



Sustainable Arnside **Minutes – Thur 15th May 2025 at 1930hrs**

Meeting held at Arnside Educational Institute (EI), on Church Hill

- 1. Welcome from PB** - present: Paul Bates, Belinda Barclay from National Landscapes, Rachel Dutfield, Janet Talbot, Alistair McKinnon, Sue Weldon, Cath Grayson, Helen Thompson, Claire Philpott, Alison Sandford, Nick Pearce, Steve Porter and Martin Metcalfe.
- 2. Apologies and Minutes of meeting 14th Apr 25.** - Apologies were received from Angela Jones, Val Stevens, Michelle Bates, Mary Hamilton, Viv Mautner, Janet Hargreaves, Phil Charnley, Helen Chaffey, Stephen Thompson, Ann Kitchen, Liz Bolton and Bill Grayson. The minutes from the previous meeting were accepted.
- 3. Policies for Approval – PB** explained that as we continue to grow as a group, it has become very important to get some new policies in place to protect and guide us all in different situations that might occur. He had previously sent out, by email, draft copies of 3 new policies for people to read and comment on before approval at the meeting. All policies will be reviewed annually.

- **(a) Privacy and Data Protection Policy**

We agree that we should blind carbon copy (*bcc*) when sending information out to non-members. We don't feel this is always necessary when communicating with members. CG asked if we need to inform people that we are holding their details? We agreed that a standard form of words should be used to say that we are holding their details and that they can opt out if they wish.

- **(b) Health and Safety**

The Repair Cafe already have a policy for H&S so we were able to take that and adapt it for wider use and also for the different activities that are happening during the Big Green Well-being Week.

- **(c) Safeguarding**

This is mainly about our expectations for when we are working with children or young people under 18yrs old. It has been decided that if anyone has a concern of any kind regarding a safeguarding issue, it should firstly be **reported to Helen Thompson or Alison Sandford**. By setting this in place, we and the public, can feel confident that any issues will be reported and acted upon accordingly. We discussed the **BGWW regarding safeguarding** and feel confident that, with the activities we have in place, young people will be accompanied by a 'safe adult' at all times, either with their own guardians or by supervisors who have the correct certification. **AS** is to get back to us with more information regarding the safeguarding of young people.

- 4. Group's Status, does this need updating?** - **PB and RD** reported that currently our Sustainable Arnside group is an **Unincorporated Association**. This label has worked very well for us up to this time, but now have to strongly consider changing our status.

- This is mainly because our annual turnover is getting close to £5000, and once we have reached that figure, we have to report to the **Charities Commission** even if we do not formally become a charity.
- This must be done within a time frame of 1yr and 3 months. At the moment we are holding a lot of grant money to help fund the GBWW, the Repair Cafe and the setting up of our website. This situation isn't a permanent one but nevertheless, we still legally must consider our options.

- Our aims are for the **public good**, so we are in effect operating as a charity.
- Once registered, our books will need to be **checked by the Charities Commission**. There would be regularity **checks every year**.
- We would qualify for **tax relief** which is a plus.
- Currently we are individually responsible for our actions, this would change.
- **We have insurance in place**, thanks to AS arranging for the Repair Cafe and use at the same time.
- We might in the future become a legal entity if we want to employ someone or own a property.
- Some cost may be involved.
- Once triggered, we're in.
- We will do registration first before making any other decisions. This is the most urgent requirement currently.

5. Website development, AM, DLL & PC – AM gave a presentation to the group to show the progress of the website. We again want to thank the 3 people who have been working on this project. We all agreed that the website is looking **very professional and fit for purpose**. As our group moves forward, the website has the capacity to engage the public with all that we hope to offer. Currently, we are able to clearly see the different events that will be taking place during the BGWW and we are able to buy tickets or register interest without any problems. We discussed the following points.

- How much will be put onto the website and the content, will be checked currently by **PB**.
- There have been lots of interesting articles put onto the WhatsApp SA chat, some of which could be suitable for the website.
- When people leave their details on the website they should be aware that others can't see them and that we are holding them but that they can opt out if they wish. **A statement should be shown to that effect**.
- All items for website should go through **PB or HT** to be checked.
- We can put up all our agenda's and minutes.
- Public meetings and talks.
- There should be **links to Facebook** and the other way round.
- What we do.
- Links to websites, organisations, APC, Village Website.
- **Case studies** – where members can share their experiences or the experiences of others they know, when refurbishing or 'Greening' their homes. Some in the group have already expressed an interest in doing this. Some members have an electric car and might want to document the pros and cons from their point of view. This kind of information is invaluable to the public and helps to **build confidence**. *Possibly, some members might like to start to record this information, during the summer, when we have a quieter time and take a break from meetings during August.* **TT** suggested that it might be unwise to give the names of businesses on the website but that a case study might give contact details for those who are interested and want to investigate further. We believe that **Future Proof Cumbria (previously CAFS)** had some difficulties with this in the past and perhaps we could ask their advice about this issue.

6. Fire Drill – AS took us through the fire drill, explaining about the exit doors and where we

would collect together for counting/checking, in the car park. **CG** added that **HT**, as secretary, would need to count the numbers in the room at the start of the meeting so that this could be checked later if there was a fire drill.

7. Big Green Well-being Week - HT, CG, SW, HC – We are now getting close to the date for this event, with our next SA meeting happening during the BGWW on the 11th of June. Planning is going well with most things now falling into place. We discussed the following points.

- **We are pleased to announce that the APC have awarded us £500 towards the BGWW.** We are extremely grateful to the APC for this grant and would like to emphasise how helpful it will be when implementing the things we have planned for this community event. This money together with the grant we hope to be awarded from Future Proof Cumbria should cover the cost of everything.
- We now have our **leaflets printed** which are advertising the event along with the Repair Cafe and Sustainable Arnside generally. We used **Primal Printing in Arnside**, contact is Mr Colin Salter. They have been very generous with the leaflets and have given us a lot more than we asked for. **The banner is also completed** and they have given us a 2nd one as well. We are delighted with the leaflets and the banner, the banner is very striking. AS is taking the 2nd one home for some repairs as it needs hemming and rings put into the edges to help with hanging up. The banners are something we can reuse, over and over, with a space to use a marker pen to add the details we want to advertise. The window stickers, however, don't work, the logo doesn't show up and it's possible that the ink is too thin. After discussing with Primal Printing, he will redo them but try on a white background to make the colours stand out properly.
- We hope to offer a **Swift Walk and Talk** on the 12th or 13th of June, depending on the weather. CG is in contact with the provider of this and will get back to us with details and poster soon. The walk will start at the EI.
- **Belinda Barclay from National Landscapes** attended our meeting so that she could give some feedback about the youth activities happening on the 14th. Her job at NL is liaising with Lancashire County Council regarding local nature reserve sites. In addition, in her new role as engagement officer, she will be able to support local group activities aligned to A & S National Landscape remit. **National Landscapes have been working with the Barnes Trust** to develop a self-guided walk through **Ashmeadow**, together with a **Nature Trail and a Green Space** in the EI in the afternoon for the children. The Green Space will be supervised by **Carla Hartropp** who runs the **Eco Club at Arnside School**. Here they will explore **moths and dark skies through the making of Junk Journals**. Donations of old magazines will be needed for this. **HT** suggested that a note or flyer could be given out at school to all the children so that they are completely aware of what is happening. The nature trail will lead participants through the woods, to find paintings of moths created by the children. The **Eco Club** will be doing posters to advertise the event. **The Barnes Trust** will be providing a **leaflet/map for the self-guided walk**. They intend to hand this out at the Village Hall on the 14th of June.
- We discussed how a **form for registration of jobs** should be put onto our website so that people can register to volunteer for **different activities and tasks** throughout the day. We are aware that people will need a break and that to be doing the same task all day is too wearing. We should move around and give people a break. This needs to go up on the website ASAP. National Landscapes said that they would help with jobs on the day.
- We will need sandwich boards at each of the 2 locations – **HT** to follow up.
- We have decided that we will not use a projector to advertise the Sustainable Arnside website but use the notice board space in the **Village Hall**. It will be covered in paper before stapling the details up on top. We need to find a similar location in the EI to do the

same.

- **AS** said that on the 14th when she will hold the Repair Cafe in the EI, there is a lot of absence from the volunteer repairers. There is the possibility of a couple of new ones.
- It was suggested that other places for posters might be the Bob-in Cafe and River Roads. HT to follow up.
- The BGWW committee need to get together for another meeting to help finalise some of the last but very important jobs.

8. Leaflet Drop - **HT** thanked everyone who said they would help with a leaflet drop. She handed out leaflets to all those who had previously volunteered to deliver them and arranged for others to be dropped off by colleagues. **CP** agreed to do some of the spots that hadn't been taken, which was very helpful. A leaflet drop is something we don't intend to do very often in the future, if at all.

AOB

1. **CP** explained that the **Greenpeace Lancaster/Morecambe group** would like to be able to make some audio clips, during the BGWW, of people's opinion about the **Climate and Nature Bill**. On the 9th of July, they intend to go down to Parliament in London and lobby the MPs about the bill. She said that at the BGWW it would be done with sensitivity and that they felt that the audio clips would help their cause. We discussed how we didn't want the public attending our event to feel uncomfortable. **CP** to get back to us with more details and give Greenpeace our feedback.
2. The **Climate and Nature Bill** is about to go for its 2nd reading. CG explained that they need the support of individuals and organisations such as SA and the APC to sign. BG previously shared the link of this on our WhatsApp group but it can be found online.
3. **AS** – The next Repair Cafe is on the 14th of June at the EI, 1000-1200hrs.
4. **AM** suggested that we should contact Alistair Simpson from the Arnside Sailing Club to ask if he would promote the Jazz Offline – film event on the 14th

Action points for May:

1. **PB** – finalise the 3 new policies and load them onto website.
2. **AS** – get back to us with more information about safeguarding.
3. **PB and RD** – to register SA with Charities Commission.
4. **CG** – to forward to HT a standard statement that SA can use when explaining about data protection and opt out information.
5. The **BGWW** committee will forward information to the Website Development group so it can be uploaded. Images are important, logos and posters.
6. **HT** – to check sandwich boards for both venues together with poster and arrows directing people to the event.
7. **BGWW** team to have a new meeting and continue to progress arrangements for the 14th June.
8. **HT** – contact AS at Sailing Club to ask if he will promote our event on his social media etc.
9. **HT** - Give SA's support to the Climate and Nature Bill and remind the APC.
10. **BB** – Organise leaflet informing school children of Nature Trail and Green Space.

11. **HT** – keep in touch with Primal Printing about window stickers.

The next meeting will be at the EI on the 11th of June 1930hrs, when we will have guest speakers Growing Well first on our agenda. Everyone is welcome.