

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

**Minutes of the 14<sup>th</sup> Annual General Meeting of Uppingham First Held On August 17<sup>th</sup> 2023**

### Present

**Business Directors:** Kath Gilbert (2025), Ron Simpson BEM (2024), James Torbell (2025), Nick Townsend (2023)

**Community Directors:** Mark Shaw (2024) and Janet Thompson BEM (2023)

**Statutory Sector Director:** John Leslie (Health and Wellbeing) (2024)

**New Director Nominees:** Trevor Colbourne and Damon Le Geyt

**Community Liaison:** Christine Edwards (Annual)

### 1. Apologies

Edward Baines (2023) and Lucy Stephenson (2023)

### 2. Chair's Opening Remarks

In the absence of the Chair, Mark Shaw welcomed everyone to this, the fourteenth AGM of Uppingham First, a company limited by guarantee.

### 3. Declarations of Interest

The previously adopted and circulated UF Code of Conduct was acknowledged by all directors present. Directors were reminded to either submit updated declarations of interests or confirm that there had been no change in the past year. The community, business and statutory sector organisation interests held by existing board members were noted. RS declared an interest in agenda/minute item 15a as Rotary Club President.

### 4. Minutes of 2022 AGM

These were agreed as a true record

### 5. Matters Arising

None

### 6. Board Elections

*Business Directors* - The Secretary confirmed that the usual democratic nomination process inviting all town centre businesses to nominate business directors to the board had been undertaken. Retiring business directors this year (Edward Baines and Nick Townsend) had been re-nominated. An additional nomination form in respect of Damon Le Geyt had also been received.

**Resolved:** That Edward Baines, Damon Le Geyt and Nick Townsend be elected/re-elected to the board for a three year term.

*Community Directors* - The Secretary further confirmed that the Uppingham Neighbourhood Forum Executive AGM was to be held on August 24<sup>th</sup> 2023. The Forum's community director nominations to the board would be formally confirmed at that meeting. The usual democratic nomination process inviting all UNF community groups to nominate community directors to the board had been undertaken. Retiring community director Janet Thompson BEM had been re-nominated. An additional nomination form in respect of Trevor Colbourne had also been received.

**Resolved:** That, subject to their endorsement by the UNF Executive Committee, Janet Thompson BEM be re-elected to the board for a further three year term and Trevor Colbourne be elected to the board for a two year term.

*Statutory Sector Directors* – These appointments are made by the board and appointees serve a three year term.

**Resolved:** That retiring director Lucy Stephenson (Local Government) be re-appointed to the board for a three year term. That former director and Chair of UCC Governors Geoff Thompson (Education) be reappointed to the board for a three year term having completed his term of office as High Sheriff of Rutland.

*Community Liaison Representative* – An annual appointment by the board.

**Resolved:** That Christine Edwards be reappointed to this role

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

**Resolved:**

- a) That the following officers be appointed for 2023/24:- Chair - Edward Baines; Vice Chair – Mark Shaw; Secretary/Treasurer - Ron Simpson BEM
- b) That with regard to forward planning and attracting the next generation of company officers, further consideration be given to the title of lead director roles: Director NT to scrutinise the updated articles for implications.

## **8. Appointment of Two Representatives to NPAG**

**Resolved:** That Mark Shaw and Nick Townsend be appointed as the UF representatives to the Uppingham Neighbourhood Plan Advisory Group for 2023/2024 and that the Town Clerk be notified immediately.

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

The Secretary/Treasurer presented a draft 2023 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. Noting the substantial level and increased range of activity, it was agreed that it would be in the public interest to ensure wide distribution of the report once adopted by the UNF Executive.

**Resolved:** That the 2023 Annual Report as amended in debate be approved for publication, forwarded to the Chair of the UNF for endorsement by the Forum Executive, and then circulated to social and economic partners and the wider community.

## **10. 2022 Annual Accounts**

**Resolved:** That the successful submission of the previously approved 2022 accounts to HMRC and Companies House be noted and volunteer accountant TA be thanked for all his work. Following discussion on the significant support give to the partnership by TA over the years, and a generous offer from new director DLG it was further:-

**Resolved:** That TA and his wife be invited to have dinner at the Beef and Reef restaurant as the guests of DLG and his Chef.

## **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 past director DA and his accountant son TA.

Given that public funds continued to flow through the company, it was agreed that some form of independent preparation and oversight of the accounts should continue. This was a sensible safeguard. Following feedback on a meeting with a local accountant introduced by director JL it was:-

**Resolved:** That the Treasurer seek three quotes for the provision of a suitable service for the 2023 accounts.

## **12. 2023 Budget Update and Work Programme**

Following a presentation by the Secretary/Treasurer with supporting paperwork revealing £24518 of Income and £23494 of expenditure to date with a current bank balance £17,787 it was:-

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

### **13. Uppingham Challenges and Opportunities**

At a time of huge opportunity for the partnership and Uppingham, discussion noted the forward looking programme of the company identified in the draft 2023 Annual Report, but also the economic and social challenges facing the town. It was hoped that the elected representative evening in September would help identify further areas for collaborative working in the areas of public health, the environment, transport, infrastructure and housing. A very busy 2024 is anticipated.

### **14. Meeting Dates**

Following consultation with the Chair it was:-

#### **Resolved:**

- a) That the 2024 UF AGM be held on Thursday August 22<sup>nd</sup> at 6pm in Don Paddy's
- b) That the 2024 UNF AGM be held on Thursday August 15<sup>th</sup> at 7.30pm in The Falcon Hotel
- c) That the 2024 UBF AGM be held on Thursday August 8<sup>th</sup> at 6pm in The Falcon Hotel
- d) That the next meeting of the UF Board be the open evening for elected representatives on Tuesday September 5<sup>th</sup> 2023 to be held in The Falcon Hotel
- e) That the next ordinary board meeting of UF be held on Tuesday December 5<sup>th</sup> 2023 in Don Paddy's

### **15. Any Other Business**

- a) Noting the RS declaration of interest, it was agreed that a £50 donation be made to the Eyebrook Walk fund in aid of LOROS and Rotary charities
- b) It was agreed that directors MS and JT be given sight only access to the partnership bank accounts

Minutes prepared and circulated by Secretary Ron Simpson – August 21<sup>st</sup> 2023.

**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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