

**CHELTENHAM CIVIC SOCIETY TRUSTEES' MEETING
12 November 2024**

RECORD OF DECISIONS

Present: Andrew Booton (Chair), Claire Attenborough, Steve Bryson, Hugh Curran, Dave Shelmerdine

Apologies for Absence: Sarah Harvey

Declarations of Interest No declarations of interest were made.

Item	Key Points	Decisions and Actions
1. Introduction	–	All
2. Record of Decisions	RoDs of previous meeting were agreed.	
3. Matters Arising	All items are covered below.	
4. Updates		
4.1 Parmoor	<ul style="list-style-type: none"> a) Trustees noted the high level of expenditure on Parmoor professional fees. b) All works are on hold until the adjacent property (No. 27) has been scaffolded and stabilised (possibly a few weeks time). c) Although the reasons for the failure of No. 27 is not yet known, structural engineers are satisfied that No.26 is not similarly affected. d) Edge are currently preparing costings for the Phase 2 works i.e. the two basement flats and the remaining outstanding re-build work. e) This will enable the necessary mortgage application to CAF Bank. f) Phase 2 work will require a new form of contract. 	<p>AB to organise utility readings.</p> <p>AB to check with insurers the extent of possible loss claims on the owners of No.27.</p> <p>AB is discussing the nature of finishing-out works with David (QS), aiming at around £1500 psm.</p> <p>AB to chase Edge as to whether Tamworth are still qualified for their role, under the latest regulations.</p>
4.2 Cavendish House	No further news yet from CBC or Canada Life.	AB to monitor developments.

Item	Key Points	Decisions and Actions
4.3 Town Centre Forum	<ul style="list-style-type: none"> a) AB/HC have meetings scheduled with CBC, GCC and BID to encourage their engagement. b) Local co-ordinated efforts to eliminate graffiti were discussed. 	AB/HC to attend meetings.
4.4 Highways	Further discussions are scheduled with GCC on Section 56 improvements.	AB/HC to attend.
4.5 HODs	<ul style="list-style-type: none"> a) This year's events were the most successful yet. b) Discussions with Gloucester Civic Trust were positive. 	SH to liaise further with Gloucester Civic Trust.
4.6 Battlefield Crosses	<ul style="list-style-type: none"> a) The Museum launch on 13 September proved highly successful. b) SB continues to work on the project, and its possible separate web-site. 	SB to progress.
4.7 Planning Forum	<ul style="list-style-type: none"> a) PF's future responses to planning applications will become more focussed and specific. b) It may also help to have separate "Planning Policy" and "Applications" sub-groups. c) AB/SB had submitted a response to the Echo, regarding the apparent profitability of 131 and its tents. d) A planning application for two alternative structures, to replace the 131 tents, has been submitted to CBC. 	AB will re-issue our previous detailed guidance to help in this.
4.8 Communications	<ul style="list-style-type: none"> a) Echo response (above) b) The CCS web-site is largely up-to-date, with some meeting minutes due. 	SB to update web-site.
4.9 Finances	<ul style="list-style-type: none"> a) Income and Expenditure figures for September and October were noted. b) It would be useful to review our framework for creditor payments. c) BPC are advising on the requirements for accruals accounting this year. d) Further possible leads (at BPC & Willans) for VAT and trading/ Charity advice. 	<p>CA/DS to meet to discuss issues.</p> <p>CA to follow up.</p> <p>CA to follow up.</p>

Item	Key Points	Decisions and Actions
4.10 Membership	<ul style="list-style-type: none"> a) HC had circulated a note of membership numbers. b) It was agreed that CCS needs to recruit new members, new helpers, and new Trustees, as soon as possible. c) The next issue of Our Town will include promotional material, and will encourage readers to sign up. Applications for Trustee-ship will also be included. d) As new members join, they will be politely asked about their reasons for joining; about their particular interests; and about any skills or input they might wish to offer in support of the Society. e) Particular skills would be welcome in the fields of architecture, QS, accountancy, events and property management. f) HC will identify and chase up any outstanding membership subscriptions. g) HC is approaching other Civic Societies about their software packages. 	<p>All</p> <p>SB to co-ordinate.</p> <p>HC to organise.</p> <p>HC to chase up.</p> <p>HC to follow up.</p>
5. AOB	HC is discussing next year's beneficial room hire rates with Rob at the New Club.	HC to discuss.
6. DONM	Tuesday 17 December 2024 at 5:30 pm at the New Club.	All