

## CHELTENHAM CIVIC SOCIETY EXECUTIVE COMMITTEE MEETING ON 10 OCTOBER 2022

### RECORD OF DECISIONS

**Present** Andrew Booton (AB-Chair), Peter Sayers (PS -Vice Chair), Mike Richardson (MR-Secretary), Claire Attenborough (CA – Treasurer) Steve Bryson (SB) Hugh Curran (HC), Tess Beck (TB), Sarah Harvey (SH)

**Apologies for absence** Mike Rigby (MR)

**Next Meeting** 5 p.m. on Monday 14th November 2022

**Declarations of Interest** No declarations were made.

<b>Item</b>	<b>Issue</b>	<b>Key Points</b>	<b>Decisions and Actions</b>
<b>1. Introduction</b>	Funding for Street Furniture	CBC have done a town wide street furniture audit. Nick and Angela Symondson have documents and templates for fund raising. CCS need to help CBC devise a policy for street furniture. Must be town wide.	HC/AB to prepare a wish list.  HC to liaise with Karen Watson via Darren Knight.
<b>2. Record of Decisions</b>	August	All items are covered in the agenda	
<b>3. Updates</b>	3.1. Parmoor	Edge Design will provide further proposals this week. Forecourt plans still to be agreed. Internal rather than external wall insulation is more cost effective. No air conditioning. Sash windows allow ventilation.	Proposals to be for separate stages to enable budgeting and project management. AB

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	3.2. Finance	<p>Continue to hold running costs finance in COIF. Spread other funds to 5 x £100,000 notice savings (not investment) accounts. Check constraints on business vs personal accounts (e.g. £85k bank failure?) Work schedule will inform payment schedule.</p> <p>Gift Aid registration -check what trustee details are required.</p> <p>Fundraising pack to include governance docs and a compelling story of who we are. Relate to building for community use.</p> <p>VAT on building. Advice to be sought from Crowe as a corporate member – need contact name.</p> <p>Gas meter removal. Distributor Wales and West – contact by EDF or by us?</p> <p>No Smart Meter. Avoid being tied to a company.</p> <p>The Trustees' Annual Report (TAR) for 2021 has been submitted to the Charities Commission.</p>	<p>CA to confirm options, share by Email and then take action. Identity documents required for opening accounts AB/PS/CA/SB</p> <p>CA</p> <p>CA/PS</p> <p>HC/CA</p> <p>CA</p> <p>CA</p> <p>MR</p>
<b>4. Updates</b>			
4.1 Campaigns	Cheltenham Heritage Strategy	A meeting was arranged between various amenity groups including CCS to set up a cross-group working party to draft a Heritage Strategy. A draft Culture Strategy has been circulated for comment, which is supposed to cover heritage but does so inadequately. Proposal letter to go to CBC to explain proposals. Methodology by Christmas.	AB
	The Minster Quarter	1100 29 November - Official launch of Heritage Watch with talk by Gloucestershire Police at St Mary's.	SH

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4.2 Comms	Security	Loginizer installed. Website up to date. Material downloaded from website and saved. £15 for a 100gig back up and open up Google documents to 5 Trustees. Improving access Making a Difference will be issued this week.	SB
4.3 Events	15 Landsdown Parade  Corporate Members  CCS Members	Conversion of flats to single building. Tour on 7 November. Groups of 20 Invite on Website events page. Other dates will be arranged if necessary.  Research to identify preference for corporate members' meetings.  Open House meeting with Architects when Parmoor plans are agreed.	SH/HC  HC/SH  Spring 2023
4.4 HODs	Outcomes	3,000 people total for all events, about half come from outside Cheltenham. Best year for some venues. Minster received over 1,000 visitors. 2 other groups want to take part in 2023. Talks And Walks people will do events but need more help.  2023 theme: "Arts and Creativity" 8-17 September 2023.  How do we encourage HOD visitors to join CCS? HODs nationally do not allow advertising. People come because events are free.	Summary to Civic Voice, Our Town and website. SH  SH contacting CBC to secure funding  Use ad in guide - HC/SH
4.5 Planning Forum	Cambray Riverside  Comments on an application	CBC Planning Office seeking more information on height of wall to balance flooding.  Complainant asked PF to look at an application but did not agree with their comments. PF has independent judgement. Need for a short statement to cover our views.	Planning Forum  AB/SB to meet individual.

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4.6 Membership	Correction  Membership systems  CCS Patron  County / Members Supporters	Cape Homes and John Ryde not yet joined. 13 Corporate Members currently.  HC has audited unpaid subscriptions – need for examples of good membership management apps. Civic Voice, Twitter? Suggest Civic Voice start a forum on their website for members' issues and questions.  A title for the Lord Lieutenant? Fund raising advantage. Annual talk to members.  Members don't have to be Cheltenham residents. HOD visitors, readers of Our Town could increase membership. Students unaware of no membership fee.	HC  HC email AB  Address at Away Day - PS  Away Day - PS
4.7 Successful Streets Group	Current Campaigns	Issues and priorities to be categorised and linked to Town Centre Vision.	Strengthen SSG with monthly meeting and work plan to pursue the campaigns - HC/AB
<b>5. Financial Probity</b>	Compliance	Charity Commission advice on Corporate Governance has been circulated to Trustees.	Incorporate into governance/fundraising pack – PS
<b>6. Fund raising</b>	Fundraising Group	Various fundraising opportunities being investigated but need oversight, coherence and unification.	Form fundraising team. Email specific support requests to members - PS  Create 'corporate' style on all fundraising papers - SB
<b>7. Away Day</b>	Purpose	Strategic review of our work and interests. How we interact with stakeholders.	10am-3 pm 28 November in Parmoor. PS to circulate papers.
<b>8. Meeting with CBC on 19 October</b>	Issues	CBC has invited Trustees to meeting about CBC's draft Corporate Plan.	Trustees to attend meeting. CBC to send Agenda - AB

**Date of Next Meeting**                      **Monday 14<sup>th</sup> November 2022 at 5 p.m.**

Dates (all are Mondays) of future meetings of the Executive Committee during 2022 are 14<sup>th</sup> November and 12<sup>th</sup> December. There will be an Away Day for the Committee members on Monday 28<sup>th</sup> November