

# UPPINGHAM FIRST

## Community Partnership

Chair: Mark Shaw Executive Director: Ron Simpson BEM

Uppingham Webcam



Uppingham Hopper

Minutes of a Board Meeting held at 6pm on Tuesday February 13<sup>th</sup> 2024 in The Falcon Hotel

### In Attendance

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

**Community Directors:** Trevor Colbourne, Mark Shaw and Janet Thompson BEM

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

### 1. Apologies for Absence

**Business Directors:** Damon Le Geyt and James Torbell

**Community Liaison:** Christine Edwards

### 2. Chair's Opening Remarks

Edward Baines welcomed everyone to this first board meeting of 2024 which had been called early in the year so as to enable the election a new Partnership Chair. In his pre-election remarks, Edward thanked board members for all their support over his period of service and compared the very strong skill set and wide experience now present in the partnership with the very first meeting in 1998 when a small number of community minded business and community representatives had come together to launch Uppingham First. The project has been a great success, initially led by its first Chair, Robert Wills.

Following agreement that Edward should remain as a director and bank signatory of the company, it was unanimously resolved that Community Director Mark Shaw be elected as the new Chair of Uppingham First. It was further resolved that the now vacant role of Vice Chair be filled at the next meeting of the board.

### 3. Declarations of Interest

Board member interests in various businesses, councils, charities and community groups within the town and the county were noted.

### 4. Minutes of a Board Meeting held on December 12<sup>th</sup> 2023

Circulated and approved as a true record.

### 5. Matters Arising

None.

### 6. Secretary/Treasurer Report

- a) **Finance and Budget Update** - In accordance with insurance requirements, transactions for the period January 1<sup>st</sup> to February 10<sup>th</sup> 2024 were witnessed and signed by an attending director. Current bank balance was £13366.85 (Incorporates the Hopper, UNF, Rutland Lottery, Project, Event, VAT and Defibrillator funds). Credit Card balance was £341.96). A final version of the 2023 Income and Expenditure spreadsheet (subject to VAT amendments) was tabled and received. Following consideration of three accountancy quotes to prepare and submit the 2023 annual accounts and annual VAT return to Companies House and HMRC, it was unanimously resolved that Mohammed Osman of Max Wealth Accountants in Oakham be appointed for 2023 and 2024.
- b) **2024 Budget Update** – Details of expenditure of £3881.98 and income of £1761.26 for the period January 1<sup>st</sup> to February 10<sup>th</sup> 2024 were presented to and approved by the board.
- c) **Executive Director Appointment and Role Description** – An updated draft, circulated in advance to the board, was unanimously approved for immediate implementation.

- d) **Legal Matter: LNS 2023** – Executive Director (ED) Ron Simpson BEM reported on an LNS 2023 lead volunteer related incident in which an unauthorised and factually incorrect letter had been sent to UTC thereby incurring a potential legal liability on behalf of the partnership. UF was the insurer and banker for the event! The volunteer concerned had since refused to meet with partnership representatives to explain her conduct. Following a full discussion on the legal, social and financial consequences of the volunteer's actions it was agreed that:- i) A letter of apology be sent to UTC confirming that the offending communication was unauthorised by the partnership and that the volunteer concerned was no longer supported by the partnership as they had refused to meet and explain their actions ii) All relevant event assets be frozen to cover any remaining LNS 2023 liability iii) The volunteer be notified in writing of the board's decision iv) A new volunteer engagement contract be developed during 2024.
- e) **Uppingham Webcam** – The ED reported on the difficulty he was having with the supply chain to replace the webcam recorder mechanism. The currently inactive webcam service would be restored as soon as possible.

## 7. Social and Economic Forums

- a) **RCC VCS Structure Proposal** – Director Geoff Thompson outlined details of an RCC/Rutland Advice Bureau proposal to create an 'elected' voluntary sector structure in Rutland.
- b) **Business Forum** – Minutes of the meeting held on Tuesday December 5<sup>th</sup> 2023 were received.
- c) **Neighbourhood Forum** – Notes of a public meeting of the Forum held on Thursday December 14<sup>th</sup> 2023 were received. It was agreed that the next meeting of the Forum be held on Thursday April 4<sup>th</sup> (an amended date) 2024 at 7.30pm in The Falcon Hotel. Items would include a presentation on the new Banking Hub in Oakham.
- d) **Vanguard Board** – Notes of a meeting of the Vanguard Board held on Thursday January 4<sup>th</sup> were received. It was agreed that the next meeting of the Vanguard Board will be held on Thursday April 25<sup>th</sup> 2024 with the agenda and guests featuring the Blue Light, Education and Health and Wellbeing sectors.

## 8. Planning, Environment and Economic Development Matters

- a) **Uppingham Post Office** – The ED updated board members on an offer from a local graphic designer to support a campaign to attract a new postal business. The views of Robn Bromiley were awaited.
- b) **Uppingham Neighbourhood Plan Advisory Group** – The ED reported on a discussion among some voluntary sector members of NPAG which had concluded that that once the External Examiner was satisfied with the text of the Neighbourhood Plan then the work of the group was complete.
- c) **Rutland Local Plan** – Following completion of the RCC public consultation exercise an updated draft of the Local Plan was expected. Many organisations and individuals were now waiting to see if their views had been acknowledged and appropriate amendments made to the plan. RCC had confirmed that all being well it was proposing to stick to the planned timetable.

## 9. Health and Wellbeing

- a) **Dementia Project** – The Uppingham Surgery Patient Participation Group (PPG) Chair and UF Statutory Sector Director John Leslie provided a briefing on a joint Rotary/UF/UNF/Uppingham Surgery/NHS project which would launch National Dementia Week 2024 in Uppingham and Rutland on Monday May 13<sup>th</sup> 2024. The partnership had also been attending very useful meetings on the subject organised by Alica Kearns MP. Project Lead for the Uppingham event will be Rotarian Liz Sargent OBE (daughter of the partnership's now deceased Dementia Champion Margaret Demaine) who is a senior health service professional living in the town.
- b) **Market Place Defibrillator** – This is now operational and registered with the ambulance service.

## 10. Community Transport

- a) **Uppingham Hopper Protocols** – It was agreed that those members of the board involved in driving the Hopper bus would prepare a draft set of volunteer operational protocols. A final draft will be discussed with the driver team once ready.
- b) **Electric Hopper Bid** – The excellent bid prepared by former UF director David Ainslie BEM was formally approved for submission to the National Lottery. The written support for the bid from

Arnold Wills, Uppingham Surgery and many other organisations in town was gratefully acknowledged.

- c) **Creating a New Community Transport Charity** - Director Geoff Thompson outlined the challenges in creating a new charitable entity to accommodate the town's new electric Hopper if the Lottery grant was secured. Acknowledging the corporate risks summarised by the ED, it was agreed that all corporate alternatives for the future should be explored.

## 11. Events

- a) **Uppingham Feast 2024** – Work has commenced on this year's Feast event. The date has been set for June 23<sup>rd</sup> 2024 with Directors Lucy Stephenson and James Torbell leading on its organisation.
- b) **Stilton Classic Vehicle Run** – To be held on Sunday April 21<sup>st</sup> 2024. Directors Mark Shaw and Ron Simpson BEM are leading on its organisation. Over 70 cars are already registered.
- c) **International Women's Day Breakfast** – To be held on Friday March 8<sup>th</sup> 2024. This event is open to all and is being hosted by the Rotary Club of Uppingham

## 12. Community Safety

- a) **Monthly Crime Statistics** - These are now published online at [www.uppinghamonline.co.uk](http://www.uppinghamonline.co.uk) when made available
- b) **Community Emergency Plan** – Work has begun on updating this but its volunteer lists still need refreshing.

## 13. Any Other Business

- a) The partnership's membership of the National Council of Voluntary Organisations (NCVO) has been renewed.
- b) The ED participated in the online launch of Race Equality Week on February 5<sup>th</sup> 2024.
- c) Director Lucy Stephenson has alerted the partnership to the 2024 'Let's Celebrate Towns' event.

## 14. Date of Next Meeting

To be agreed with the new Chair and notified.

**Notes distributed:** 24.2.2024

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

**Uppingham First** is the 'all sector' Community Partnership for Uppingham which brings together the voices of community, business and statutory sector representatives. It incorporated as a limited company in January 2009. The objects for which the company was established are, "To protect and promote the interests of Uppingham Town helping to sustain its vitality and economic viability ensuring it remains an attractive place to live work and play."

Uppingham First is a member of Live & Local, the national charity Locality, and the Community Transport Association (CTA) and administers the Uppingham Business Forum and the Uppingham Neighbourhood Forum.

The partnership provides social and administrative support to a large number of residents and community groups and has helped deliver a wide of projects including Digital Uppingham, the Uppingham Webcam, the Rutland Lottery, the Uppingham Defibrillator Network, the Uppingham Hopper, UppWatch, Neighbourhood Watch and the Community Emergency Plan. It also supports the innovative Uppingham Vanguard Board which brings together developers, landowners, town and county councillors, schools and other agencies pertinent to the future development of Uppingham.

Events supported this year include the Midlands Women's Awards, the Stilton Cheese Run, Uppingham Feast Day, Social Sundays, the Round Rutland Run and Christmas Late Night Shopping.

The company is financially sound with grants and donations having been received from a wide range of sources including residents, businesses, community groups, national and local government, Locality and the National Lottery.

**UPPINGHAM  
FIRST**

Unless otherwise requested please direct all correspondence to The Executive Director, 7 Hawthorn Drive, Uppingham, Rutland LE15 9TA

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