

## NOTICE OF ANNUAL GENERAL MEETING

Registered Charity no. 1166580

Notice is hereby given that the Annual General Meeting (AGM) of Cheltenham Civic Society CIO will be held on 26 April 2023 at **7.30pm** in Matcham's, The Everyman Theatre, 10 Regent Street, Cheltenham GL50 1HQ.

### AGENDA

- 1. Apologies for absence (to be taken as read).**
- 2. Minutes of the AGM held on 6<sup>th</sup> April 2022 (attached and available on the CCS website).**
- 3. Election of Trustees.**

The Society's Trustees are:

Andrew Booton, Claire Attenborough, Tess Beck, Steve Bryson, Hugh Curran, Sarah Harvey and Peter Sayers. Tess Beck and Mike Richardson will be standing down.

The following Trustees will retire by rotation at this meeting and will be standing for re-election:

Andrew Booton  
Claire Attenborough

There will be four continuing Trustees. As the Society may have up to 12 trustees, up to 5 vacancies may be filled at this meeting.

The following people are standing for election as Trustees:

Phillipa Jones  
Ryan Farrell

*NB: Further nominations can be accepted up to and during the discussion of this item at the AGM. A nomination form (including nominations for the three officer roles) is enclosed with this material. Nominations can be accepted orally at the AGM with confirmation of a proposer and seconder and the agreement of the nominee to serve (with contact details provided if appointed).*

**4. Appointment of the Chair, Hon Secretary, and Hon Treasurer.**

The following have been duly nominated to the offices of the Society:

Chair                    Andrew Booton  
Hon Secretary    Phillipa Jones  
Hon Treasurer    Claire Attenborough

- 5. To receive and approve the annual statement of accounts of the CIO for the year ended 31 December 2022 (attached and available on the CCS website).**
- 6. To receive the Chair's annual report on behalf of the Trustees (attached and available on the CCS website).**
- 7. To note the Trustee's decision to introduce a non-voting class of membership that will provide affiliate status to other organisations in Cheltenham to work with us on areas of mutual interest.**
- 8. To propose a change to the Society's constitution to clarify and standardise the maximum number of 3-year terms that Trustees can serve (see the motion overleaf).**

Mike Richardson  
Hon Secretary

6 April 2023

**NOTES:**

1. Confirmation of your intention to attend the AGM will be appreciated. Please email [secretary@cheltcivicsoc.org](mailto:secretary@cheltcivicsoc.org)
2. Please confirm your apologies for absence by email to [secretary@cheltcivicsoc.org](mailto:secretary@cheltcivicsoc.org)
3. Voting at the AGM is restricted to paid-up members.

## MOTION TO AMEND THE CONSTITUTION

To amend Clause 16 of the Civic Society's constitution in order to clarify the rules about the maximum number of terms that a Trustee or Officer can serve. Currently, Trustees can serve for up to two 3-year terms, but the Officers (Chair, Hon Secretary and Hon Treasurer) can serve for up to three 3-year terms. We wish to set a maximum of three 3-year terms for all Trustees/Officers.

### EXISTING CLAUSE

#### **16. Reappointment of charity trustees/officers**

- (1) Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment. subject to the following provisions of this clause.
- (2) A charity trustee who has served for two consecutive terms of three years may not be reappointed for a third consecutive term.
- (3) A charity trustee who is also the Chairman, Honorary Secretary or Honorary Treasurer may be appointed for a consecutive term of three years but may not be reappointed for a fourth three year consecutive term.
- (4) Any person who has ceased to be a charity trustee for a period of not less than one year shall be eligible for reappointment for a maximum of one further term of three years.
- (5) The Chairman, Honorary Secretary and Honorary Treasurer shall be appointed by the members at the Annual General Meeting.

### PROPOSED AMENDMENTS (highlighted in red)

#### **16. Reappointment of charity trustees/officers**

- (1) Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment, subject to the following provisions of this clause.
- (2) A charity trustee who has served for **three** consecutive terms of three years may not be reappointed for a **fourth** consecutive term.
- (3) **[To be deleted]**
- (3) Any person who has ceased to be a charity trustee for a period of not less than one year shall be eligible for reappointment for a maximum of one further term of three years.
- (4) The Chairman, Honorary Secretary and Honorary Treasurer shall be appointed by the members at the Annual General Meeting.

Proposed by Andrew Booton

Seconded by Steve Bryson

## ANNUAL GENERAL MEETING : MINUTES

Registered Charity no. 1166580

Minutes of the Fifth Annual General Meeting of the Cheltenham Civic Society CIO held on Wednesday 6<sup>th</sup> April at 7.30pm at Harwood Hall, Christ Church, Cheltenham

### Members present:

Andrew Booton, Steve Bryson, Hugh Curran, Paul Davies, Richard de Carteret, Hilda de Carteret, Paul Davies, John Eaden, Peter Eyres, David Gibbons, Rosemary Harvey, Ian Hatton, Julie Hodsdon, Chris Jenkins, Sue Jenkins, Susie Pannikar, Elizabeth Parker-Jervis, Mike Richardson, Rob Rimmell, Peter Sayers, John White, Janet White, Robert Williams, Geraldine Williams.

#### 1. Apologies for absence

Apologies were received from Claire Attenborough, Tess Beck, Fiona and Tom Clark, Robert and Jo Dean and Mary Moxham

#### 2. Minutes of the AGM held on Wednesday 17<sup>th</sup> March 2021

The minutes were agreed and signed by the Chair.

#### 3. Trustee elections

The following Trustees who retired by rotation and stood for re-election were

Andrew Booton proposed by Hugh Curran, seconded by Rob Rimmell  
Claire Attenborough proposed by Rob Rimmell, seconded by Peter Sayers  
Peter Sayers proposed by Sue Jenkins, seconded by Julie Hodsdon  
and re-elected for a period of three years.

#### 4. Appointment of the Chair, Hon Secretary and Hon Treasurer

The following were duly elected to the offices of the Society

Chair	Andrew Booton
Hon Secretary	Mike Richardson
Hon Treasurer	Claire Attenborough

#### 5. To receive and approve the annual statement of accounts of the CIO for the year ended 31<sup>st</sup> December 2021.

In the absence of the Hon Treasurer, the Chair presented the summary accounts. There was a significant decrease in income due to the lack of room hire and the flat being vacated in August to enable to the planned sale of

Parmoor House. The 2020 accounts had benefitted from Ida Phillips' legacy and a Covid support payment made by the Borough Council. Property expenses increased by 50% mostly due to the cost of utilities. Grants were given to the Rotary Centenary Appeal for three trees to be planted, one for each of our legacies and one for the Society, and we made a donation to the organ fund at All Saints Church.

## **6. Chair's Annual Report**

In addition to the attached report, the Chairman put on record our tribute to James Hodsdon, who died recently. He was one of life's net contributors with vision, humour and integrity.

## **7. Correction of Clause 22/3/b/iii of the Society's Constitution**

The resolution was passed unanimously.

The formal business having been concluded, the meeting closed at 8.00pm

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It was followed by an open forum which discussed a number of items, including:

- Parmoor House was sold on 5<sup>th</sup> April. We hope to complete the purchase of Westminster House, a Regency building in the town centre by the end of April.
- The state of the town centre, our town centre manifesto and our proposals for the town centre's rejuvenation.
- Our proposals to preserve the Lansdown Industrial Estate.

The meeting concluded at 8.55pm.

## NOMINATION FORM

For Trustee or Office Holder

**For the Annual General Meeting on 26<sup>th</sup> April 2023**

**Name of Member being proposed:**

**Address:**

**Telephone:**

**Email:**

**is hereby nominated to serve as:** Trustee  
(i.e. Chair, Hon Secretary, Hon Treasurer, Trustee)

**Proposer:** .....

**Seconder:** .....

Has the nominated person agreed to this appointment? **YES/NO**

**Date:**

**Please include a short resume of the individual's background and interest in taking on the role for which they are being nominated:**

Nominations should be sent to the Chair – [chair@cheltcivicsoc.org](mailto:chair@cheltcivicsoc.org)  
Nominations can also be presented orally at the meeting.