

Friends of Baildon Moor Committee Meeting Minutes
28th February 2012, The Link, Cliffe avenue, 7:30pm-9:00pm

1. Apologies & Opportunity to inform the Chair of Any Other Business

Committee Member	Attended	Sent Apology	Did Not Attend
Malcolm Layland (Chair)	Y		
Elin Pheasant (Secretary)	Y		
Debbie Heeley (Treasurer & minute taker)	Y		
David Sturge	Y		
Paul Marfell	Y		
Rachel Coates	Y		
Arnold Gill	Y		
Mike Lawson	Y		
Richard Freeman	Y		
Andrew Pickles	Y		
Heather Howes			Y
Vikki Sykes			Y
Margaret Fielden			Y

AOB requested by Richard (insurance for the beacon & membership contact details).

2. Review of the minutes of the last meeting

No corrections to the minutes (actions were not reviewed).

3. Treasurers report

- Debbie reported that the funding application has been submitted to the mechanics institute for the strimmers and the Fobm insurance. The bank balance is currently £659.38 following an award of £500 from Shipley Area Partnership which Bob had applied for before handing over to Debbie.
- Malcolm asked the committee if they agreed for him to write to our previous Treasurer thanking him for his efforts. It was agreed that Malcolm would write and send a thank you letter to Bob.

4. Committee activities/proposals

4a. Membership communications

- Elin informed the group that she, Debbie and Rachel had met on the 14th February following the action agreed at the January meeting. The purpose of the meeting was to discuss and develop draft membership communications plans for discussion at this meeting.
- A briefing note had been circulated in advance with suggested activities including a quarterly e-newsletter, inviting an interesting speaker to each AGM and holding a summer 'guided walk' each year.
- It was also suggested to plan and publicise bracken clearance and litter picking days well in advance and for the e-newsletter to include a list of forthcoming events (both FOBM and other events of interest).
- Mike informed the group that Friends of Ilkley Moor produce a brochure which they distribute early on each year which includes dates for bracken clearance, photos, guided walks and other events. He expressed concern that there had been very little communication with the FOBM wider membership (non committee members) and that he was pleased to read the proposals put forward. For example, the FoIM web site has three heritage walks on Ilkley Moor now available to view and download: <http://www.ilkleymoer.org/walks/>
- Mike also highlighted the need for good speakers at the AGM and a suggestion was put forward to invite Danny Jackson to present or someone from the B.O.G to present (potentially Paul King). At the January meeting it was

agreed that Alison Tynom would be invited to speak and it was agreed that Mike would follow this up with Alison and see if she is available and willing to be the speaker for this year's AGM.

- There was discussion about the possibility of the AGM speaker following up their 'classroom' presentation with a guided walk in the summer to further engage those members who found the presentation interesting and it was agreed that this would work well for the topic of geology especially.
- As we were on the topic of speakers at the AGM the committee discussed when this should be and a date was agreed of the 24th April, with the AGM being held at 7:30 followed by an informative speaker from 8-8:30pm with additional time for questions afterwards.
- Richard suggested that we should seek to promote FOBM activities as widely as possible and that we could potentially seek support from Emma Clayton who lives in Baildon and works for the T&A. Arnold also said that we should promote the AGM in the T&A.
- No amendments were proposed to the membership communications plan and it was agreed to aim to get the first quarterly e-mail out to FOBM members before the AGM and use it to promote the AGM and the associated presentation.
- Mike informed the committee that he had spoken to Alison about the possibility of developing joint interpretation boards and that Alison did not seem overly enthused by this. He said he was not sure why this was and that he thought she might be waiting for a formal response from either himself or Malcolm, so he agreed to send a formal response by e-mail (ACTION).
- David informed the group that Louise Brown has now taken over from Gavin Edwards as the key contact for the archaeological survey being undertaken on the moors looking at mapping the features such as extraction shafts and pits. Mike Short is also leading a group recording prehistory evidence such as rock art on the Moor.
- David agreed to come up with a short promotional paragraph about bracken clearance events and identify some dates for these sessions and also for some litter picks, and then send this to Elin (ACTION).
- Whilst on the topic of bracken clearance, Malcolm flagged the need to buy some forks for collecting cut bracken. There was some discussion about which type and Malcolm agreed to source some quotes (ACTION).
- Mike agreed to try to book Alison for the AGM (ACTION) and he can, then to ask Alison for an engaging title and 100 words to promote her presentation to FOBM members, and then send this to Elin.
- Debbie and Elin agreed to pull the content together for the first e-newsletter (ACTION).
- Paul and Andrew both said there were happy to send out the e-mails via the FOBM website software. Elin currently has the most up to date members list.
- Malcolm agreed to book the Link for both the next meeting and the AGM if possible (ACTION).
- It was agreed that an ongoing agenda item for committee meetings should be to plan dates and details for forthcoming events, ideally working to have a plan for at least 6 months hence (so that e-newsletters can provide a rolling calendar of events).

4b. Jubilee beacon event

- Malcolm informed the committee that he had sourced a quote for the blocks and metal cage that would be required to build the beacon and that this price was £130. There was a short discussion around where the money could come from for this and whether this was a reasonable cost. Elin highlighted that BPC had said that they were likely to look favorably on funding requests for reasonable expenses.
- It was reported by Malcolm that Danny Jackson has given the OK for the beacon to be lit on the top of the hill (by-laws against fires, and the HLS status notwithstanding).
- A question was asked around what role the BPC and the Rugby club would play and Elin explained that it would be important to start discussions with both partners soon and that the FOBM should identify a lead contact and associated working group to take plans forward for this event. Elin explained that the Rugby club have already offered to provide stewards and conduct a risk assessment (which they have considerable experience of doing). Malcolm flagged that it would be essential to block traffic from approaching the beacon so the Stewards from the rugby club would be a valuable asset for this. There was a short discussion about whether people should be encouraged to go up to the beacon, or simply to view it's lighting from afar (possibly at or near the rugby club).

- It was agreed that Malcolm would be the lead contact and that David, Richard and Andrew were all willing to form a working group to plan and manage FOBM's involvement in the Beacon event.
- Malcolm agreed to set up a meeting with Chris Flecknoe and Catherine O'Connell to agree responsibilities and develop plans (ACTION).

4c. Whether to combine the jubilee beacon with something for the Acrehow cross

- Heather (not in attendance) had put forward a suggestion for discussion around combining the jubilee beacon event with marking the location of the Acrehow cross. There was a short discussion about the questionable location of the cross and whether it should be marked or not.
- Andrew suggested that he could ask contacts at the University of Bradford whether they would be able to help ascertain the location (ACTION).
- Concern was raised about having yet another sign on the moors and Mike said that this sort of information could be something to go on the interpretation boards. There was general agreement that time was too short to do anything in time for the Jubilee and that any such plans should be based on sound archaeological evidence of its location.

4d. Funding applications

- Debbie informed the meeting that she had submitted the two funding applications to the Mechanics Institute for the strimmer and FOBM insurance as agreed at the January meeting.
- Following the award of £500 from Shipley Area Partnership, she also raised concerns that in the past funding applications had been submitted without the rest of the committee knowing. She asked whether there were any ongoing funding applications that she as Treasurer and the rest of the committee should be aware of.
- All in attendance confirmed that there was nothing they were personally aware of and it was agreed that any future funding applications should be tabled for discussion and agreement before being submitted.

4e. Record keeping

- Rachel had suggested by e-mail that minutes should be printed, signed and dated by the FOBM chair and retained in a fixed bound book for future reference.
- Elin said that she was happy with this suggestion and had brought along a printed copy of the last meeting's minutes for this purpose.
- There was a very brief discussion about this and all were happy to go with Rachel's proposal.
- Malcolm signed the minutes of the last meeting (which he actually did at the start of the meeting but this was not announced at that time) and Elin informed the meeting that she had tried to purchase a fixed bound book on her way to the meeting but could not. She agreed to purchase one ahead of the next meeting (ACTION).

4f. Committee direction

- Mike highlighted that he was concerned that committee business was getting lost in a sea of e-mails between meetings. A suggestion was put forward for there to be sub-groups for e-mail topics, however, Paul highlighted that this would work when sub-groups are already established, but that sometimes when new issues crop up between meetings, that it is necessary to have a certain number of e-mails to everyone to ascertain who is keen to be involved in ongoing discussions.
- Elin suggested that everyone considers whether starting a new discussion topic is necessary ahead of the next meeting. She said she hoped that as working/interest sub-groups are formed for ongoing key topics, the occurrence of new discussion topics will hopefully be reduced.

5. Activities of/proposals from others stakeholders

5A. Reservoir developments

- Malcolm informed the meeting that the reservoirs have now been drained and that a civil engineer from Bradford Council has ordered that no further work takes place until a full survey has been done and appropriate plans submitted for approval. There is no news reported as to whether any planning permission has been applied for, as per last month's minutes. It is to be believed also that the demolition order sought by the owner remains in place.

5B. Whether to, and how to, work with other voluntary organisations - postponed

6. Correspondence – ran out of time.

- David had already reported that at the BPC an initiative has begun to gain Walkers Are Welcome status.

7. Agreement of actions – ran out of time but recorded by Elin as:

Malcolm will send a thank you letter to Bob on behalf of the FOBM committee (for his contribution as FOBM treasurer).

Richard will speak to the FOBM insurance providers about insurance for the Jubilee Beacon, then to speak to Baildon Parish Council about additional insurance requirements.

Elin will inform BPC and the Rugby club that Malcolm will be our lead contact for the Jubilee Beacon.

David, Andrew, Richard and Malcolm will form a sub-group and develop plans for the Jubilee Beacon event (including registering the Beacon, arranging insurance, applying to the BPC to funds to cover costs and liaising with BPC and the Rugby club to make arrangements)

Elin will buy a book for the signed minutes to be stuck into.

Mike will send a formal response to Alison letting her know that the FOBM are keen to collaborate on the interpretation boards.

David will send Elin a short promotional paragraph about bracken clearance events and identify some dates for these sessions and also for some litter picks.

Malcolm will source some quotes for forks to assist with bracken clearance.

Mike will try to book Alison for the AGM and ask her for an engaging title and 100 words to promote her presentation to FOBM members. He will then send this to Elin for inclusion in the first e-newsletter.

Debbie and Elin will pull the content together for the first e-newsletter.

Malcolm will book the Link for both the next meeting and the AGM.

Malcolm will set up a meeting with Chris Flecknoe and Catherine O'Connell to agree responsibilities and develop plans. David, Andrew and Richard will also be invited to this meeting and will attend if possible.

Andrew will ask the University of Bradford for assistance in locating the Acre how cross.

8. Any other business

Richard's AOBs had already been covered, there were no AOBs raised during the meeting.

9. Date and time of the next meeting

20th March 2012, 7pm-9pm (please note earlier start time), at the Link on Cliffe Avenue.