

# **Burley in Wharfedale Community Trust**

## **Minutes of the Committee Meeting**

### **held by Remote Zoom on Tuesday 10th November 2020**

**Present:** Duncan Ault (DA) (Chair); Niccola Swan (NS); Mark Elsworth (ME); Andrew Wriglesworth (AW), Jan Edwards (JE); Loraine Hughes (LH); Nick Turnbull (NT); Harvey Bosomworth (HB); Ian Rigarlsford (IR); Sylvia Tilford (ST); Simon Hills (SH); James Moorhouse (JM)

#### **1. Welcome, apologies for absence and Trustee matters:**

No apologies.

Bill Midgely and Keith Dale from BET and Clare Lawrence from Wrigleys Solicitors LLP were to join the meeting at 8.10pm to discuss the Burley Educational Trust matter.

#### **2. Minutes of the meeting held on 22<sup>nd</sup> September 2020 and matters arising.**

The previous meeting minutes were approved subject to one alteration regarding NS's possible interest in becoming the chair after the Jan 2021 AGM, on DA stepping down.

#### **3. Matters arising:**

All matters arising were to be covered in the meeting.

#### **4. Correspondence and funding requests**

DA had received a request from John Spencer on behalf of the Scouts to defer the repayment of the remaining £5,000 of the loan from March to September 2021. This was so there would be more time to do the necessary fund raising given the issues caused by the pandemic. The matter was discussed further below.

#### **5. Treasurer's Report**

Prior to the meeting ME had circulated a schedule showing the financial position of the trust. He noted that the value of assets for the Trust stood at £85,393.56 as at 8th of November 2020 having been £80,560.65 on 1st October 2020.

Of this figure, £15,778.65 was held in the Playground Fund and £3,719.45 was reserved for the Corn Mill pond. £1,514.99 was also earmarked for the Library. After a couple of other smaller items this left £63,603.47 in the General Purposes Fund.

Existing and potential commitments of £21,870, including up to £15,000 for the playground (reduced from the previous figure of £17,000 because of an enhanced contribution from Bradford Council) reduced the 'available' general funds to £41,733.47.

The sums that may also be committed to other projects totaled £16,000. This included a potential commitment of £6,000 for a youth support worker, which it had been agreed would in fact be spread over a 3-year period.

The remaining sum from the scouts of £5,000 to be repaid in March 2021 was discussed below. Greenbelt payments of £1,518 were outstanding for each of October and November.

Main receipts since last meeting were £1,400 rent from Burley Trojans, £1,518 from Greenbelt in respect of Scalebor, £1,444 from Bradford Met re the Herb garden, £1,697.38 from the Coop Community Fund and £647 of donations.

The most significant outgoings since last meeting were:- £415 for wall repairs, £1,142 for benches, £350 to Walkers are Welcome and £167.46 for the Herb garden.

A sum of £622 remained unspent having been allocated to the free school meals initiative. It was suggested that a public view be obtained on 2 or 3 possible options, with the matter to be left open for 4 or 5 months to assess ongoing need. It was agreed that Facebook be used for this exercise.

## **DECISIONS TO BE MADE**

### **6 Burley Educational Trust (BET)**

This part of the meeting was attended by Bill Midgely and Keith Dale from BET as well as Clare Lawrence from Wrigley's Solicitors LLP.

Bill Midgely and Keith Dale from BET gave a brief history of BET and its purposes. BET has very specific charitable purposes to support educational purposes in the village and it was confirmed that the capital assets are represented by two stock market fund investments and a bank balance. These constitutes a permanent endowment. It was only income therefore which as things stand are readily distributable.

Bill had been involved for 25 years and Keith was soon to move from the village. It was felt by the BET trustees as a group that the ongoing management and governance of the charity might be best dealt with under the umbrella of another charitable organisation and ideally one that was already focused on the village. A more general organisation (such as BWCT) would also have wider connections which may assist in identifying relevant causes to support.

It would be important to the BET trustees however, that the principles and specific charitable purposes they had followed should continue. This was acknowledged by the BWCT trustees, as was the huge contribution both Bill and Keith had made to BET over many years.

Clare Lawrence explained the main options available, in terms of the relationship between BWCT and BET. The option which seemed most likely to be both manageable and which would also ensure that BET's original purposes could continue to be fulfilled, was for BET to be absorbed into BWCT, but for BET assets to be held in a restricted fund. The income could then continue to be used for educational purposes within the village. It would be far more difficult and costly (and may not in the end be possible) to try to 'lift' the permanent endowment nature of the underlying capital.

Points were raised by BWCT trustees about how the absorption of the fund would make the running of BWCT more onerous in terms of managing the investments and overall governance, that it might make it more difficult to raise funds more generally because of the relatively significant asset base of BET, and that it would increase the overall responsibility of BWCT trustees. It was noted that professional advice could and should as necessary be taken on the investments within BET. The BET

trustees present indicated that accounting and other BET functions had been streamlined and had become relatively straightforward and non-time consuming in recent times. It was also thought by other BWCT trustees that the restricted purposes of the BET fund could be satisfactorily emphasized if the question arose in relation to the promotion of other fund-raising initiatives.

After Bill, Keith and Clare had left the meeting the matters was discussed further and it was agreed that a working party to include DA, NS, ME, SH, LH and JM to consider the issue in more detail, to include the professional costs of the matter. It was agreed that AW should not participate and in fact should recuse himself from the discussion since he was also a Wrigleys LLP partner. Prior to the sub-group meeting it was agreed by all BWCT trustees that the proposed merger should be progressed.

## **7 Christmas Lights**

The issue of how to encourage donations and otherwise generate funding was discussed. It was agreed that a working party of JE, ME, DA and NT would consider this further and make decisions on a delegated basis. It was also however agreed that a card reader costing £99 should be purchased to facilitate donations, collection boxes would still be allocated, and online donations would also be encouraged, possibly through a 'Just Giving' type page.

It was confirmed that the risk assessment on the installation of the Christmas Lights is up to date.

## **8 Scout and Guide Loan of £5,000**

DA reported that Burley Educational trust were prepared to grant the sum of £2,500 and it was proposed that BWCT also agree to a similar contribution, which would be consistent with the nature of recent provision made to other local causes. As a paper exercise BET would grant the Scouts £2,500, these funds would in practice be used to repay half of the BWCT loan and BWCT would write off the remaining sum due of £2,500. This was all agreed.

## **9. Youth worker commitment from January 2021**

The youth workers are to be Ash and Abbi with three young people as assistants. There was to be an Outreach session the next day, with a visit to relevant children for an activity session the following week.

## **10. Herb garden**

The first garden had been put in place and funding was available for other sites in the village in 2021.

## **11. Co-op funding allocation**

Just under £1,700 had just been received for which grateful thanks were noted. Another £1,500 had been notionally allocated to the Library. It was noted that planned expenditure on equipment for the library had now been completed. It was confirmed by DA that the Co-op allowed some flexibility as to how funds were allocated to charitable causes in the village by BWCT.

A suggestion was made that funding be allocated to the Walkers with Wheels project being promoted by Walkers are Welcome. A new path was being proposed which would cost £5,000/£8,000 depending on the type of surface chosen.

## **REGULAR UPDATES**

### **12. Zip wire and playground project**

DA reported that the Zipwire and playground equipment had been ordered and the zipwire is due to be installed on 14<sup>th</sup> December. The other playground equipment (including a new roundabout) should arrive and be installed in late January/early February.

### **13. Scalebor and Greenbelt**

ME reported that Scalebor were continuing agreed payments, and DA reported that the pitches were looking to be in good condition currently.

### **14. Roundhouse Garden**

The garden and patio area had been finished with 4 benches now ordered. A 5th bench, to be used on Hag Farm Road is to be installed by Walkers are Welcome and funded by the Trust.

### **15. Website**

The upgrading of the website is ongoing. HB reported that Malcolm Fisher is aiming to launch the new website at the end of the month.

### **16. Marketing, communications, and social media**

It was reported that a new Facebook page for the Christmas Lights Trail had been launched. There had been 55 contributing homes registered to date. The lights had been largely installed and a publicity poster designed.

### **17. Membership Report**

The new membership count is likely to exceed 1,000, which would bring the arrangement within the next cost banding but be a record for BWCT. NT reported that there were 495 full family memberships and 526 individual members.

### **18. Litter picking**

LH reported that this had proved successful and was also helpful in raising awareness of BWCT. LH was thanked for organising and promoting this.

Agreed that the activity needs to be included in the overall risk assessment.

### **19. Other projects – brief updates.**

- In relation to the village maps, COVID had continued to delay matters, though SH confirmed that the matter was ongoing.
- Nothing to report on Hanging baskets, Fountain of Life, Library, Pudding tree, Jubilee garden or Corn Mill Pond.

**20. Other projects being considered – brief update:**

- The skate park, to be looked at in more detail in the Spring of 2021.
- Men's sheds, no progress to report.
- Drinking fountain -deferred until next meeting

**21. AOB and next meeting.**

Next meeting and AGM – **5<sup>th</sup> January 2021 at 7.30pm** (again on Zoom).