



CIVIC VOICE BOARD MEETING NUMBER 39

25th May 2017, 1pm 4pm

The Coffin Works, 13-15 Fleet St, Birmingham B3 1JP

Attendees

Mary Ash
Joan Humble (Chair)
Chris Winter

Martin Gunson (Treasurer)
Roger Sutton

In attendance:

Ian Harvey (Executive Director)

1. APOLOGIES

- Paul Bedwell Phil Douce David Evans

2. MINUTES FROM MARCH 2017

The board agreed the minutes from the March 24th board meeting.

3. ACTIONS FROM MARCH 2017

Actions from the March 24th board meeting were updated to the board with specific reference to:

- The Treasurer approved the insurance policy for 2017-2018 but wanted board permission to look at alternatives in future years. Agreed.
- To communicate to the membership that whilst in the opinion of Civic Voice it may not be the cheapest policy on offer, Civic Voice do believe it is the best and most comprehensive insurance to allow civic societies to undertake the diverse range of activities that they do
- When the Membership Development Office is in post, to arrange an early meeting to discuss the Membership Matrix and for the person to contact the Chair of the Membership Sub-committee.

4. CONFLICTS OF INTEREST

The Executive Director explained as part of our governance, we have never had an item on our agenda discussing conflict of interests.

Agreed for the Governance committee to:

- Implement a Conflict of Interest register in place for October and to have it as a standing item on future board meetings when new board in place.
- To include it in the Code of Conduct register being proposed by the Governance committee

5. UPDATES

a. Chair Update

- b. Joan Humble explained that she had been busy with Civic Voice attending visits, speaking at events including the Larger Societies meeting in Leeds and working with the **Executive Director** on restructuring Civic Voice and implementing board decisions.

The Executive Director explained that he had been indebted to the Chair for her support in what had been a challenging few months.

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

c. Executive Director Report

It was explained that our focus has been on ensuring that members have not experienced any change in operations as a priority above internal actions.

6. FINANCE UPDATE

Update 5a: Historic England

The Executive Director presented a paper setting out Management Accounts for 2017-2018.

7. PROGRAMME UPDATES

a. Historic England

The Executive Director introduced a paper setting down the basis of the capacity building funding from Historic England and shared the targets that we are contractually agreed to focus on.

b. Membership Report

Ian Harvey presented a paper on behalf of the membership subcommittee setting out the status on membership renewals stating we were on target for 95% renewal rate, as per the strategic objective and that a full discussion on membership renewals will be shared with the membership committee. Any “chase up” on renewals will be discussed with the Chair of the Membership committee.

c. Governance committee

Ian Harvey presented a paper from the Governance Committee following the first meeting. It was recommended by the Governance committee t

- To implement a code of conduct based on Charity Commission best practice for Civic Voice.
- That once the office manager is appointed to implement a calendar of events setting down 12 months in advance for all meetings

All Agreed.

d. Civic Voice review

It was agreed to accept the recommendations from the Governance committee and for the appropriate committees to consider other points when they meet in the next few months. This would align with Ian Harvey’s meeting with Deborah Lamb in September when he has to report on progress from the review as part of our funding agreement.

8. ANNUAL CONVENTION

a. CHANGE TO RUNNING ORDER OF AGM

b. BOARD ELECTIONS

The Chair asked the board to consider the process and timeframe we pursue to recruit several new trustees to take up office from the October AGM. The board needed to consider:

1. How many trustees do we want to bring onto the board in October?
2. Timetable for recruitment and process
3. The skillset, gender balance and regional balance

After a discussion, the board agreed:

- a) To present to the July board meeting the final timetable for implementing the Trustee elections for 2017 after final consideration by the governance committee.
- b) The board asked the Governance committee to give further thought to the changes in the AGM running order so that the board have confidence it meets charity requirements.

c. ANNUAL CONVENTION AND BUDGET

It was agreed to approve the ticket cost for the Annual Convention at £50 for a single person, but for subsequent tickets, the cost will be £40. It was explained that with the number of individual coming from the same society, the conference is still likely to make a loss without.

d. ANNUAL ACCOUNTS 2016-2017

To present to the July board meeting the final report for the Annual Accounts

- c) Agreed to make several changes to the first draft of the accounts and circulate to all trustees for further comment. It was agreed that discussion on this could be done by email to save time in approving in July's board meeting.
- d) Agreed for the Treasurer to consider alternatives to the Independent Examiners for future years.

9. STRENGTHENING CIVIC SOCIETIES 2017-2020.

The Executive Director presented a paper on how we can help tailor support to civic societies across England. It was explained that on our central database we have 516 known civic societies which gives us a membership of 52% but recognised the challenges some smaller groups face in becoming members.

It was noted that from the 52 largest societies in the country, 42 of them are members of Civic Voice.

It was agreed that civic societies come in very different shapes and format and the challenges they each face different from one group to the next. The board agreed to keep the paper and its items on the agenda as strengthening the movement is a key aim if we are to achieve long term sustainability.

10. CONSTITUTION AND TERMS OF REFERENCE

The Chair introduced the item explaining that a series of papers had been developed setting out Terms of Reference for four sub-committees and six working groups. These papers were being proposed as another way to improve the Governance of the organisation.

The Chair explained that this was in line with Civic Voice Review recommendation

Recommendation 24 We recommend that the Board should review whether or not the Finance Board, the Funding Meeting and Regional Forum meetings remain appropriate or needed following the agreement of the strategic options and actions arising from this review (paragraph 4.31).

It was agreed:

- e) To create working groups for the Smaller Societies Forum, Coastal Societies, Core Cities and to approve a working group for the Alliance of Cathedral Towns and Cities
- f) To include the terms of reference for each sub-committee in the updated trustee induction pack
- g) To review all subcommittee terms of references and individuals on each committee in November 2017 to ensure they are still fit for purpose.

11. FUTURE MEETING ARRANGEMENTS

A paper was tabled explaining that no away day was held by the board in 2016. The Executive Director recommended that with a new strategy in place it would be wise to have an awayday this year and that it would make sense to do it before October as it could inform the substance of the Chair's speech at the annual convention in Wakefield.

- h)** It was agreed to hold an annual away day in late summer and to circulate a list of date to see what was most appropriate for board members
- i)** For the Governance committee to work up in detail and circulate by email the recommendations for the awayday

12. AOB/PRIVATE BUSINESS

No AOB or Private Business was submitted to the Chair before the meeting.

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 the Coffin Works, unless specified.

- 1. July 26 2017 1-4pm Sep 13 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 13 2017

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