

TRUSTEES MEETING : MINUTES

Cheltenham Civic Society CIO : Registered Charity 1166580

Date: 10 February 2026
Present: Andrew Booton (Chair), Claire Attenborough, Steve Bryson, Hugh Curran, Sarah Harvey
Apologies for Absence:
Declarations of Interest: No declarations of interest were made.

Item	Key Points	Decisions and Actions
1. Introduction	Apologies from Claire received for the first part of this meeting.	
2. Record of Decisions	Minutes of the previous meeting were agreed.	
3. Matters Arising	All items are covered below.	
4. Updates		
4.1 SSG	A meeting with Joe (GCC) and Izaak (CBC) is in the diary for w/c 9th March. HC has emailed members and corporates requesting volunteers for specific tasks.	
4.2 Membership	We need to up our game in encouraging new members to become active. A meeting for new members will be held on 14th Feb @NC. We now have 1,600+ followers on Facebook. HC to look at Copper software for membership admin. Media database to be updated by SB.	HC SB

Item	Key Points	Decisions and Actions
4.3 HODs	<p>SH met Spiritualist Church person to discuss involvement in this year's HODs – it's their 100th anniversary next year.</p> <p>SH is to check payment of the CBC grant.</p> <p>Otherwise, it's all go for this year's festival.</p> <p>To note: SH is now working with BID on a number of things relevant to HODs.</p>	SH
4.4 Heritage Action Plan	<p>The Heritage Action Plan (strategy document) is being progressed with CBC. Images to illustrate the document are now needed.</p>	AB/SB
4.5 Communications	<p>Next edition of OT just going into production, but additional articles are needed.</p> <p>CavHouse: letter to CEO prepared by AB & SB.</p> <p>Unitary authority proposal requires a statement.</p>	<p>SB</p> <p>SB/AB</p>
4.6 Civic Voice	<p>More to report soon – watch this space!</p>	AB

Item	Key Points	Decisions and Actions
4.7 Parmoor	<p>AB met with the architect today. Agreed steel is just being installed. Stage 1 nearing completion.</p> <p>Stage 2 statements of work to be ready by end of February. Bids to be received by end of March. However, Potential builders are showing little appetite and LB may well be competitive. Decision to be made by mid April with a possible start in May.</p> <p>Recommendation (subject to quotes) could be for an intermediate contract with LB. That would save time by not having to separate contractors. All subject to mortgage of course. SB to send current application draft to all trustees. There is need to ensure that the repayment plan covers the bridging period up to receipt of lettings income. HC to prepare a draft spreadsheet covering the stages, Claim against owner of No. 27: CA and AB to summarise claimable costs in invoices and the consequential losses needed for our claim. CA also to seek legal claim advice.</p>	<p>SB</p> <p>HC</p> <p>CA/AB</p> <p>CA</p>
5. AOB	None	
6. DONM	5.30pm Tuesday 10th March at the New Club	