



Cheltenham Civic Society CIO: Executive Committee

Minutes of Meeting held 5.00 pm Monday 15 July 2019 at Parmoor House

Register:

Andrew Booton (AB) (Chair)
Claire Attenborough (CA)
Andrew Chard (AC)
Fiona Clarke (FC)
Andrew North (AN) (Secretary)
Richard de Carteret (RdeC)

1. Apologies: Peter Sayers (PS)

2. Minutes of CIO ExCom meeting 13 May 2019: Approved

3. Matters arising:

- a. PayPal/Finance. AC has identified a suitable card reader for use by the Society; the implications on financial systems was briefly discussed.
- b. Dropbox account and filing system. AC confirmed that his MAC will be compatible with Microsoft 365. **AN will set up a free charity account with Microsoft 365/Sharepoint and circulate logon details.**
- c. Draft Hospitality Protocol. AB had circulated a draft in advance of the meeting which was discussed and approved subject to adding in words to deal with a concern from AC about spouses/partners benefiting from charitably funded hospitality. **AB will circulate a 'final' version by email for Trustee approval.**
- d. Review of and progress on Campaigns and Projects. It was agreed to take this matter as part of later agenda items.
- e. Insurances. There seemed to be some confusion about how insurance was organised for the Society as AC had been unable to identify any premiums leaving the account. An out of date Employers Liability Insurance certificate is on display in the office and CA offered, provided she had the agreement of the Trustees, to look into the current status of that insurance. **It was agreed that CA should make enquiries.**

4. Charity Strategy

AB had circulated a structure diagram to aid discussion. He pointed out that around 20% of Society members get involved in some way with the events or projects of the Society with the rest being content to support its work through their subscriptions. In order to get greatest benefit from the efforts of Members who wish to get involved, and to reflect the fact that we now have fewer Trustees, he proposed the setting up of groups and functions as listed in the structure diagram whilst focussing Trustee contribution in terms of stronger governance and strategy.

The groups would have identifiable chairs or leads and PS as Vice Chair would chair a meeting of those reps between each Trustees' meeting to establish a routine flow of information up, down and across the Society.

In discussion the following points were made:

- Responsibility for Civic Awards would potentially rest with Planning Forum

- As PS's role would be a coordinating one and he would not be expected to be accountable for the work of the 'second tier' groups, there would need to be clear accountability for the conduct and actions of each group. ToRs and identification of named leads would assist with this.
- The event programme would probably be put together in collaboration across groups with different projects and campaigns proposing and organising speakers or activities.
- As there will be no House Committee issues which would previously have fallen to the Committee will be dealt with ad hoc.
- As PR has to encompass the entire work of the Society this should not be seen as exclusively located within the 'Membership and Events' block.

With these points in mind the Chair's proposals were agreed.

5. Parmoor House

The Chair updated the meeting on developments within the project to consider alternative premises for the Society.

It was agreed

- **In order to advance the work AB is given authority to commission valuation advice from such RICS agents as he thinks appropriate**
- **Solicitors will also need to be instructed; AN would be content for that to be done by James Hodsdon (who is already a member of the working group) but failing that AN is prepared to join the group to progress this element of the project.**

6. Membership and Events

The arrangements for the Summer Party on Sunday 24 August were discussed for action by RdeC.

AB is keen to promote an event for potential corporate members/supporters and discussed an idea for a themed event supported by Edge design and architect consultancy.

Ideas for organised visits and walks, for example to places not normally open to the public, were discussed and generally supported.

The previously circulated plan for the Societies own contribution to Heritage Open Day was **agreed**.

7. Branding

AB suggested that the Society needs to clearly articulate its purpose alongside brightening up the website to present a more distinctive and confident corporate style.

He felt that it might be helpful to build on the previous 'strategy' workshop by holding a second event with our new Executive Board and possibly also including the leads from the second-tier groups identified in discussion under Item 3. Such a meeting might usefully involve Edge consultancy.

After discussion it was agreed to hold a further strategy workshop sometime shortly after 9 October 2019

8. AOB

- AC had prepared but not circulated management accounts – so rather than discuss these in detail AC will send a set to AN to circulate with the minutes of the meeting.
- RdeC reported that we currently have 285 members with 7 corporate members. However, 19 members have not yet paid their subscriptions for the current year.
- It was reported that FC will be stepping down from editorship of the newsletter after publication of the December 2019 edition. Her superb contribution to the work of the Society through her editorial role was acknowledged. There was a brief discussion on a possible successor.
- AN will, at or before the next meeting, propose dates for meetings in 2020. All present are content to meet at 5 pm on Mondays – though it was suggested that

whilst broadly following the pattern of meetings for 2019 there should be an additional meeting close to the AGM in March.

9. Next meeting

16 September 2019 at 5.00 p.m., Parmoor House.

Other 2019 meeting dates are as follows (all at 5.00 p.m. unless otherwise stated):

Executive committee

Next meeting: 18 November 2019

AN 17/7/19
