



CHELTENHAM CIVIC SOCIETY

Cheltenham Civic Society CIO: Executive Committee

Minutes of Meeting held 5.00 pm Monday 11 May 2020 held by Zoom

Register:

Trustees:

Claire Attenborough (CA)
Andrew Booton (AB) (Chair)
Steve Bryson (SB)
Richard de Carteret (RdeC)
Andrew Chard (AC) (Treasurer)
Sarah Harvey (SH)
Andrew North (AN) (Secretary)
Peter Sayers (PS) (Vice Chair)

Other attendees:

Hugh Curran (HC)
Rob Rimell (RR)
Nick Symondson (NS)

1. Apologies

No Apologies were received

2. Minutes of CIO ExCom meeting of 2 March 2020

The minutes were **approved**

3. Matters Arising:

It was confirmed that SB and SH had been registered as Trustees; the Chair welcomed them to the meeting in that capacity.

4. Governance - AGM

Options for holding an AGM for 2020 in the light of the current Covid-19 crisis were discussed.

AN advised that the Charity Commission appears to be taking a pragmatic view of a charity's administrative requirements given the circumstances and, **whilst he will check for any updated guidance**, he felt that the spirit of the constitution allowed the Trustees to validly approve the accounts and annual return if no AGM could be held.

Alternatively, we could plan for an AGM after the lockdown has ended or (it was suggested) hold the meeting virtually with a tool like Zoom (though this doesn't seem to be expressly permitted by the constitution).

After discussion it was **agreed** that:

- 1. the Society should not hold an AGM in 2020 as a physical event might put members at risk whilst achieving a quorate virtual meeting would be difficult to facilitate and wouldn't deal with the anticipated breach of constitutional requirements**
- 2. AN will write to the Charity Commission to notify it of this decision**

5. Society Treasurer

AC is content to transfer the treasurership to CA whenever Trustees felt the time was right. He recommended consideration of bringing in a representative from our accountants, BPC, to be a Trustee (even if not the Treasurer).

There was a discussion of practicalities that needed to be put in place for CA to take over as Treasurer but a formal date for handover was discussed.

It was agreed that CA will take over formally as Society Treasurer on 1 July 2020 and in anticipation she will be added as an additional signatory to the bank account

6. 2019 Accounts

The noted up draft accounts produced by BPC were discussed. Points made included:

- i. Consideration may be needed about showing in the 2019 accounts the PayPal funds then held in an account in the Society's name
- ii. Expenditure of the HLF grant may need to be separately shown to balance the grant figure shown under 'Income'
- iii. CBC income needs to be checked - the understanding is that a £2000 grant plus a contribution to the Civic Award scheme is received annually
- iv. The utilities bill remains seemingly excessively high
- v. The sundry income figure needs clarification
- vi. The designation of £5,037 in reserves as 'Restricted' needs explanation

7. Post lock-down and alternative activities

AB explained the difficulty in setting a programme for later in the year given current uncertainties but canvassed the possibility of holding the outdoor Summer Party after lock-down ends. Others thought this might cause concern if (as seems likely) the virus was still a risk. The conclusion was that given the virus risks and constraints of Parmoor House it was safer not to plan any attendance events in current circumstances.

Heritage Open Day may proceed as a virtual event.

HC felt it would be beneficial to use the time to organise volunteers to further the aims of the Society. However, AB reported that a recent newsletter invitation for members to get involved had generated a limited response.

A 'WhatsApp' group or on-line events were proposed to provide a channel of communication to members so they know what is going on and can get involved.

It was agreed to circulate by email any thoughts about how to get members of the society more involved during the current crisis

8. Next edition of 'Our Town'

Following on from the previous item **SB and HC agreed to write an article for the next edition presenting thoughts about members might get involved.**

SB reported that in addition several articles are planned. It was felt that a front-page piece on the effect of Covid-19 on the town would be appropriate and **AB offered to get contributors organised** to produce something that was upbeat and strategic and offers the Society as something more than merely a talking-shop.

After discussion it was felt that a longer edition of 12 rather than 8 pages might be appropriate – perhaps with an extra edition dealing with HODs (see later) amongst other topical subjects. AB advised that the additional cost involved was manageable.

9. Updates

a. Website project

The company the Society is using for the project is on lock-down and therefore work on website structure and coding is not progressing. However, SB is doing an enormous amount of work on preparing content and presenting a new branding.

SB agreed to share a branding pack with Trustees for consideration before using it in the forthcoming edition of 'Our Town'. Others present did caution against the inefficiency of developing the branding 'by committee'. **An extra meeting was proposed and agreed for around 10 days time.**

b. Heritage Open Day

SH mentioned that the national organisers of HODs are not intending to make decisions on this year until June. Clearly there is enthusiasm to do something and this may involve outdoor or selected events where social distancing is possible or virtual tours online. SB was keen to communicate what he could about HODs even if was in the form of a request to keep certain days free for (for example) digital presentations.

10. AOB

NS indicated his willingness to become a Trustee, his offer was enthusiastically accepted and **he was duly appointed with immediate effect.**

11. Next meeting

Special meeting (see 9a. above) for w/b 18 or 25 May 2020.

Next ordinary meeting is on 13 July 2020 at 5.00 p.m. probably by Zoom

Other 2020 meeting dates are set for 14 September and 16 November (at 5.00 p.m.)

AN 12/5/20
