

Minutes of a Board Meeting held on Tuesday September 29th 2020 at 6pm

Present (In Falcon Hotel plus online link)

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

Community Directors: David Ainslie BEM (online), Mark Shaw (online), Janet Thompson (online)

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

Special Guests: Trevor Ainslie (online), Christine Edwards (online) and Nick Townsend (online)

1. Apologies for Absence

Business Director Trevor Ellis.

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 guests Christine Edwards, Nick Townsend and Trevor Ainslie. It was agreed that Agenda Item 7b be taken early to allow Trevor to leave the meeting after his input.

3. Declarations of Interest

Board member interests in various businesses, charities and community groups within the town and the county were noted. Agenda item 12b (Housing Survey), was acknowledged as a personal and non - pecuniary interest for director Ron Simpson (Vice Chair and Trustee CPRE Rutland). Agenda item 10a (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 July 21st 2020

Circulated and approved as a true record

5. Matter Arising

None

6. Business Director Vacancy

Unanimously agreed that Nick Townsend be appointed as a business director and member of the board of Uppingham First given his relevant knowledge, skills and experience in partnerships, housing and law.

7. Secretary/Treasurer Report

- a) **2019 Accounts – HMRC/CH Submission Version** - Accountant Trevor Ainslie briefed members of the board on the presentational adjustments he had made to the 2019 accounts to ready them for submission to Companies House (CH) and HMRC. He also proposed restating the 2018 accounts in the new format. If approved, the accounts would be submitted online the following day. Following a screenshare presentation of the changes, including amended Hopper bus write down values, it was unanimously resolved that the restated accounts be approved for submission to CH and HMRC by the Treasurer on September 30th 2020
- b) **Quarterly Finance Update** - In accordance with insurance requirements, transactions for the period Jan to Jul 21st 2020 were witnessed and signed by a director. Current bank balance was £17,507.73 (Incorporates the Hopper, Rutland Lottery, Stilton Cheese Run and UppShop funds). Significant inputs included a hopper donation from Uppingham Town Council, a first donation from new local company U-COMMS (RUTLAND) who manufacture facemasks, consultancy fees, a substantial Hopper donation by a resident, a National Lottery Covid-19 response grant and a commercial hopper grant nominated by Alicia Kearns MP. Significant outgoings in the quarter included Hopper fuel/maintenance and repair costs, half yearly Rutland Lottery grants to community groups, UppShop payments, a Social Sundays video fee, a Community Transport Association (CTA) subscription, and Locality's annual subscription. Following discussion on consultancy earnings it was agreed that a donation of £720 be made to the Uppingham Homes CLT. (Directors Ainslie, Baines E, Simpson, Townsend, Shaw, Thompson J and Thompson G abstained from this vote (CLT Members)
- c) **Privacy Policy** - Agreed that the circulated privacy policy be approved for display on the UF website.
- d) **Significant Correspondence and Meetings** – Highlights include:- i) Director attendance at NPAG, the Business Forum and the Vanguard Board ii) E Midlands Women's Awards Judging iii) A variety of Zoom and Teams meetings with RCC, Locality and community members iv) Attending planning and grant funding webinars v) Event preparation meetings on site and on Zoom vi) Dialogue with the Greater Lincolnshire LEP vii) Meeting with the new CEO of RCC Mark Andrews viii) Meetings regarding a replacement for Radio Rutland ix) Various commercial and housing developer meetings
- e) **Review of Company Articles** – Update of articles and related governance policies e.g. 'code of conduct' and 'declarations of interest' to be explored and perhaps benchmarked against those of the Greater Lincolnshire LEP (Transparency level of LEP board member online declarations were noted with interest)

8. Forum and Working Group Matters

- a) **Business Forum - September 22nd 2020** - Minutes circulated and actions noted
- b) **Neighbourhood Forum - September 15th 2020** - Minutes circulated and follow up actions noted

- c) **East Midlands Women's Awards 2020** - Noted with pleasure that all three Uppingham - nominees are shortlisted and that two of them (Lucy Stephenson and Janet Thompson) are Uppingham First directors

9. Rutland Radio Project

Board members were briefed on meetings hosted by the Chair and Secretary with advocates from two separate initiatives to relaunch a local radio station. Both involved former staff of Radio Rutland. One group, pump primed by RCC, appears to have pre-determined that the best way forward is a community led station broadcasting initially online in the form of a Community Interest Company (CIC) staffed predominantly by volunteers. The other presented an outline business plan which seeks to re-establish a commercial station with the long-term goal of regaining an FM broadcast licence. Both approaches appear to have their merits and challenges. Following discussion, it was agreed to commend the initiatives but urge both parties to meet with each other with a view to a unified solution.

10. Events

- a) **Social Sundays - Five Sundays in August commencing August 2nd** – Directors Lucy Baines and James Torbell were commended on the success of this initiative which had received very positive feedback from the community. A short video of the final event had been funded by Uppingham First and was available to view on YouTube.
- b) **Stilton Cheese Run 2021** – Now fixed for April 25th 2021. Online booking for cars will commence on January 1st 2021.

11. Health and Wellbeing

Directors were updated on the range of community support initiatives currently being supported by the Partnership, the Neighbourhood Forum, both councils, and the town's Emergency Plan Coordinator team to meet the challenges presented by Covid-19. Strong liaison has been established with schools.

12. Planning and Economic Development

- a) **Uppingham Vanguard Board** – The notes of an UVB meeting held on September 22nd 2020 were received and approved for circulation. A verbal report on a meeting with developer representatives of a prospective second supermarket for Uppingham was noted with concern for the high street
- b) **CPRE Affordable Housing Survey** – This is now under way with a closing date of October 1st.
- c) **Uppingham Neighbourhood Plan** – Director David Ainslie BEM further updated board members on the progress made with the UNP. Local business owner Chris Merricks, Chair of the Plan's advisory group was now in charge of the Plan's preparation supported by local Neighbourhood Planning Champion Ron Simpson as Vice Chair. Rapid progress was now expected with a public 'call for development sites' due to be issued by the Town Council in mid-September. David confirmed that the implications of the UNP for local businesses were significant with some shop fronts that were currently protected now under threat. A 'local economy' group to finalise the draft content of the town centre economy aspects of the new Neighbourhood Plan had been created and was about to begin its deliberations. Traders interested in getting involved or making a contribution should e-mail secretary@uppinghamfirst.co.uk as soon as possible.
- d) **Rutland Local and Transport Plans** – David Ainslie further reported on progress with the current public consultation on the new Rutland Local Plan. An extension of the closing date until November meant that Uppingham First could delay its response until early November. It was noted that, in its response, the Town Council was likely to declare the Plan 'unsound' given the projected increase in traffic for Uppingham and the prospect of loss of trade to a new third town in Rutland. Further business views will be welcomed by Ron Simpson, Chair of the UNP Economy Working Group.

13. Community Transport

- a) **Uppingham Hopper** – The Hopper is now operating to its normal timetable and supporting the high street and the town's commercial zones. Business advertising is again available inside the bus at £10 per month
- b) **Funding** - David Ainslie reported on the receipt of further donations to the Hopper from local residents, businesses, the Town Council, the national Lottery and others ranging from £5 to £3500+. UF was now able to confirm that the bus was able to continue in 2021 thanks to its team of volunteers and supporting residents. It was agreed to explore the possibility of a second bus at a future meeting.

14. Any Other Business

Pop Up Shops – Following expressions of interest from a number of businesses and community organisations in helping to promote the town, it was agreed to explore with the owners of vacant shop premises the possibility of temporary window displays for an agreed fee.

15. Date of Next Meeting

Thursday December 17th at 6pm

Notes distributed: 8.10.2020

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

