

# UPPINGHAM FIRST Community Partnership

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

Uppingham Webcam  Uppingham Hopper

**Annual General Meeting Minutes - Uppingham First – August 20<sup>th</sup> 2019 - Venue – Don Paddy’s**

## **Present**

**Business Directors and Director Nominees:** Edward Baines, Kath Gilbert, Jane Lang, Geoff Pointon, Ron Simpson

**Community Directors and Director Nominees:** David Ainslie and Mark Shaw

**Statutory Sector Directors and Director Nominees:** Lucy Stephenson (Local Government)

## **1. Apologies**

**Business Directors and Director Nominees:** Trevor Ellis and James Torbell

**Community Directors and Director Nominees:** Janet Thompson

**Statutory Sector Director and Director Nominees:** Geoff Thompson (Education)

## **2. Acting Chair’s Opening Remarks**

Edward Baines welcomed everyone to this, the tenth AGM of Uppingham First, a company limited by guarantee. Following a moving account of the significant contribution to the operation, development and heritage of the company and the town by former Chairman Robert Wills, Edward invited the board to join him in observing a minute’s silence in memory of Robert.

## **3. Declarations of Interest**

Membership of other Uppingham community and business organisations by directors was noted.

## **4. Minutes of 2018 AGM**

These were agreed as a true record and signed by the Chair.

## **5. Matters Arising**

None

## **6. Board Elections**

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 directors this year were Jane Lang and Trevor Ellis. In addition, a valid nomination form for James Torbell in respect of the vacancy created by the death of Robert Wills had been received.

**Resolved:** That Trevor Ellis, Jane Lang and James Torbell be elected/re-elected to the board for a three year term.

The Secretary further confirmed that the Uppingham Neighbourhood Forum AGM was yet to be held (August 2018) but that a valid nomination form in respect of retiring community director David Ainslie had been received.

**Resolved:** That David Ainslie be re-elected to the board for a further three year term and that the UNF Executive AGM be invited to endorse his re-election along with existing community directors Mark Shaw and Janet Thompson.

The Secretary finally confirmed that a valid statutory sector director nomination form had been received from the education service in respect of Vanguard Board member and academy governor Geoff Thompson. A third statutory sector directorship vacancy (Health and Wellbeing) remained vacant.

**Resolved:** That Geoff Thompson be elected to the board for the usual three year term.

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

Resolved: That the following Officers be appointed for 2019/20

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

## **8. Secretary/Treasurer's Annual Report**

The Secretary/Treasurer presented an introduction to the draft 2019 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 the 2019 Annual Report be approved for publication and circulated to social and economic partners and the wider community

## **9. 2018 Annual Accounts**

**Resolved:** Noted that the 2018 accounts had been approved at a previous meeting and submitted to HRMC and Companies House.

## **10. Auditors Report and Appointment**

There were no matters to report and 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. Election of Auditor for 2019**

**Resolved:** That Vice Chair David Ainslie seek an appropriate level of independent oversight of the annual accounts

## **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 updated policy and incorporated procedures be approved and notified to relevant parties

## **14. Date of the 2020 AGM**

Agreed that this be held on Tuesday May 26<sup>th</sup> 2020 at 6pm in Don Paddy's

Minutes prepared and circulated by Secretary Ron Simpson BEM September 19<sup>th</sup> 2019

**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