

DRAFT Minutes of the meeting of Darwin Gardens Millennium Green Trust held on Tuesday 21st July 2026 at 6pm

Those present:

Councillors: Allon, Brown, Cheater, Gibson and Simmonds

Officers: Laura Jowett

Members of Public: None

2627/01 Chair's Welcome

Cllr Catherine Cheater welcomed everyone to the meeting. Councillor Cheater thanked everyone for attending and for helping the Darwin Gardens to achieve the Green Flag Award.

2627/02 Apologies for Absence

Apologies had been received from Cllr Butler, Councillor Loy, Councillor Sellers and Councillor Spence.

2627/03 Declaration of Interests

There were no declarations of interest from trustees on items on the agenda.

2627/04 Meeting Minutes

RESOLVED to approve the minutes of the Annual General Meeting held on 26th May 2026

2627/05 Public Participation

There were no members of the public present.

2627/06 Finance

a) To approve the schedule of payments from 21/05/26-30/06/26

Resolved to approve the schedule of payments:

DATE PAID	PAYEE	DESCRIPTION	AMOUNT
01/06/2026	Green Heart Gardening	Monthly Maintenance	£300.00
03/06/2026	The Acorn Workshop	Maze Board and Insert	£1,824.00
30/06/2026	Unity Trust	Service Charge	£7.00
	Ilkley Tree and Landscape Services	Works to the gate and fence at the pond	£520.31

b) To receive and note the Trust banks statements for May to June 2026

Received and noted

c) To receive and note bank reconciliations for May 26 and June 26

Received and noted

d) To receive and note the trust cash book and available expenditure at 30/06/26

The Cashbook had not been received before the meeting

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.**

Received and noted

b) Received and noted 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**

Resolved to approve the Internal Controls Checklist and resolved to appoint Councillor Allon and Councillor Brown to carry out 6 monthly internal control checks

2. **Approve a list of Regular payments**

Resolved to approve the list of regular payments

3. **To receive and note the Trust Governing Documentation**

c) The Trust noted that the following items will be considered at the next meeting:

- VAT
- Risk and Annual Insurance
- Budget Setting
- Internal Auditor

2627/08 Site management

a) To note the annual risk assessment was carried out in May and that any relevant actions were recorded on the maintenance tracker

Noted

b) To receive and note the Maintenance Tracker from recent inspections and resolve any further actions required

Noted and **resolved** to add an item to the tracker to obtain quotes for repairs to the boardwalk, and to look into removing and replacing box hedging.

c) To appoint members to carry out inspections for July to October 26

Resolved to appoint councillors to carry out inspections as follows:

July: Councillor Allon

August: Councillor Burns

September: Councillor Sellers

October: Councillor Milner

d) To receive and note the Maintenance Contractor monthly reports for May 26 and June 26 and resolve any further actions required

Received and noted. The Trust noted that there will be a thorough review of the contract and specification ahead of seeking quotes in the winter.

2627/09 Green Flag Award

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

Councillor Cheater advised that the Darwin Gardens had been awarded the Green Flag Award in 2026 and thanked the Trust for their involvement.

2627/10 Website

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

Two quotes had been received, a third will be sought and this item will be brought back to the next meeting.

2627/11 Exclusion of Press and Public

Resolved 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

- a) **To receive quotes for the tree works required further to the recent tree survey and resolve any action required.**

Quotes had been received and considered and advice had been received from Bradford Council's Trees Department regarding ash die back.

- b) **To consider approving expenditure and placing an order for the works**

Resolved to submit an order for the tree works to Keighley Tree Services and to approve expenditure of £2,436 (including VAT). The order will ask Keighley Tree Services to use their professional judgement to assess whether Ash trees require felling.

2627/13 Quotes for Noticeboard

- a) **To receive quotes for a replacement noticeboard and resolve any action required**

- b) **To consider approving expenditure and placing an order for the board.**

Deferred until the next meeting

2627/14 Quotes for a Biodiversity Survey

- a) **To receive an update from a meeting with Green Council Solutions and resolve to take any action required.**

- b) **To receive quotes for a biodiversity survey and resolve any action required**

- c) **To consider approving expenditure and placing an order for a survey**

Deferred until the next meeting

2627/15 Communications

- a) **To resolve to submit a press release as required.**

- b) **To resolve to agree any other media issue as required and assign any associated actions.**

Plans are being made for publicising Love Parks week. A press release has been issued to celebrate the Green Flag Award

2627/16 Date of Next Meeting

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