



Civic Voice, The Coffin Works, 13-15 Fleet Street, Jewellery Quarter, Birmingham, B3 1JPE
www.civicvoice.org.uk

CIVIC VOICE BOARD MEETING NUMBER 40

26th July 2017, 1pm 4pm
The Coffin Works, 13-15 Fleet St, Birmingham B3 1JP

Attendees Joan Humble (Chair) Phil Douce David Evans Roger Sutton

In attendance: Ian Harvey (Executive Director)

1. WELCOME AND INTRODUCTIONS

The Chair welcomed members to the 40th Civic Voice board meeting and explained that whilst we had 4 apologies, the Articles of Association had been checked and as we had more than three elected members present, we were quorate for the meeting.

2. APOLOGIES

Mary Ash Paul Bedwell Martin Gunson (Treasurer) Chris Winter

3. MINUTES FROM MAY 2017

The board agreed the minutes from the May 24th Civic Voice board meeting.

4. CONFLICTS OF INTEREST

It was explained that the only conflict of interest that existed was regarding the Trustee Election process with Joan Humble and Roger Sutton due for election.

5. UPDATES

a. Chair update

- Joan Humble explained that she had been busy with Civic Voice events and supporting the team but wanted to highlight the Civic Voice Design Awards which she said demonstrated the reputation Civic Voice had secured in the sector to be able to say we had Richard Rogers support us.
- Joan also said she thought the feedback from Civic Day seemed excellent with hundreds of events taking place across England and particularly noted that the theme for Conservation Areas had been a success and should be repeated.
- Joan finished by explaining that she had given a keynote talk to a RIBA Conservation Course and was surprised so few knew who Lord Duncan Sandys was so said we had more work still to do! She said she is looking forward to speaking at the national conference in Stamford on 50 years of Conservation Areas.

The Executive Director explained that he continues to be indebted to the Chair for her support.

The board formally thanked Joan for the time and effort she is putting into Civic Voice

b. EXECUTIVE DIRECTOR REPORT

The Executive Director explained that the previous few months had been a challenge with the transition of Civic Voice and new appointments but that we completed the restructure ahead of the target date of July 1st. The new staff will take time to transition into post but the early signs seem encouraging.

It was then explained that the APPG for Civic Societies had been re-registered by Craig Mackinlay MP with the agreement of the appropriate officers. A short discussion was had and it was noted that we will only be promoting APPG events to Civic Voice members due to new Parliamentary security rules. No APPG events are likely to be planned until November but a meeting is taking place with Craig Mackinlay before September.

Date for decision to be implemented: (13th September)

c. FINANCE UPDATE

The Executive Director presented a paper setting out the Management Accounts and responding to a question said Membership Income is slightly higher than last year due to York Civic Trust and Inshall Architects joining Civic Voice.

It was explained that the financial challenge facing the organisation remains and expenditure is still three times as much as civic society membership income and unless membership income increases, external funding will continue to be required.

6. CHARITY ACCOUNTS FOR 2016-2017

The Governance Committee submitted a final Trustees Report for the Charity Accounts 2016-2017.

The board agreed:

- For the Trustees report and Accounts to all be provided to the Auditors for approval.
- At September board meeting the Full examined accounts in Charity Commission and Companies Act legal form would be presented for final agreement by Board and signed by Treasurer and Chair at that Board meeting.
- Charity Accounts to be issues to the members 14 days before the Civic Voice Annual Convention and AGM in line with the Civic Voice constitution.

Date for decisions to be implemented: (13th September)

7. COMMITTEE UPDATES

a. GOVERNANCE COMMITTEE

Ian Harvey presented a paper from the Governance Committee following the latest meeting.

The Governance committee recommended a process to slightly amend the AGM running order to take consideration of the anomaly regarding the Chair and Treasurer appointment.

The board agreed:

For the AGM to be split in two and for the Executive Director to speak to the Governance committee if any further issues arise.

The minutes and actions were agreed as a true record of the meeting.

b. FUNDRAISING COMMITTEE

Ian Harvey presented a paper from the Fundraising Committee following the latest meeting.

- c. The recommendations were agreed and the committee were given approval to base the fundraising strategy on the 6 recommendations in the paper.

d. MEMBERSHIP COMMITTEE

Roger Sutton presented a paper from the Membership Committee following the latest meeting. It was noted by the Chair that two sets of agendas had been issues and there seemed to be different views of the meeting.

The Chair summarised the discussion and said it was important that we main consistency across all committees. It was explained that Charity Commission documentation states that ideally the minutes of any meeting should be taken by someone not directly involved in the meeting, for example a member of staff rather than one of the trustees themselves because it is usually difficult to take adequate notes and actively participate at the same time. It was agreed:

- All minutes from the committees to be prepared by the Civic Voice office.
- Minutes to be issued to the Chair of the committee within 5 working days of the meeting
- Draft minutes shared with the rest of the attendees for comments
- Feedback from the rest of the committee should be submitted within 7 days for
- Minutes agreed at the next meeting with all changes incorporated

Date for decision to be implemented: Decision to be implemented immediately for all committees.

e. STAFFING COMMITTEE

Following on from the appointment of Lisa Crisp-Ullah (part time) and Sarah James (full time), the following board were introduced to the key areas of work and main tasks for everyone. It was made clear that since the appointment of both members of the team, neither have been focusing on the activities below as they have been organising the Civic Voice Design Award ceremony. It has been made clear to the Executive Director that they have both been working more hours than they are contracted to and that they are not prepared for this to be an on-going situation.

The board agreed for the staffing committee to keep staff work life balance under constant review.

8. CIVIC VOICE ANNUAL CONVENTION 2017

A paper was presented looking at extending the nature of the Wakefield convention. After a short discussion, it was clear that extending the convention would pose considerable financial risk that Trustees were not comfortable with taking on. It was decided to keep to the current and standard format.

In response to a question on the costs of the convention, it was explained that CV are forecaster to contribute approximately £5k to the final sum. Ian Harvey explained that previous board policy was to cover the cost for trustees with hotels etc. It was recommended that individual trustees should pay for their own hotel and expenses.

It was noted that a trustee had managed to secure a room at £60 which he said was cheaper than the Civic Voice “deal” with the hotel. On checking, the cost for a single at Cedar Court is £60 and a Double is £70.

It was agreed to leave to individual trustee as to whether they claim for Civic Voice to cover hotels and expenses at Wakefield but to inform staff that they should cancel the bookings for trustee accommodation.

It was considered to hold the awayday on Sunday in Wakefield and as per the Governance committee recommendation for the Chair and Deputy Chair to consider practicalities.

Date for decision to be implemented: September 13th

9. CIVIC VOICE CHAIR AGM SPEECH

The board held a short discussion about the tone and nature of the Chair's speech to the membership at the Wakefield AGM. It was agreed to focus on making a good impression and leaving the membership with two or three takeaways.

Agreed for the Chair's and Executive Director to agree the speech and present to the September board meeting.

Date for decision to be implemented: (13th September)

10. CIVIC VOICE DESIGN AWARD: CIVIC CHAMPIONS

A paper was submitted on behalf of the Civic Voice Design Awards judges who are proposing to introduce a Civic Champions scheme for 2018.

It was agreed, funding dependent to accept the recommendation and pursue the project.

Date for decisions to be implemented: (13th September)

11. CIVIC VOICE CONSERVATION AREA AWARD

A PowerPoint presentation by Ian Harvey provided lessons from this year's Civic Voice Design Awards and explained the idea of introducing a dedicated Civic Voice Conservation Area Award, a recommendation of the Civic Voice Design Award judges.

It was agreed to accept the recommendation of a Civic Voice Conservation Area Award and pursue the project if funds can be generated.

12. AOB/PRIVATE BUSINESS

No AOB or Private Business was submitted to the Chair.

13. END OF MEETING REVIEW

In line with Civic Voice Review (Recommendation 16 "Decision making should be part of a recommended 'end of meeting review'")

- a) The Chair asked the board to consider if they had been able to make decisions? All in agreement.
- b) Were they happy that the items discussed were the key issues facing the organisation? All in agreement.
- c) Did they receive all the documentation they wanted? All in agreement.
- d) If everyone had behaved appropriately and in a respectable manner to each other? All in agreement.

Future meetings dates in Birmingham at 1-4pm at the Coffin Works, unless specified.

1. Sep 13th, 2017 1-4pm with presentation on from Jan Pahl from 12.30
2. 20/21st October – Annual Convention in October Wakefield
3. October 21st - 1st meeting of new board in Wakefield
4. December 13th, 2017
5. January 30th, 2018
6. April 25th, 2018
7. July 25th, 2018
8. September 19th, 2018

<http://www.civicvoice.org.uk/about/meetings/>