



CHELTENHAM CIVIC SOCIETY

Cheltenham Civic Society CIO: Executive Committee

Minutes of Meeting held 3.00 pm Monday 27 January 2020 at New Club, Cheltenham

Register:

Claire Attenborough (CA)
Andrew Booton (AB) (Chair)
Richard de Carteret (RdeC)
Fiona Clarke (FC)
Andrew North (AN) (Secretary)
Peter Sayers (PS)

Also in attendance:

Steve Bryson, Hugh Curran, Neela Mann

1. Apologies

Andrew Chard (AC) (Treasurer)

2. Minutes of CIO ExCom meeting of 18 November 2019

Approved

3. Matters arising:

- a. PayPal. In AC's absence it the item was deferred
- b. Microsoft SharePoint. As the email system is now working adequately it was not now considered necessary to transfer it over to Microsoft. **AN will proceed to transfer management of the Microsoft account to CA.**
- c. Insurances. CA has not been involved since the last meeting, but AC has presumably by now renewed the insurance.
- d. Replacement Web Administrator. Mike Duckering is to step down and his responsibilities distributed, but much is dependant on the website project
- e. St Mark's and St Luke's 'at risk'. Discussions have taken place with action still to be decided

4. Charity Strategy Away-day

A separate action plan has been produced to pick up issues and actions arising from the awayday which immediately proceeded the Executive Committee meeting

5. Trustee Retirements and the forthcoming AGM

It was confirmed that FC, AC and RdeC will all be stepping down as Trustees at the AGM leaving only four continuing Trustees. **AB will therefore speak to a number of individuals who may be prepared to be appointed Trustee at the AGM and report back to the next meeting.**

The format for the AGM will be a short welcome from the Mayor of Cheltenham followed by the required formal business. Then there will be presentations on current activity, ideally with a series of presenters each leading the various initiatives.

6. AOB

- It was agreed that corporate subscription levels should remain at the current levels
- AN (as PayPal account administrator) will **arrange for the transfer of funds from the PayPal account to the CCS bank account leaving a float of around £50 in the PayPal account**

7. Next meeting

2 March 2020 at 5.00 p.m., Parmoor House.

Other 2020 meeting dates are as follows (all at 5.00 p.m.)

- **Monday 11 May**
- **Monday 13 July**
- **Monday 14 September**
- **Monday 16 November**

AN 2/2/20
