

# BURLEY IN WHARFEDALE COMMUNITY TRUST

## Minutes of the Committee meeting held on Tuesday October 6<sup>th</sup> in the Roundhouse (Unconfirmed)

**Present:** Duncan Ault (DA) until 8; Harvey Bosomworth (HB); John Grimshaw (JG); John Horton (JH); Tom Sumner (TS); Sylvia Tilford (ST); Niccola Swann (NS).

**In the chair:** Bill Howson.

**1. Apologies for absence:** Andrew Wriglesworth; Clive Myatt

**2. Minutes of the last meeting.** An amendment was made within Item 5 to read: 'A further £700 had earlier been allocated for the hanging baskets for payment to T S for watering'. The Minutes were then accepted as a correct record and signed.

**3. Matters arising not covered elsewhere on the agenda.** TS reported that he had personally purchased the bowser used for watering the hanging baskets. He proposed that a bid be paid for Community Chest money so that the BWCT could then own it in readiness for future years. ST was requested to take action on such a bid. TS further proposed that the Parish Council be requested to consider a contribution of 50% towards the costs of hanging baskets in 2010. ST requested to write to the Clerk of the Parish Council. Item 8: As requested JG had spoken with TS about the Electricity at Work Regulation. He reported that we do meet the regulation.

**4. Correspondence.** BH reported:

i. A cheque for £99 had been received from the collection at the funeral held for Jean Stewart. BWCT thanks for the gift have been sent.

ii. £1500 had been received from the Parish Council towards the costs of the Christmas Lights. ST to acknowledge

iii. A letter from the Girl Guides expressing their grateful thanks for the donation towards the costs of participation in the Centenary camp. The Girl Guides will take up the charity table twice a year. They will also serve coffees on those occasions and retain 50% of monies received from coffee sales.

iv. An email communication from Mr and Mrs Beedham (see item 15)

**5. Treasurer's report.** NS circulated a statement of accounts. Total funds currently stand at £38,495 of which some monies are ring fenced for specific purposes: Jennings bequest; Cornmill Pond maintenance; Scalebor pavilion. Major items of income since the August meeting were £864 for 100 club memberships and £550 for BWCT membership (further to the £634 already collected). Major recent items of expenditure were: donation to the girl guides (£600); Burley festival programme (£600), £700 for watering of the hanging baskets; electricity at the Roundhouse (£905); electricity at the pavilion (£244.61) and printing of cards for sale at coffee mornings (£96.24). As requested at the last meeting a breakdown of the finances for the duck race was provided. This was accepted. NS drew the Committee's attention to a number of matters.

i. The very high utility bills for the Roundhouse and the Pavilion. During the period of the Grange closure bills for the Roundhouse were estimated bills. The most recent bill was based on a meter reading. TS had checked the meter and the amount requested seemed to be in order. He would regularly check the meter readings from now on. Concerns were expressed about the costs associated with the Roundhouse and the relatively low annual income from its coffee mornings and lettings. Better marketing of the facility was needed. A full review of the Roundhouse costs would be needed after finalisation of the annual accounts.

ii. There are currently 12 vacancies in the 100 club. These need to be advertised at the October Forum.

iii. The need to claim Gift Aid for 08/09 and 09/10 membership. Recording of membership payments would be amended to include date received, as this was needed for completion of the Gift Aid form.

iv. Double expenses payment for the duck race – now corrected.

v. The outstanding lottery return from the duck race.

**6. Annual accounts.** The year end accounts as of 30<sup>th</sup> September are partly prepared. NC and CM are to meet on Saturday 10<sup>th</sup> October after which they will be passed to David Bartlett, the auditor. In the light of the very tight timescale between the end of the financial year and the AGM on October 15<sup>th</sup> it was proposed that the AGM be postponed. Reservations about this action were expressed (ST). After consultation of the Constitution it was decided that a postponement was in order. The date agreed was Tuesday December 8<sup>th</sup> and the meeting will be well publicised. A venue will need to be booked. ST to communicate this change to the joint chairs at the Forum, Keith Dale and Chris Flecknoe.

**7. Christmas Lights.** The switch on date is November 28<sup>th</sup> and work on setting up the lights will begin on Saturday October 31<sup>st</sup>. Roger Charnley (Chamber of Trade) had passed on a form from BMDC to apply for permission for the street collection taken at the switch-on event. The permit has been received and passed on to the Treasurer. A budget of £3000 for the lights this year was agreed. The final costs last year were significantly higher than this amount because of the payments made to BMDC for renovations etc. TS will arrange for someone to switch on the lights a little nearer the time.

**8. Scalebor Park Pavilion.** The pavilion is currently looking shabby. Bruce Speed (BS) has kindly repaired the railings on the balcony but has noted some wood rot which needs attention. Complaints were made by Burley Trojans about the state of the pavilion at the start of the season. It is the responsibility of the cricket and football teams to keep the pavilion tidy and leave in good order at the end of their respective seasons. It was agreed that BWCT relations with the two sports clubs needed to be strengthened. At the same time a programme of general maintenance was now required including some repainting. A working party would undertake this work on Saturday, October 17<sup>th</sup>. BS has offered to help. BS would be asked to meet TS at the pavilion to examine the rot and decide what action is needed. Currently a major concern was the condition of the pitches and the shortcomings of the Greenbelt Company in cutting the grass according to the specified schedule. The addition of a drain across the pitches has not taken place and the other drainage work undertaken in the vicinity of the pitches has not led to any improvements. At the start of the season Burley Trojans had to arrange for the pitch to be cut at their own expense. Unless this situation can be improved Scalebor will cease to be suitable for use by the sports clubs, leaving BWCT with an unused pavilion. Questions were asked about whether the residents association at Scalebor could bring any pressure to bear on Greenbelt. Given the funds Greenbelt receives each year for maintenance there were serious concerns about their fulfillment of agreed tasks. In addition to the grass cutting issues the maintenance of the woodland areas are also not up to standard.

#### **9. Burley Website**

HB provided a very informative breakdown of hits on the website which allowed month on month comparisons since the amendments of the site reported in the previous minutes. The festival had generated a significant increase in hits on the site during August. Total hits in July stood at 6,740 and 11,925 in August, of which 3,618 were for the festival page. The Committee expressed its appreciation of Malcolm Fisher's work on the Festival pages and the contributions made by website committee members.

**10. Monthly coffee mornings.** BH has almost completed the schedule of helpers for coffee mornings and this would be circulated. If members could not do the dates assigned to them they had the responsibility to organise an exchange. The October coffee morning schedule is arranged. Over the last year £570 had been raised at the coffee mornings.

**11. The 100 Club.** ST had contacted all those who had not paid at the time of the August meeting. Some people had now paid, some had withdrawn from the 100 club and a few cases were not yet resolved. By the next draw on October 18<sup>th</sup> all numbers for which payments have not been received will be withdrawn from the draw until such time that new members are recruited. Before the next payments are due those people who pay by standing order will need to be requested to change their standing orders from the BCC to the BWCT.

**12. Membership.** JG reported on current paid up trust members. A few new ones had come from the Parish Council newsletter publicity. He stressed that it was important to remind existing members to renew their subscriptions at the appropriate time of the year. The total number (202) was a small fraction of the Burley population and it was important to continue our efforts to increase membership. Application forms are in the Roundhouse, St Mary's Centre, the library and on the website.

**13. Burley Festival.** The success of the Festival was recorded and support for it happening again next year.

**14. The Roundhouse electricity.** Discussed under Item 5

**15 Jennings bequest.** TS had received permission from BMDC Highways to develop the area in front of Jake Wright's in accordance with the plans circulated earlier. He hoped that the work could be undertaken by the end of the year. BMDC would help with transport. Stone flags would be laid and a number of raised beds created. The area would entail low maintenance and it was hoped that the Burley Gardeners' would be interested in taking this on. Costings for the project were not presented. ST was asked to contact Mike Harris to check procedures for accessing the Jennings Bequest funds.

#### **16 Cornmill Pond and Bridge:**

**Cornmill pond.** A communication had been received earlier in the day from Mr and Mrs Beedham expressing their concern that the work to mark the demarcation between their property and that of the Trust

had been undertaken while they were on holiday without the promised prior communication. They also recorded concerns about the location of the demarcation line. BH had written to the Beedhams on June 6<sup>th</sup> indicating that the work was to be carried out and had indicated that they would be given notice of when it would happen to reduce any inconvenience to them. No reply had been received. Efforts had been made to make contact with them prior to doing the work but BWCT was not aware that they were on holiday. BH would write to express his regrets that communication immediately prior to the work had been unsuccessful and also his disappointment that the Beedhams had felt it necessary to involve their solicitor.

**Bridge.** Further to the last meeting BH had asked for an opinion from Steve Carruthers about the condition of the bridge prior to making a decision about trying to acquire it for the village. His response and that of others is to be very cautious about acquiring what could be a major liability even if it would be good if people could again feed the ducks from the bridge. A plan to create a platform for this purpose near to the bridge but on the roadside was proposed as an alternative. The general view of the meeting was that acquisition of the bridge should not be pursued although JH and ST would still wish to pursue the idea. The bridge was an important part of the village within the conservation area and the gates in their current position detracted from its appearance. There was further discussion about the best way to deal with the silting problems but no firm decisions were reached.

**17. Officers for the coming year.** As announced at the February meeting Bill Howson would be standing down as Chair at the forthcoming AGM. He was pleased to announce that John Grimshaw had agreed to be nominated as Chair. Sylvia Tilford had also decided that she needs to stand down as Secretary and also from the Committee. Nominations for Secretary are, therefore, needed. There will also be vacancies on the BWCT Committee and it is hoped that a number of people will put themselves forward. Thanks were recorded to Bill and Sylvia.

**18. AOB.** None

**19. Date of the next meeting and the AGM:**

Tuesday December 8<sup>th</sup> at 7.30. Venue to be confirmed.

The meeting closed at 9.55.

**Sylvia Tilford, Hon Secretary**