

## CHELTENHAM CIVIC SOCIETY TRUSTEES' MEETING ON 18<sup>th</sup> September 2023 at Parmoor

### RECORD OF DECISIONS

**Present:** Andrew Booton (AB - Chair), Steve Bryson (SB) Hugh Curran (HC), Sarah Harvey (SH), Peter Sayers (PS - minutes)

**Apologies for Absence:** Ryan Farrell (RF), Phillipa Jones (PJ).

**Next Meeting** 5 p.m. on Monday 16 October 2023

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

Item	Issue	Key Points	Decisions and Actions
<b>1.Introduction</b>		AB noted Pippa Jones recent email. All expressed warm wishes to her. As a consequence, a new Honorary Secretary is required. Additionally, a Membership Secretary and an Event Organiser.  Discussion on how to encourage more volunteers.	HC will send an email to members plus a targeted email to those who attended the SSG/BID clean up event.  HC and AB to discuss how best to contact corporate members for volunteers.
<b>2. Record of Decisions</b>		All matters are covered in this record.	

<b>3. Matters Arising</b>	Finance	CA submitted current financial statement up to 17 September 2023. Trustees noted high newsletter/print cost for August 2023 includes HOD material.  £400K will be transferred to investment account but needs to be done in stages. £250K in branch and £25K per day can be deposited.	CA will arrange plus PS or AB to attend.
	Annual Report	Annual report submission to the Charity Commission now requires an invitation to submit but CCS invite not yet received.	AB to pursue.
	Town Centre	Helen Mole of CBC has been tasked with preparing a town centre plan on empty shops. CCS will be invited as consultees.	SB will collate all the Our Town plans from past editions into a pamphlet as an aid to councillors and others.
	Parmoor	CA will be meeting with fire engineer on 21 <sup>st</sup> September to specify the systems.	CA to obtain quote for first floor intruder alarm.
	Planning	SB liaising with Richer Sounds for AV quote.  AB expressed concern over delays to planning and listed building consent. Now on second time extension and still discussing merits of exposing cut back chimney breasts.	SB to pursue  AB to contact Mike Holmes (CBC A/ Head of Planning) to see if application can be progressed.
	Promenade	Trustees noted installation of bollards at north end of pedestrianised area and expected repairs to stone paving but further plans unclear.	HC to talk to Tim Harman to confirm GCC's further intentions.
	Meeting Locations	Parmoor is likely to be unavailable for meetings from October, however there is the potential to use the bowling club for up to four meetings a month (HODs, SSG, Planning, Trustees).	SH to contact Bowling Club. AB to confirm Planning Forum and Trustees dates to SH.
<b>4. Updates</b>			

<b>Campaigns</b>	SSG  Quarter Party (Friends of Minster Gardens)	Next meeting will be 27 <sup>th</sup> September 2023  Dave Winter has taken on Acting Chair. Awaiting first formal meeting. Trustees agreed CCS will support the group. Minster Group will operate under the aegis of CCS. CCS will have power of scrutiny of any plans and formal arrangements. Risk assessments will be submitted to CCS for any events with volunteers. Liability insurance will be thus covered by CCS. Initial funds of £250 from CCS can be drawn down via Treasurer.	AB to confirm arrangements with Dave Winter.
<b>Civic Awards</b>		AB will attend Planning Forum.	AB to encourage Planning Forum to progress asap.
<b>Membership</b>		HC submitted membership report. Individual members now at 379. Noted new student member.	
<b>Comms</b>		The town centre plans to be collated from past issues of Our Town – see item 3 above.  The previous Zen internet account will be closed and all domain names held there, transferred. CA asked if the next MAD edition could be focussed on volunteers ‘Making a Difference’?	SB to create masterplan pamphlet.  SB to move domain names and close account.  SB to consider for next edition.
<b>HODs</b>		SH reported that this year’s HODs attracted the most visitors ever. SH noted some trying to book up to eight tickets at last minute. Need some method to discourage this. Trustees thanked SH and her team for the huge effort made and the success of the project.  Trustees queried if the link between HODs and CCS could be stronger.	SH to provide full report with data once received and collated.  SB/SH to explore PR opportunities to strengthen link between CCS and HODs.

<p><b>5. Fund raising</b></p>		<p>Outreach is an important element for fundraising.</p> <p>PS raised issue of payments to professional fundraiser. Trustees agreed £5K in first instance, acknowledging that further expenditure is likely to be required. Trustees discussed the risks but expenditure will be subject to regular reports from the fundraising group.</p> <p>Learning from popular HODs events, fundraising ideas, train rides, a street art tour and a postcode lottery considered.</p>	<p>SH to contact David Elder for ideas on CCS outreach.</p> <p>Trustees agreed initial expenditure - PS.</p> <p>PS</p>
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<p><b>6. AOB</b></p>		<p>CA asked that if any member pays in a donation that Treasurer needs to be informed for audit purposes.</p> <p>SH asked if the War Crosses booklets can be recovered from the storage container. SB noted that the project was seeking funding.</p> <p>HC has prepared letter to send out to groups in the town to be invited to become Affiliate Members of the CCS.</p> <p>CA reported had submitted details to HMRC for Gift Aid registration.</p> <p>The following dates of meetings for 2024 had been circulated to Trustees and shared with Planning Forum to deconflict. Locations TBC due to Parmoor works but all expected to be at 5pm.</p> <p>Mon 15 Jan 24  Mon 12 Feb  Mon 11 Mar  Mon 15 Apr  Mon 13 May  Mon 17 Jun  Mon 15 Jul  Mon 19 Aug  Mon 16 Sep  Mon 14 Oct  Mon 11 Nov  Mon 16 Dec</p>	<p>All</p> <p>CA will try and locate these.</p> <p>HC awaiting list of all registered groups.</p> <p>AB</p>
<p><b>7. DONM</b></p>		<p>5 p.m. on Monday 16 October 2023</p>	<p>All</p>