

Chair: Edward Baines Vice Chair: David Ainslie BEM Secretary/Treasurer: Ron Simpson BEM

Annual General Meeting Minutes - Uppingham First - June 16th 2020

Present

Business Directors and Director Nominees: Edward Baines, Ron Simpson BEM, James Torbell,

Community Directors and Director Nominees: David Ainslie BEM, Janet Thompson and Mark Shaw

Statutory Sector Directors and Director Nominees: Lucy Stephenson (Local Government) Geoff Thompson (Education)

1. Apologies

None

2. Chair's Opening Remarks

Edward Baines welcomed everyone to this, the eleventh AGM of Uppingham First, a company limited by guarantee. In doing so he acknowledged the tragic death of director Geoffrey Pointon and his contribution to the partnership.

3. Declarations of Interest

Director interests in a range of community, business and statutory sector organisations were noted.

4. Minutes of 2019 AGM

These were agreed as a true record

5. Matters Arising

None

6. Board Elections

With the Vice Chair leading the meeting, the Secretary confirmed that a democratic nomination process via the Uppingham Business Forum had invited all town centre businesses to nominate business directors to the Board. Retiring business director this year was Edward Baines; a single valid nomination form to re-elect Edward had been received.

Resolved: That Edward Baines be re-elected to the board for a further three year term.

Edward then re-assumed the role of meeting Chair.

The Secretary further confirmed that the Uppingham Neighbourhood Forum AGM was yet to be held (July 2020). The Forum's director nomination would be forthcoming after the AGM.

The Secretary next reported receipt of the resignation of director Jane Lang followed by a subsequent communication. Following perusal of the company's articles and the powers of the board it was:-

Resolved: That Jane's resignation be received with regret and a letter sent in response thanking her for her service to the community, and confirmation that the board would be willing to consider any future application from her for a directorship.

Following a director's question on why there was no longer a local government observer role on the board it was confirmed that, in the last board review, the role had been strengthened to be one of three statutory sector voting directorships created to address the widening remit and work programme of the partnership.

Finally it was agreed that company's draft Annual Report and website be amended to advertise a business director vacancy and expressions of interest invited from persons with an accountancy background.

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

Resolved: That the following Officers be appointed for 2020/21

Chair - Edward Baines; Vice Chair - David Ainslie BEM; Secretary/Treasurer - Ron Simpson BEM

8. Appointment of Two Representatives to NPAG

Resolved: That the Edward Baines and Geoff Thompson be appointed as the UF representatives to the Uppingham Neighbourhood Plan Advisory Group for 2020/2021 and that the Town Clerk be notified immediately.

9. Secretary/Treasurer's Annual Report

The Secretary/Treasurer presented a brief resume of the draft 2020 Annual Report for Uppingham First and its Forums. The report documented some of the activities of the partnership and its constituent partners in promoting Uppingham and Rutland around the UK.

Resolved: That, subject to the amendment agreed in Minute 6, the 2020 Annual Report be approved for publication and circulated to social and economic partners and the wider community.

9. 2019 Annual Accounts

Resolved: That the 2019 accounts be received and forwarded for scrutiny prior to their submission to HRMC and Companies House.

10. Auditor/Scrutineer

The board was asked to note that the company was exempt from external audit of its accounts under the small business regulations; the 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.

11. Appointment of Scrutineer for the 2019 Accounts

Resolved: That director James Torbell be authorised to seek a suitable candidate from the Arnold Wills Group.

12. Safeguarding Policy Update

Resolved: That the company's updated policy, as presented, be approved and notified to relevant parties.

13. Data Protection Policy Update

Resolved: That the company's present policy and incorporated procedures be approved in the interim for 2020/21 but that that a major review and update be undertaken before the 2021 AGM

14. Date of the 2021 AGM

Agreed that this be held on Tuesday June 8th 2021 at 6pm in Don Paddy's

Minutes prepared and circulated by Secretary Ron Simpson – June 17th 2020

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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