



Cheltenham Civic Society CIO: Executive Committee

Minutes of Meeting held 5.00 pm Monday 18 November 2019 at Parmoor House

Register:

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

Also in attendance:

Mike Duckering (MD) (up to and including item 4)

1. Apologies

None

2. Minutes of CIO ExCom meeting of 16 September 2019

Approved

3. Matters arising:

- a. PayPal The resolution is carried forward to next time, namely **AC will organise a SIM card for use on a pay-as-you-go basis for the Smartphone.**
- b. Microsoft SharePoint. There was a brief discussion prompted by CA on which of the e-tools made available free-of-charge to CCS by Microsoft (as part of its charity concession) might be most useful. In order that she can take the issue forward it was agreed that **AN will pass over administration of the Microsoft account to CA.** However, it was also felt that it would be helpful to migrate our email system to Microsoft and AN's previous experience of setting up the account should enable him to do this efficiently – **AN to arrange the migration of the email system, as agreed, subject to MD first informing Ian Grieves of Radius Web Design what is planned. New logons will then be provided to Trustees and an extended group of people who lead workstreams within CCS.**
- c. Insurances Current insurance cover expires on 5 December and AC has obtained a quotation for continuation of cover.
AC was given authority to arrange next year's insurance cover on terms that he considered appropriate, seeking to negotiate a loyalty discount with our current insurer if possible.
(In the course of discussion CA's non-pecuniary interest as an employee of an insurance company was declared and noted).
- d. Trustees Annual Return. AN confirmed that the Return had been filed by the due date thanks to help from Lloyd Surgenor; Trustees confirmed their gratitude to Lloyd and a small gift will be provided in recognition. Similarly Trustees recognised the contribution of David Martin who has assisted with treasury duties for many years. **AN to arrange the gift for Lloyd and AB to send letters of thanks to Lloyd and to David.**

4. New website project

MD provided an update and the following points were discussed:

- We are working to a budget of £4,500 incl. VAT
- Contractors are MA Design who have also been asked to refresh the CCS logo.
- Completion date likely to be into the new year.
- Website hosting will be with a local company, Fast Hosts, and CCS will need to set up an account with that company.
- Managing content for the new website will be a key issue and MD indicated that he will step down from the content editor role at the AGM; it was agreed that **AB should approach Steve Bryson about finding someone to replace MD.**
- FC, prompted by the web content discussion, asked for 200 words for the website on the recent Jeremy Williamson presentation; **AB and will provide a report of the presentation.**

5. CORD meetings

The CORD minutes from 15 October had been circulated for comment.

It was pointed out that of the 8 people present at this Executive Committee meeting 7 had also been present (out of 9 attendees) at the CORD meeting – was there unnecessary duplication? In discussion a number of options were canvassed as to meeting structure and frequency. **It was eventually agreed that AB will write to stand down CORD as a separate meeting for the time being, and invite Hugh Curran, Steve Bryson, Rob Rimell (recognising his previous reluctance) and Jenny Ogle (as CCS representative on the Public Art Panel), plus others, to attend the Executive Committee meetings as and when they have an interest in any item on the agenda.**

6. Charity Strategy 'Away-day'

Given clashes of availability, the previously suggested away-day did not happen but it was still felt to be beneficial and will take place in early 2020 with a wide list of invitees who might be interested in getting more involved in the work of CCS.

7. Parmoor House

An update was provided and a discussion took place about progress on the project. The Executive Committee reaffirmed its decision to entrust ongoing management of the project to the working group including AB, AC, PS plus James Hodsdon.

8. Events

- Tickets are going reasonably well for the Paterson Memorial Lecture due to be held on 11 December 2019, but **AB will send a further reminder email to CCS members.** Possible hospitality for the speaker was discussed in line with the adopted policy.
- There are 4 speaker events arranged so far for 2020 which will be publicised through the website and via email. If it were desired to send out a programme with the December newsletter (as has been usual) the **absolute latest deadline for the text to be forwarded to FC is 25 November.**
- AB shared his ideas for the format of the March 2020 AGM. **AN was asked to invite the Mayor to the AGM.**

9. AOB

- The notes from a HODS meeting held on 10 October were discussed. There was a feeling that the effort in Cheltenham might be focussed on a single weekend accompanied by much improved marketing. A small group will continue to work to plan HODS 2020.
- CA raised a news item about two of Cheltenham's churches, St Mark's and St Luke's, which have been identified as heritage buildings at risk; she suggested that CCS might offer support to addressing any problem issues. **AB will follow up with diocesan officials.**
- AC updated the meeting briefly on CCS financial status (without the PayPal balance which is still to be added in). He is working with the accountants on the budget for next financial year.

- Some ideas on member recruitment were considered, perhaps using local estate agents to distribute promotion material or having a recruitment table at various local events or even doing promotion work in central Cheltenham.

10. Next meeting

27 January at 5.00 p.m., Parmoor House.

Other 2020 meeting dates are as follows (all at 5.00 p.m.)

- **Monday 2 March**
- **Monday 11 May**
- **Monday 13 July**
- **Monday 14 September**
- **Monday 16 November**

AN 19/11/19
