



## Cheltenham Civic Society CIO: Executive Committee

Minutes of Meeting held 5.00 pm Monday 16 September 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)

1. **Apologies:** Peter Sayers (PS)

2. **Minutes of CIO ExCom meeting 15 July 2019: Approved**

3. **Matters arising:**

- a. PayPal Cardreader. AN provided a demonstration on the use of the Cardreader and the associated Smartphone. It was agreed that **AC will organise a SIM card for use on a pay-as-you-go basis for the Smartphone.**
- b. Sharepoint filing system. Not many Trustees have yet tried the facility. AN explained that our free Microsoft 360 account provides access to a wide range of Apps., but that he didn't have the knowledge or the time to work out how we might best use these opportunities. **It was agreed that a wider group of volunteers who are involved with the Society should have access to documents on the site (AN to arrange).** Should confidentiality be required then either documents could be held back from filing on the site or a closed group can be set up specifically.
- c. Insurances CA had prepared a helpful summary of the Insurances the Society currently holds. As renewal is due mid-November it was felt appropriate to review the current coverage and adjust if necessary. There was a discussion with views expressed on some aspects of insurance cover. **AC (with advice and support from CA) will lead on arranging next year's insurance cover adjusted from the current cover as felt necessary.**
- d. Newsletter editorship. AB has identified a volunteer who was willing to take over from FC after she completes the December edition and in the meantime work with her to familiarise himself with the process. His name is Steve Bryson. **AB will put Steve in touch with FC.**
- e. Co-ordination Group Meeting. The first meeting has been held and action notes circulated. Groups are felt to understand the expectations placed on each of them and all have ToRs. Street Pride (now renamed 'Successful Streets') is still bedding down after a change of Chair. The next meeting of the co-ordinating group will be in mid-October.

#### 4. Charity Strategy

AB explained that (as discussed last time) he feels that it is important to have another planning day to refine the strategy and create greater clarity about how we should operate, this time involving the Chairs of groups in the wider structure plus people like Mike Duckering and Steve Bryson (as our new Newsletter editor). Possible venues and likely content were discussed.

**AB will firm up details and circulate an availability grid for an event in late October.**

#### 5. Parmoor House

The Chair updated the meeting but little progress has been made in relation to the project since the last meeting.

#### 6. Events

- Review of the August 2019 Summer Party  
35 members attended and the cost worked out at about £21 per head. This was felt to be a little more expensive than it needed to be and ways of making savings were discussed. There was also a view that the format might need updating if such parties continue to be a feature of our calendar.
- Review of the first weekend during which Parmoor House has been open for HODs and implications for next weekend  
There were 15 visitors on each day though one person did sign-up as a new member. The displays were well received by those who visited them. Some additional marketing is proposed and there is a talk taking place at Parmoor House so numbers should improve for this coming weekend. FC provided some thoughts on improving advance publicity should Parmoor House open for HODs next year but the idea of co-locating CCS displays with another venue next year was also floated.
- The 2020 programme.  
AB expressed the view that there should be a shift towards more socialising opportunities alongside talks and walks. The Vice-chair's co-ordinating group will consider options and put some ideas and dates forward by the end of October. However, as regards Civic Awards the meeting recognised that, of late, they have taken place every other year and not annually. Provided CBC (as funder and co-sponsor) do not insist on holding Civic Awards in April 2020 this would suggest that the next event will take place in April 2021. **AB will speak to Tracey Crews to check that CBC are content with this.** AB requested that AN check the dates offered to avoid unhelpful clashes – but FC indicated that the text for the final programme would need to be with her by 6 November if it is to be printed in time for inclusion in the December newsletter.

#### 7. Trustees Annual Return

The Trustees Annual Report circulated with the agenda was approved.

In relation to the Independent Examiner's report, Lloyd Surgenor is attempting to organise this but he does not have the papers on which the accounts for 2018 are based. AC confirmed that he does not have them either. Some boxes in the office might contain the necessary documents and AN agreed to keep in touch with Lloyd to try and ensure that the required documents are identified and made available. (It turned out that the papers in the office relate to 2017 and not 2018).

#### 8. Suggested dates for meetings of the Executive Committee for 2020

The suggested dates as set out below were approved.

## 9. AOB

- There was a brief discussion on a question as to whether the Society was prepared to cover the cost of a replacement plaque on the William IV statue given that the current plaque has an inscription said to be inaccurate. Trustees did not feel that Society funds should be used in this way.
- Trustees felt that the Society should support the Planning Forum's view that the Hepworth Sculpture on Cheltenham House should remain where it is and not be removed for sale by the owners. **AB will draft an appropriate letter.**
- A web design company is to be employed to improve the existing website which has had a number of problems.
- Trustees agreed to support strongly CBC in its Expression of Interest to the Horizon Heritage Fund. It was suggested that both Planning Forum and Successful Streets will have a stake and possibly involvement in any bid. As these groups (amongst others) are co-ordinated by the Vice-chair's group it is hoped that PS as Vice-chair will agree to be the lead. **AN to contact PS to confirm his acceptance of this role.**
- RdeC requested access to financial details in order that he can cross check membership payment details against his list. **AC to arrange.**

## 2. Next meeting

**18 November 2019 at 5.00 p.m., Parmoor House.**

2020 meeting dates are as follows (all at 5.00 p.m. unless otherwise stated):

### **AGM**

**Wednesday 18 March 2020 at 7.30 p.m.**

### **Executive committee**

- **Monday 27 Jan**
- **Monday 2 March**
- **Monday 11 May**
- **Monday 13 July**
- **Monday 14 September**
- **Monday 16 November**

AN 18/9/19

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