

**Chair: Edward Baines Vice Chair: Mark Shaw Secretary/Treasurer: Ron Simpson BEM**

**Minutes of the 13<sup>th</sup> Annual General Meeting of Uppingham First Held On August 18<sup>th</sup> 2022**

### Present

**Business Directors:** Edward Baines, Kath Gilbert, Ron Simpson BEM, James Torbell, Nick Townsend

**Community Director:** Mark Shaw

**Statutory Sector Directors:** Lucy Stephenson (Local Government), John Leslie (Health and Wellbeing)

**Guest Employer:** Philippa Wills

### 1. Apologies

David Ainslie BEM, Christine Edwards, Trevor Ellis, Janet Thompson BEM

### 2. Chair's Opening Remarks

Edward Baines welcomed everyone to this, the thirteenth AGM of Uppingham First, a company limited by guarantee. A special welcome was extended to guest Philippa Wills.

### 3. Declarations of Interest

The previously adopted and circulated UF Code of Conduct was acknowledged by all directors present. Directors' re-submitted declarations of interests in a range of community, business and statutory sector organisations were noted.

### 4. Minutes of 2021 AGM

These were agreed as a true record

### 5. Matters Arising

None

### 6. Board Elections

The Secretary confirmed that a democratic nomination process inviting all town centre businesses to nominate business directors to the Board had been undertaken. Retiring business directors this year (Trevor Ellis, James Torbell and Kath Gilbert) had been re-nominated. An additional nomination form had also been received.

**Resolved:** That Trevor Ellis, Kath Gilbert and James Torbell be re-elected to the board for a further three year term and that the new interested business proprietor be invited to the next meeting as a guest.

The Secretary further confirmed that the Uppingham Neighbourhood Forum AGM was to be held on August 25<sup>th</sup> 2022. The Forum's community director nomination would be forthcoming after the AGM.

### 7. Election of Chair, Vice Chair, Secretary/Treasurer

**Resolved:** That the following Officers be appointed for 2022/23

Chair - Edward Baines; Vice Chair – Mark Shaw; Secretary/Treasurer - Ron Simpson BEM

### 8. Appointment of Two Representatives to NPAG

**Resolved:** That the Edward Baines and Nick Townsend be appointed as the UF representatives to the Uppingham Neighbourhood Plan Advisory Group for 2022/2023 and that the Town Clerk be notified immediately.

### 9. Secretary/Treasurer's Annual Report

The Secretary/Treasurer presented a draft 2022 Annual Report for Uppingham First and its Forums. The report documented some of the activities of the partnership and its constituent forums in supporting the community and promoting Uppingham and Rutland around the UK.

**Resolved:** That the 2022 Annual Report be approved for publication, forwarded to the Chair of the UNF and circulated to social and economic partners and the wider community.

## **10. 2021 Annual Accounts**

**Resolved:** That the successful submission of the previously approved 2021 accounts to HMRC and Companies House be noted and volunteer accountant TA be thanked for all his work. A modest gift will be offered as a thank you for not charging a fee.

## **11. Auditor/Scrutineer**

The board was asked to again note that the company was exempt from external audit of its accounts under the small business regulations; the submitted accounts had therefore been prepared by the Treasurer with support from David Ainslie. Given, however, that public funds flowed through the company, it was agreed that some form of independent oversight of the accounts was a sensible safeguard and that an appropriate person be sought for the 2022/23 year.

## **12. Appointment of Scrutineer for the 2022 Accounts**

**Resolved:** That Nina Radford be invited to take up the role.

## **13. 2022 Budget Update**

Following a presentation by the Secretary/Treasurer with supporting paperwork revealing £26717 of Income and £23852 of expenditure to date with a current bank balance £14395 it was:-

**Resolved:** That the company's financial position be noted with satisfaction.

## **14. Matters Arising from the Annual Report and Work Programme**

- a) Station Road Project – ongoing
- b) Social Sundays – to be continued, noting cost of road closures and staffing implications
- c) 2022 Feast – Very successful and returned a small surplus
- d) Round Rutland Run 2022 – Registrations reduced from 2021 but will go ahead in September
- e) Stilton Cheese Run 2022 – Successful and earned a small surplus for charity
- f) Late night shopping event – Three groups interested in organising. Commercial offer for profit rejected and business and community sector volunteers invited to collaborate and organise for 2022.

## **15. Meeting Dates**

**Resolved:** a) That the 2023 AGM be held on August 17<sup>th</sup> at 6pm in Don Paddy's  
b) That the next meeting of the board be held on Thursday December 15<sup>th</sup> 2022 at 6pm in Don Paddy's

## **16. Any Other Business**

**Resolved:** That the partnership support a proposed Ukrainian benefit event in the town hall acting as financial and facilitating partner

Minutes prepared and circulated by Secretary Ron Simpson – August 19<sup>th</sup> 2022.

**Copies to: - social and economic partners; local and national government; media**

Unless otherwise requested please direct all correspondence to the Secretary at 7 Hawthorn Drive Uppingham Rutland LE15 9TA

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