

Minutes of a Board Meeting held on Tuesday July 21st 2020

Present (in two groups plus online link)

Business Directors: Edward Baines (Chair), Trevor Ellis, Kath Gilbert, Ron Simpson BEM, James Torbell

Community Directors: David Ainslie BEM, Mark Shaw, Janet Thompson

Statutory Sector Directors: Lucy Stephenson (online), Geoff Thompson

Special Guest: Nick Townsend (online)

1. Apologies for Absence

None

2. Chair's Opening Remarks

Edward Baines welcomed everyone to the meeting and congratulated directors on continuing to keep the partnership functional and effective during the Covid 19 crisis. A special welcome was extended to special guest Nick Townsend of Uppingham. It was agreed that Agenda Item 9a be taken early to allow Lucy Stephenson to attend another meeting. It was noted that James Torbell would also leave at 7pm to attend another meeting.

3. Declarations of Interest

Board member interests in various businesses, charities and community groups within the town and the county were noted. Agenda item 8a (Uppingham Homes CLT), was acknowledged as a personal, but non-pecuniary, interest for directors Ainslie, Baines, Shaw, Stephenson, Simpson, Thompson J and Thompson G. Agenda item 10b (Cashless Society), was acknowledged as a personal and pecuniary interest for director Kath Gilbert (a project mentee). Agenda item 7c (EMWA), was acknowledged as a personal but non pecuniary interest for directors Janet Thompson and Lucy Stephenson (Nominees) and Edward Baines and Geoff Thompson (family members). Agenda item 8b (CPRE Housing Survey), was acknowledged as a personal and non - pecuniary interest for director Ron Simpson (Vice Chair and Trustee CPRE Rutland). Agenda item 9a (Social Sundays) was acknowledged as a personal and pecuniary interest for directors Edward Baines, Lucy Stephenson and James Torbell (benefiting business owners).

4. Minutes of a Board Meeting Held on

Tuesday April 7th 2020 - Circulated and approved as a true record

Tuesday June 16th 2020 - AGM - Circulated and noted

5. Matter Arising

None

6. Secretary/Treasurer's Report

- a) **Quarterly Finance Update** – In accordance with insurance requirements, key transactions for the period Jan to Jul 21st 2020 were witnessed and signed by a director. Current bank balance was £11068.48 (Incorporates the Hopper, Rutland Lottery, Stilton Cheese Run and UppShop funds)
- b) **2019 Accounts** – Following additional work by Vice Chair David Ainslie and review by the appointed accountant the updated formal accounts for 2019 were approved for submission to Companies House and HMRC. Principle change was in the presentation of VAT. To ensure compliance it was agreed that the 2018 accounts should be restated in the new format. It was agreed that a formal letter of thanks be sent to the accountant for all her hard work
- c) **Significant Correspondence and Meetings** – Highlights include:-
 - i) Director attendance at NPAG ii) Webinar presentation to E Midlands Womens Network iii) Uppingham Open Gardens support iv) A variety of Zoom and Teams meetings with RCC, Locality and community members v) Attending Larkfleet Housing conference on Zoom vi) Attending planning and grant funding webinars vii) Event preparation meetings on site and on Zoom.

7. Forum Matters, Appointments and Nominations

- a) **Business Forum AGM** – Minutes circulated and appointments noted – Informal expressions of interest in UF director vacancies noted
- b) **Neighbourhood Forum Executive Committee AGM** – Re-nomination of Janet Thompson for a further three year term as an UF community director acknowledged and unanimously agreed
- c) **East Midlands Womens Awards 2020** – UNF nominations of Liz Clarke, Lucy Stephenson and Janet Thompson noted and supported
- d) **RCC CEO** – The imminent retirement of Helen Briggs and interim appointment of internal candidate Mark Andrews was noted. It was unanimously agreed that Mark be invited to join the next board meeting to meet the UF team
- e) **Vanguard Board** – It was agreed that a date around the second week in August be set for the next meeting of the Vanguard Board

8. Housing

- a) **Uppingham Homes Community Land Trust (UHCLT)** – Consultancy work for UHCLT was noted
- b) **Housing Needs Survey** – The proposed collaboration with CPRE Rutland was noted

9. Events

- a) **Social Sundays - Five Sundays in August commencing August 2nd** - Following a full briefing on the proposal from directors Lucy Stephenson, James Torbell and Ron Simpson, and consideration of the paperwork submitted to RCC and UTC, it was unanimously resolved that the events go ahead subject to approval of the road closure by both councils and the approval of the partnership's insurers
- b) **Stilton Cheese Run 2021** – Now fixed for the last Sunday in April 2021. The generosity of a significant percentage of the drivers booked into the cancelled 2020 event, who either donated their entry fee to the town's Covid 19 response, or agreed to carry over their booking into 2021, was applauded.

10. Health and Wellbeing

- a) **Coronavirus Response Update** – The outstanding community and business collaboration in Uppingham in response to the Covid 19 challenge was acknowledged and the UNF/UppWatch letter of thanks from Janet Thompson to all volunteers welcomed. The decision to retain volunteer contact details in case of a resurgence of Covid 19 was thought wise.
- b) **UppShop** – The cash flow support afforded to this project was acknowledged. Cost recovery will be executed in the autumn from finance provided by the Coop Community Fund. The project is now to be expanded and more businesses invited to participate.

11. Planning and Economic Development

- a) **Uppingham Neighbourhood Plan** – Director David Ainslie BEM updated board members on the progress made with the UNP. Local consultant Chris Merricks had now been appointed as Chair of the group preparing the plan and local Neighbourhood Planning Champion Ron Simpson as Vice Chair. Rapid progress was now expected.
- b) **Rutland Local and Transport Plans** – David Ainslie further reported on the imminent launch of the public consultation period on the new Rutland Local Plan. He advised that UF would need to meet in August to determine an appropriate response.

12. Community Transport

- a) **Uppingham Hopper** – Reported as now being back in service and observing CTA and government guidelines. Passenger numbers are at 20% of normal but expected to improve in August. The Hopper continues to deliver urgently needed groceries, vegetable boxes and medicines. It is also transporting a small number of children to school. Thanks are due to James Torbell for a supply of visors to Hopper drivers
- b) **Funding** - David Ainslie further reported on bids to secure funds for the Hopper. Applications were currently with UTC and the Lottery. An anonymous donation of £1000 had been received. It was also pleasing to report that Alicia Kearns MP had nominated the Hopper for a £500 public utility grant and that this had been agreed.

13. Any Other Business

Community Liaison Volunteer – Following debate on the merits of further strengthening links with the community (in addition to the existing three UNF nominated directors) while undertaking the UF Structural Review in 2020/21, it was resolved that UNF Executive Member Christine Edwards be invite to fill this interim role subject to her agreeing to the standard non exec practice of signing a confidentiality agreement.

14. Date of Next Meetings

Vanguard Board - Tuesday August 18th 2020 - 10am - The Falcon Hotel

Uppingham First Board - Tuesday August 25th 2020 - 6pm - The Falcon Hotel

Notes distributed: 29. 7.2020

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



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

Company Limited by Guarantee: No: 6788282 Registered Office: The Falcon Hotel, Uppingham, Rutland LE15 9PY VAT Reg. No: 996401391
Web: www.uppinghamfirst.co.uk Tel: 01572 495050 Mobile: 07710 328469 E-mail: rons@clara.net

