



MEETING OF DARWIN GARDENS MILLENNIUM GREEN TRUST

15 July 2026

To: All Members of the Darwin Gardens Millennium Green Trust:

Cllr Allon, Cllr Brown, Cllr Burns, Cllr Butler, Cllr Cheater, Cllr Gibson, Cllr Hesmondhalgh, Cllr Kearns, Cllr Loy, Cllr Milner, Cllr Nunns, Cllr Sellers, Cllr Simmonds, Cllr Spence.

You are invited to attend a meeting of the Darwin Gardens Millennium Green Trust (under the management of Ilkley Town Council as Sole Trustee) on **Tuesday 21st July 2026 at 6.00pm** in the Council Chamber, Ilkley Town Hall, Station Road, Ilkley, LS29 8HB

AGENDA

2627/01 Chair's Welcome

2627/02 Apologies for Absence

2627/03 Declaration of Interests

To receive declarations of interest from trustees on items on the agenda.

2627/04 Meeting Minutes

To approve the minutes of the meeting held on 26th May 2026 (attached).

2627/05 Public Participation

An opportunity for residents to give their views on the use and enjoyment of the Darwin Gardens Millennium Green.

2627/06 Finance

- a) To approve the schedule of payments from 21/05/26-30/06/26 (attached).
- b) To receive and note the Trust banks statements for May to June 2026 (attached).
- c) To receive and note bank reconciliations for May 26 and June 26 (attached).
- d) To receive and note the trust cash book and available expenditure at 30/06/26 (attached).

2627/07 Trust Governance

- a) To receive A Councillor's Guide to a Council's Role as Charity Trustee and note that:
 - 1. Darwin Gardens Trust will follow the governance framework of Ilkley Town Council in its capacity as sole trustee.
 - 2. The Council's Standing Orders and Financial Regulations and all other relevant policies apply to the Trust's administration.
- b) To receive and note the Charity Commission Checklist for Internal Financial Controls and:
 - 1. Approve a Trust Internal Controls Checklist and resolve who will carry out these checks and when (attached).
 - 2. Approve a list of Regular payments (attached).
 - 3. To receive and note the Trust Governing Documentation (attached).
- c) To note that the following items will be considered at the next meeting:
 - VAT

- Risk and Annual Insurance
- Budget Setting
- Internal Auditor

2627/08 Site management

- To note the annual risk assessment was carried out in May and that any relevant actions were recorded on the maintenance tracker (attached).
- To receive and note the Maintenance Tracker from recent inspections and resolve any further actions required (attached).
- To appoint members to carry out inspections for July to October 26.
- To receive and note the Maintenance Contractor monthly reports for May 26 and June 26 and resolve any further actions required (attached).

2627/09 Green Flag Award

To receive an update on the application to the Green Flag Award and resolve to take any action required.

2627/10 Website

To review the current website and resolve to take any action required.

2627/11 Exclusion of Press and Public

To resolve to exclude members of the public and press during consideration of business of a confidential nature (Public Bodies Admissions to Meeting Act 1960 S1(2)). (*Commercially sensitive information*).

2627/12 Quotes for Tree Works

- To receive quotes for the tree works required further to the recent tree survey and resolve any action required (attached).
- To consider approving expenditure and placing an order for the works.

2627/13 Quotes for Noticeboard

- To receive quotes for a replacement noticeboard and resolve any action required (attached).
- To consider approving expenditure and placing an order for the board.

2627/14 Quotes for a Biodiversity Survey

- To receive an update from a meeting with Green Council Solutions and resolve to take any action required.
- To receive quotes for a biodiversity survey and resolve any action required (attached).
- To consider approving expenditure and placing an order for a survey.

2627/15 Communications

- To resolve to submit a press release as required.
- To resolve to agree any other media issue as required and assign any associated actions.

2627/16 Date of Next Meeting

The date of the next meeting is Tuesday 20th October 2026 at 6pm at Ilkley Town Hall.