



Board of Trustees

SSMINUTES

Venue: CPRE, London
1pm - 4pm, 22nd July 2014

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

Staff

Ian Harvey

Apologies

Gill Roxborough
Joan Humble

1. Welcome, Introductions and Apologies

The Chair welcomed everyone to the meeting.

Apologies were received from Gill Roxborough and Joan Humble.

2. Draft Minutes of April meeting and matters arising

With the following change, the minutes from May 2014 were agreed.

Item 7, bullet 3 to say

- “Phased introduction” would be the preferred method to go from 6 to 9 elected trustees. This would be to ensure we do not have several members leaving at the same time in the future.

3. Chair’s update

The Chair gave a verbal update on activities since the previous meeting.

It was noted that:

- War memorials: The Chair and Director had met with Clive Aslet (the author of War Memorial) earlier that day. It was a useful discussion that also involved meeting with representatives from www.rememberww1.org. The Chair informed the Board that Clive had expressed interest in supporting a project to involve younger people in learning more

about their local war memorial. *Action: The board gave permission for the Chair to continue discussions with partners and look at a potential pilot project*

- Public Realm: The publication will be focused on street design and street clutter. 250 copies will be provided by Colin Davies Associates and Griff Rhys Jones will prepare a foreword. We are awaiting the foreword from Griff who is currently in Africa. Depending on dates and availability, we are planning a Parliamentary launch. *Action: The board gave approval to the Chair to continue this discussion and to go ahead with a launch event a time that links with the work on the manifesto*
- Community participation not consultation: The Chair explained that Deputy Chair, John Walker is now leading on a project with John Thompson Partners. It was agreed to not update at this point in the meeting due to this also coming up in the manifesto discussion
- President Roundtable: The Chair has thanked Griff Rhys Jones for hosting the two roundtables. We managed to make some considerable contacts that we need to sustain. It was asked about how we are communicating with the attendees since the meeting and the Chair and Director update the board about the regular and informal communication taking place. *Agreed: The Board asked the Chair and Director to review the way we are communicating with representatives from the Roundtable.*
- Meetings and talks: The Chair tabled a set of talks and meetings that he has participated in since May, including a visit to Number 10, appearing at a DCLG Select Committee and meetings with Ministers.

4. Esmee Fairbairn Bid

A paper was introduced outlining the latest thinking on how we are formulating a funding proposal to Esmee Fairbairn. This funding paper builds on from the discussion at the May board meeting. Staff asked for feedback from the board over the emphasis on different elements of the bid:

Feedback from the board noted that any paper should:

- Demonstrate a more upbeat message about our success and emphasise and give recognition to how far we have come with limited resources, but with additional resources could go a lot further
- Core funding should be the priority with public profile and hiring of staff key.
- Some concerns were raised about employing a full time “fundraiser” so it was agreed to change this terminology to say “funding capability”
- The bid could still be strong on outcomes rather than activity

It was agreed that:

- The board should see a final paper before submission on August 15th
- The board should feedback with additional comments before August 1st
- ***Action: Executive Director to proceed with the above steps in conjunction with the Chair***

5. War Memorials Project

The board offered congratulations to all who inputted into the war memorial projects. The board recognised the significance of Prime Minister David Cameron making the announcement and that after 4 years of Civic Voice, this demonstrated a true measure of success about how far we have come.

The board discuss the key elements of the project and considered different ways that we can deliver the project and mobilise volunteers

It was noted that

- While we must recognise this is a considerable achievement, we should also recognise the additional risks associated with the size of project

It was agreed that:

- Civic Voice would appoint a Senior Development Officer from September
- The draft job description for the SDO be approved subject to minor amendments to be made by the Chair
- Approval to appoint an apprentice as an administrative assistant with effect from September.
- Approval to move to a larger office from September 1st
- Staff to create an “internal evaluation document” that the board can use as a measure of success in relation to this project. This would be in addition to any reporting we do for DCMS.
- The Chair would be the lead Trustee on this project, although this decision could be reviewed when new Trustees come on board in October.
- **Action: Executive Director to proceed with the above steps in conjunction with the Chair**

6. Community Right to Bid

An update was provided on the current work of the Localism Alliance and our work in helping communities to secure more assets of community value. It was also mentioned that DCLG will be looking to put out for tender work around “community rights” in September.

It was noted that

- Marple Civic Society are currently working on nominating 32 Assets of Community Value.
- City of Rochester, Westminster, Waltham Forest civic groups are just some of the groups starting to consider work in this area demonstrating the increased focus from the movement.
- The events we held in April were a success
- There is a possibility of receiving some interim funding from DCLG for the promotion of listing Assets of Community Value, particularly in deprived areas.

It was agreed that:

- A paper should be presented to the September board meeting to consider whether we want to “bid”
- Staff to keep Chair updated on any potential partnership projects we may want to consider if we do bid.
- **Action: Executive Director to proceed with the above steps in conjunction with the Chair**

7. Grade II Condition Survey Project

It was explained that English Heritage are working on a project that will enable local volunteer groups around the country to survey the condition of their local Grade II listed buildings to a nationally consistent standard. Local authorities will then be able to use this information to target help towards those buildings most at risk of loss.

As part of the project, English Heritage had selected a partnership led by Civic Voice (including NALC, IHBC and NECT) to further this project through making a substantial application to the Heritage Lottery Fund. Further discussions expanded this partnership to include Architectural Heritage Fund and Ingham Pinnock.

It was noted that

- This project was core to the work of the civic society movement and even if we were not involved, it would be our members that would deliver this work in any case.
- While risks may exist with securing the funding, this was the type of project Civic Voice and the movement should be involved in

It was agreed that:

- Civic Voice could continue discussion with English Heritage about this Grade II project
- It was agreed that Civic Voice should help find a way forward for the partnership to deliver a HLF Stage 1 bid and update the board on progress at September meeting.
- **Action: Executive Director to proceed with the above steps in conjunction with the Chair**

The board held a discussion about the different projects we could potentially bid for over the next few months. It was recognised that if we were successful in any of them, it would again demonstrate the momentum Civic Voice is building up, but that additional project also bring additional challenges. It was noted by several in the room that when Civic Voice set up, the civic movement wanted Civic Voice to remain independent in our financial position and not to be over-dependent on external project of grant funding.

The board considered this point and agreed:

- The board are conscious of the risk in taking on additional projects but it was regarded that we need to diversity our income stream to give us more time to secure all civic groups as members of Civic Voice.
- All of the projects are activities that civic societies are already engaged in and are projects more civic groups could participate in. They are relevant projects to the movement.
- Any staff employed on projects will be contracted to a project and time limited.
- The projects will strengthen our partnerships and ultimately should help us attract new members

It was agreed that:

All future bids and projects should at least work to the following objectives

- Help raise our profile
- Engage civic societies
- Engage other community groups
- Be central to our purpose
- Strengthen our financial base

8. Treasurer Report

The Treasurer tabled an update on current finances.

It was noted that:

- Subscriptions are expected to continue in the £55k region
- Project funding had been secured from English Heritage relating to the Local List project
- No monies from the War Memorials project had been included as the project is unlikely to start until October 1st

The board agreed that as the financial statements as tabled now gave a misleading picture following the securing of the Local Lists and War Memorials Projects, the Treasurer would work

with the Chair and Executive Director to work this additional funding in detail into a new budget for year ending 30th June 2014 and a projection for year ending 30th June 2015, including estimated cash flows, which would be issued to Board Members by 16th August."

It was agreed that:

- **MM to circulate a new budget taking on board some of the decisions from today.**
- **To circulate before 16th August to other board members**
- **Action: Treasurer to work with Executive Director and Chair on financials**

9. Manifesto Update

DT led the group through the discussion about the manifesto

It was noted that:

- A draft of the document was shared with the membership and a random selection of comments had been shared with the board
- Members recognised the challenge that we are facing in trying to pull together a common manifesto
- We now need to consider the work from the past 9 months and consider what 3 specific asks we now take forward to lobby for inclusion in the party manifestos on a national level
- We should recognise the commitment from the membership with the manifesto in that over 50% of civic groups have responded to the manifesto
- A paper was introduced by JW on Collaborative Planning based on the concept of Participation not Consultation
- A paper was introduced on the Community Design Award

It was agreed that:

- We will produce a
 - Members Manifesto and Briefing that explains how members can use the full document
 - A 2 page manifesto aimed at Government with for 3 specific asks.
 - A briefing for journalist
 - A final document called "101 other ideas for government"
- All board members should provide IH with 2 specific asks they would like to see included in the short version of the manifesto aimed at the Government. This should be provided no later than Monday 28th July.
- **The next draft of "members manifesto and briefing" to be shared with the board before August 15th**
- Items 1-7 in JW's paper be adopted. Further discussion required on the additional items.
- The board agreed to go forward with the community design award and to announce this at the AGM in 2014.

10. Trustees and Board Elections

The board held a discussion and agreed to consider to transition arrangement from 2016 onwards at length at the July board meeting.

It was noted that:

- Constitutionally, the AGM will need to include elections to fill places on the Board - the vacancies on the Board caused by the resignations of John Bothamley and Paul Clarke (Joan Humble was appointed by the Board to fill one of these casual vacancies but her

appointment ends at the AGM), and Helen Marcus who retires by rotation in October 2014.

- The maximum number of elected Trustees specified in the Articles of Association was increased from 6 to 9 at the 2013 AGM.
- A number of original trustees will be coming to the end of their terms in the next few years and that to ensure an optimal rate of turnover in Board membership it would be appropriate to make one additional place available in each of the next three years.
- Ensuring the right set of skills is essential to the success of the board and the organisation.

The board agreed

- That a total of four elected places on the Board be subject to election before the 2014 AGM (2 to replace the trustees who had resigned, one to fill the place vacated on rotation and one of the additional three provided for in the revised constitution).
- the following process for the election of trustees for 2014
 - *July - 1 September*: Nominations invited to join Civic Voice's Board
 - *1 September*: Nominations close
 - *Start - Mid October* - Electronic and postal ballot of civic societies in membership of Civic Voice
 - *25 October*: Announcement of results at Canterbury AGM
 -

Action: Executive Director to proceed with the above steps in conjunction with the Chair

11. AOB

No AOB recorded.

12. Private Business

Staff left the room and the board moved into a private item.