sylvia Tilford, Hon Sec, from notes prepared by John Horton