



Board of Trustees

Civic Voice Board Meeting
Tuesday, 28th January December 2014, 1.00pm – 4.30pm
Location: CPRE

Draft Minutes

Attendance

Freddie Gick (Chair)
John Kershaw
Helen Marcus
Martin Meredith
Neil Sinden
John Walker

Staff

Ian Harvey
Gill Roxborough

1. Apologies

Apologies were received from David Tittle.

2. Minutes

The minutes of the Board meeting held on December 10th 2013 were unanimously agreed as a correct record and signed by the Chairman.

3. Matters arising:

It was noted that:-

- ☞ All actions from the previous meeting had been completed
 - Verbal updates were given by IH that a meeting with Dave Chetwyn to discuss the future of the Planning Panel is in progress.
 - JW said he intends to make contact with the Citizenship Foundation to discover potential synergies.

It was agreed that:-

- ☞ A policy paper prepared by the Chairman for the Board setting out the entitlement of Trustees to claim expenses and the process for obtaining approval, be adopted;
- ☞ Following consideration of proposals regarding the potential for recruiting Vice Presidents, a paper to be produced and taken forward by the Chairman outlining what it is we would wish to see from Vice-Presidents;
- ☞ Following initial positive discussions by IH with Bircham Dyson Bell including the development of strategic communications aligned to the Manifesto process, IH and NS would meet with Bircham Dyson Bell to progress further;
- ☞ Following discussion about progress around regions and cluster groups development, IH to organise a regional meeting to take forward development of a Civic Voice Cities group;
- ☞ A paper outlining potential objectives for a bid to the Esmee Fairbairn Foundation be circulated for discussion and approval to be led by Chair; Update to be provided at April meeting

- Development of a project and related activity on Assets of Community Value be progressed by IH and FG.
- Agreement for JK to organise a meeting in Britons Protection (Manchester) for the September board meeting

4. Staff Update

Staff gave an update on operational activities for the period covering September 2013 to December 2013.

It was noted that:-

- Network events would take place in the Spring including Bristol (29th March), to be attended by Stephen Williams MP; Wakefield (5th April) and a potential launch event for Civic Day in Parliament;
- This year marks the 20th anniversary of Heritage Open Days which would be marked with a celebratory event on June 30th in the Freemasons' Hall, London, attended by Simon Jenkins, Lloyd Grossman and Maria Miller. The structure for management of HOD's was not discussed at the last meeting of the National Trust Board and a bid to the Heritage Lottery Fund to maintain the existing structure of Civic Voice, the National Trust and the Heritage Alliance would be led by the National Trust;
- There was a target of 100 MPs to have joined the APPG prior to the next party conferences in September 2014.
- We have an outline programme of APPG events agreed with Laura Sandys. We are now firming up the dates of speakers.
- Griff Rhys Jones will be appearing on BBC Daily Politics on February 25th and has a number of key events in his diary throughout the year.

5. Strategic Objectives

The Board discussed a paper on Strategic Objectives for the period 2014 – 2019, alongside a document setting out a list of potential objectives to be achieved by the AGM in 2016. It was anticipated that strategic objectives, when agreed, would help inform the strategic direction of a funding bid to Esmee Fairbairn and provide a focus for future decisions on staffing and funding proposals.

It was noted that:-

- There was a need to agree specific targets in relation to finances and funding, public profile and political influence amongst others; that external input into this process would be helpful; and that it may be advisable to consider a timeframe beyond that proposed i.e. 2016; and

It was agreed that:-

- A reporting sub group comprising FG, NS, JW and IH would take forward this work.

6. Treasurer's Report

The Treasurer gave an update on the financial position for the period July/December 2013 and a forecast for the full year ending 30th June 2014. He also gave a PowerPoint presentation setting out an analysis of cash flow projections for the current and following financial years analysed by quarter.

It was noted that:-

- The new, graphical and chart format for presenting the finances was most helpful.

It was agreed that:

- ☞ The Treasurer would provide figures for the period July 13 to February 14 at the next Board Meeting.
- ☞ The cash flow figures should continue to be presented in a graphical format at each meeting
- ☞ It is essential that we use the next 18 months to generate significant additional funds.

7. Funding Updates

A report was provided on the status of existing bids and current and future funding opportunities.

It was noted that:-

- ☞ A bid to DCLG to fund a project around assets of community value and an application to Awards for All to support the development of Civic Day 2014 were unsuccessful. In the former case this was due a decision by The Treasury that no new projects would be considered either this year or next. In the latter case this was due to the bid not demonstrating that our members are 'in need';
- ☞ A first stage proposal had been submitted to the Tudor Trust for £75,000 for core support over three years and an initial response should be received in February 2014;
- ☞ The outcome of the Heritage Lottery Fund War Memorials bid would be communicated by the end of January 2014;
- ☞ After a delay due to the announcement regarding the restructure of English Heritage, funding for the English Heritage Local Lists project has been identified and a mid-February 2014 commencement for the project is anticipated, subject to confirmation by English Heritage;
- ☞ It had previously been agreed by the Board to take forward a further bid to the Esmee Fairbairn Foundation for core funding support;
- ☞ The first event to be hosted by Bircham Dyson Bell would hopefully be confirmed soon. We will use the event to approach individuals and organisations including firms of house builders, architects, the construction industry and other professional firms such as PWC and KPMG; and
- ☞ The history of the civic movement publication had been completed and £5,000 was needed to cover the cost of printing and distribution etc.
- ☞ MM to circulate the target list of non-member societies to be approached. This will follow once a letter from the Chair "inviting groups to join" in sent to groups. This is to ensure a consistent approach in communications. A "key message" sheet will be drafted and shared with board members.

It was agreed that:-

- ☞ A letter signed by Griff Rhys Jones (President), Freddie Gick (Chair) Laura Sandys MP (Chair of the APPG) would be sent to civic societies seeking contributions to support the publication and printing of the history of the civic movement publication;
- ☞ Membership development activity would be progressed by trustees following a letter to be circulated to member civic societies by the Chairman;
- ☞ To help cultivate corporate support and sponsorship, a prospectus or brochure be produced setting out the civic voice story and offer, this to be developed by FG, HM and JW. This should be in place for the Sandys Lecture.

8. National Civic Design Award

JW gave a PowerPoint presentation on the proposed National Civic Design Award, following discussions by JW with Civic Trust in Scotland about their existing My Place Award.

It was agreed that:-

- ☞ The template for the My Place Award be followed by Civic Voice in developing its own award, without the inclusion of the civic champion element award and subject to the creation of a new name for the civic voice award;
- ☞ It was agreed that the Deputy Chair would take forward the 'Design Award' proposal, and consider fundraising and will continue to update the board at future meetings

9. Sandys Lecture / History of the Movement Publication Launch

A paper was presented setting out progress on the Inaugural Annual Sandys Lecture and History of the Civic Movement publication launch.

It was noted that:-

- ☞ The Inaugural Sandys Lecture would take place on 17th April 2014 in Central Hall, Westminster with the theme 'Power to the People' and delivered by Laura Sandys MP, chaired by Griff Rhys Jones;
- ☞ To raise the profile of the event and of Civic Voice nationally, invited guests would include policy makers, politicians, potential corporate supporters and senior members of the civic movement;
- ☞ In view of time constraints, it was unlikely a sponsor will be found for the 2014 lecture and in this case, costs would be covered by Civic Voice; and
- ☞ The event would also be used to launch the 'History of the Civic Movement' publication.

It was agreed that:-

- ☞ Trustees are to submit names of proposed invitees to the event for consideration before February 14.

10. Annual Convention 2014

A paper was considered by the Board on arrangements for the Civic Voice Annual Convention 2014, which will take place on Friday 24 and Saturday 25 October in Canterbury, hosted by the Canterbury Society. JW outlined progress to date on arrangements, including a site visit undertaken by staff in January to view the proposed venue, Canterbury Cathedral Lodge, and the potential for local sponsorship.

It was agreed that:-

- ☞ Due to the size of and layout of the venue, numbers for the Convention would be capped at 120 to permit up to 10 exhibitors and a mix of workshops and debates;
- ☞ The costs of the day delegate rate on Saturday (£40) would be met by each delegate; and
- ☞ The AGM will this year take place at 9am on Saturday 25th October 2014.

11. Manifesto and Policy Development (Garden Cities and English Heritage)

The Board considered a paper on the manifesto process and on the approach to be taken by Civic Voice, firstly in relation to the current debate around Garden Cities and secondly, around the Government's secondary legislation regarding the restructure of English Heritage, the role of the new Historic England and the consequential impact on powers in relation to listed buildings.

It was agreed that:-

- ☞ NS, DT and IH continue to take forward activity around the Manifesto and associated work.

- Any members who want to contribute to development on manifesto should share thoughts with IH, DT and NS
- Board members to feedback to IH with thoughts on English Heritage consultation before January 31st

12. Private Business

Staff left the room at this point.

Future meetings

April 2, May 27, July 22, September 23 (Manchester) November 25.

All Board meetings at CPRE unless specifically stated.

Convention in Canterbury

24th/25th October 2014

Awayday

4th November 2014