



Minutes of a Virtual Board Meeting held on Tuesday April 7th 2020 at 6pm

Present

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

Community Directors: David Ainslie, Mark Shaw, Janet Thompson

Statutory Sector Directors: Lucy Stephenson, Geoff Thompson

1. Apologies for Absence

Business Directors: Trevor Ellis and Jane Lang

2. Chair's Opening Remarks

Edward Baines welcomed everyone to the meeting and congratulated directors on keeping the partnership functional and effective during the current national crisis. A special welcome was extended to James Torbell who was attending his first board meeting.

Edward next reported on the sad death of Business Director Geoffrey Pointon, noting his outstanding contribution to the local community, business, sport, the Rutland Biz Club and politics. A minute's silence was observed in his memory and the company's condolences to his family recorded (The Company Secretary later liaised with the family, officers of the Biz Club and the media to ensure an appropriate public recording of Geoff's contribution to society. A memorial event is planned for later in the year).

Directors also recorded their best wishes for a speedy recovery by the Prime Minister, Boris Johnson, who had tested positive for Covid 19 and was in hospital.

3. Declarations of Interest

Board member interests in various businesses, charities and community groups within the town and the county were noted. Agenda item 8 (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 6c (Uppingham Neighbourhood Forum), was acknowledged as a personal, but non-pecuniary, interest for directors Ainslie, Shaw, Simpson and Thompson J, and a personal and pecuniary interest for director Kath Gilbert (a project mentee).

4. Minutes of a Board Meeting Held on Tuesday December 3rd 2019

Agreed

5. Matter Arising

None

6. Secretary/Treasurer's Report

- a) **Quarterly Finance Update** – In accordance with insurance requirements, key transactions subsequent to the last meeting were noted by the Secretary. Current bank balance was £10,375.76 (Incorporates, Hopper, Rutland Lottery and Stilton Cheese Run funds).
- b) **2019 Accounts** – An unaudited surplus of £6972 for 2019 was reported. The annual VAT account had been submitted. Formal HMRC/Companies House accounts are nearing completion
- c) **Authority to support UNF and UppShop** – Noting the conflicts of interest documented above, directors' eligible to vote unanimously agreed to extend temporary funds (up to £1000) to the Neighbourhood Forum for its UppShop project until its project grant was received later in the year from the Co-op Community Fund. Repayment will be before December 2020 via the Forum's project partner, the Rotary Club of Uppingham, which is also part funding the project.
- d) **Significant Correspondence and Meetings** – Highlights include:-
 - Participation with the Community Transport Association (CTA) team in Edinburgh developing new national standards for community transport organisations
 - A well attended and positively appraised public training session on the use of the town's defibrillators
 - A meeting with the Health Minister
 - A meeting of the Vanguard Board
 - The promotion of Uppingham on film and on ITV News
 - Attendance at the funeral of David Demaine, designer of the Uppingham Hopper Credit Card Timetable.
- e) **Performance Management Report – January to March 2020** – Resolved: That this be appended to the minutes and the extensive level of activity by various directors noted (Appendix A).

7. Business Forum Matters

- a) **High Street Business Closures** – The substantial impact of closures due to the coronavirus was noted with great sadness and the number of business proposing to, or already, trading online acknowledged
- b) **High Street Support** – It was agreed that every effort should be made by the partnership to support local commerce and home based businesses. This should include:-
 - Liaison with RCC to publish government grant information online and in appropriate bulletins
 - Forwarding to RCC an 'open for business' shop survey
 - Creating a new page on the Uppingham First website for businesses still trading to document their services (under preparation)
 - Re-tasking the Uppingham Hopper to offer deliveries
 - Publication of regular community updates via the Neighbourhood Forum and UppWatch
 - Sharing data, where relevant, with RCC and UTC

8. Housing - Uppingham Homes Community Land Trust (UHCLT)

Geoff Thompson, Finance Director of UHCLT, advised on the significant progress being made by the CLT. It now owned the Seaton Road Orchard site and had been awarded a further grant from Locality to help achieve Registered Housing Provider status. Directors welcomed the publication of draft designs for the construction of homes for local younger people. It was acknowledged that the board of UHCLT were to meet the following day and that the notes of that meeting were to be placed in the public domain.

9. Education, Health and Wellbeing

- a) **Coronavirus Response** – Social and economic partner responses to the crisis were noted. The partnership was maintaining effective liaison with both councils and the surgery. School closures were noted. The Uppingham Hopper and its team had been re-tasked and the Uppingham Neighbourhood Forum had expanded its volunteer network. The town's Community Emergency Plan team were conducting regular virtual meetings with all volunteers from all sectors via the UNF and its UppWatch good neighbour scheme. Notes of these meetings are being published at www.uppinghamonline.co.uk The town's expanded resilience network was proving effective and UppWatch had now published an updated structure demonstrating sound liaison between the voluntary, business and statutory sectors (See Appendix B).
- b) **Cashless Society Project** – The potential education, health and wellbeing benefits of this project were noted with satisfaction. Public feedback on the project publicity was outstanding with the ITV news item acting as an excellent advertisement for the town's innovation and future sustainability. Further development of the project (to include online banking) would, however, be limited until after the end of government restrictions on movement. Note that the UppShop website design is by ClockedIn whose proprietor is Uppingham First director Mark Shaw). See the TV news clip on Utube at <https://www.youtube.com/watch?v=UO378MdkKfW&feature=youtu.be>

10. Planning and Economic Development

- a) **Uppingham Neighbourhood Plan** – In the absence of the Uppingham Neighbourhood Plan Chair, Jane Lang, David Ainslie updated board members on the progress made to date and the intention to publish a working draft of the plan in the next few weeks
- b) **Rutland Local and Transport Plans** - Edward Baines and Lucy Stephenson provided a brief update on the delay in commencing the formal public consultation on the plan caused by the Coronavirus lockdown. David Ainslie reported on pleasing significant minor amendments made to the latest version of Local Plan following concerns expressed by the Town Council (Planned limit of development and recognition of A6003 as an issue).

11. Digital Uppingham

- a) **Website News** – Now updated at www.uppinghamfirst.co.uk and www.uppinghamonline.co.uk
- b) **ABC Trail** – An update of the trail map has been delayed until businesses re-open
- c) **Public Wifi** - The delay caused by the public health crisis in implementing the offer of two local companies to support the next stage of the Digital Uppingham project was noted.

12. Community Transport

- a) **Uppingham Hopper** – David Ainslie reported on the re-tasking of the Uppingham Hopper. Following CTA guidelines the bus is only carrying passengers for essential journeys and by prior appointment. The Hopper is delivering urgently needed groceries, vegetable boxes and medicines. It is also supporting home based business links with the post office.
- b) **Funding** - David further reported on the consequential loss of regular passenger donations. Alternative funding must now be sought for the Hopper. Lucy Stephenson undertook to make appropriate enquiries at RCC. The Beeches Residents Association and Rotary had offered some funds. All support will be welcomed.

13. Events

The cancellation of the 2020 Stilton Cheese Run and this year's Uppingham Feast was noted.

14. Any Other Urgent Business

- a) **Company Articles and Board Construct** – A review of these is still scheduled for the 2020 AGM but may be delayed due to current workload. Further to an enquiry from UTC, however, it was agreed that the company would not be reinstating the role of 'Observer'.

15. Date of Next Meeting

2020 AGM – Currently planned for Tuesday May 26th 2020 at 6pm in Don Paddy's, it was agreed that this should be deferred until late June.

Notes distributed: 15. 4.2020

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



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Performance Management and Activity Report – January to March 2020

1. Meetings Organised

January 30th Neighbourhood Forum public meeting

2. Meetings Attended

January 14th Meeting with Andrews Dental Care, Uppingham Gate

January 14th Hopper meeting with DA and LS at RCC

January 16th Meeting with Cinema Lead

January 20th Meeting with Head of UCC

January 24th Meeting with film maker in market place

February 1st Meeting with film maker in Oakham

February 12th Meeting with Penny Stimpson Age UK

February 12th Meeting ref update of ABC Trail

February 17th Meeting with Deputy Leader RCC

February 23rd Meeting with Co-op Manager

February 23rd Attend film preview

February 25th Presentation to UCC assembly

February 25th Attend housing site

February 27th Meeting with RCC Education Lead Officer

March 10th Meeting with Health Minister – Parliament – London

3. Courses/Events Organised or Attended/Presentations

February 12th Defibrillator training event

February 15th UIB Winter Warmer Lunch

February 16th David Demaine funeral

March 4th Attend RCC Business Summit

March 5th Vanguard Board

March 6th CPRE Annual Luncheon

March 12th High Sheriff's Awards Evening – Oakham Castle

March 18th Filming with ITV News

4. Research/Consultation Responses and Data Collection

None

5. Media Articles/Activity

Website updates

Fortnightly newspaper column

Advertising for local businesses

Social media updates

Newsletter production and distribution

6. Continuous Professional Development

Zoom Training

7. Consultancy

UppShop Project

8. Other

Weekend and evening Hopper bookings

Support Uppingham Homes as required (Dave, Ron, Geoff, Mark, Janet)

Bi monthly - Hopper Safety Checks

Drive Hopper Friday AM + extra when required

Defibrillator checks monthly

Drive Hopper once/twice a week (Dave and Ron)

UppWatch call outs (various)

Online and telephone visitor enquiries

Online and telephone resident enquiries

Support and advice for local businesses

Incoming e-mails and social media enquiries

Ongoing website support (Mark and Ron)

Ron Simpson

Director and Secretary



Uppingham Community Support Structures

