



Board of Trustees

8TH October 2014

1pm - 4pm
CPRE London

Freddie Gick (Chair)
John Kershaw
Joan Humble
Helen Marcus
Martin Meredith
John Walker

Staff

Ian Harvey

1. Apologies

David Tittle and Neil Sinden

2. Minutes of meeting of 24 June 2013

JW nominated and MM seconded.

3. Chair's Update

The following was noted:

- The Chair explained that we have taken over ownership of the Civic Voice archives from Alan Baxter Associates. We have now agreed with Bath Spa University that they will hold the archives.
- We plan on putting a £5,000 bid to the Pilgrim Trust for a small grant to help scope out the likelihood of this project.
- FG has been invited to join a group to help review the National Association of Local Council's constitution
- The Chair was invited to a dinner by the Earl of March about the relationship between heritage and planning. Guests included Simon Thurley, Kevin McCloud and others.

It was noted that the Chair is doing an incredible amount of work for Civic Voice and the board wanted it noted how thankful Trustees were. The Chair agreed he is enjoying his role and enjoying working with the staff on ideas.

Action

- To allow the Chair to continue discussions and projects as he desires and to keep the Board updated on issues he feels are particularly relevant and of a sensitive nature.

4. Regional Organisations within Civic Voice

JK introduced a paper about the relationship between Civic Voice and the regional organisations. The board held a short discussion, and as David Tittle was not present, FG shared David thoughts.

The following was noted during the conversation:

- It will be advisory forum and no recommendation from the advisory group is mandatory on the board.
- The board have no desire to create a lobbying group and want to see this as a group that supports the development of the movement and helps plays a part in looking at the national picture.
- The board would like to see ideas from the group about how to explore projects such as war memorials and the manifesto.
- It is not something that needs to be debated or voted on by the AGM

Action

- It was agreed that the Chair should put the recommendation of establishing the regional group to the AGM during his update.

5. Civic Survey Summary 2014

Civic Survey is the annual assessment of the state of the civic society movement. Findings from Civic Survey 2014 will be shared at the Civic Voice AGM and will help shape and guide the activities of Civic Voice for the next 12-18 months.

The board had a discussion around the differences and diversity in the movement, but in general were happy with the feedback from the membership.

It was agreed

- To consider at a future meeting when we have a full board how we may use Civic Survey 2014 as part of our 5th anniversary and whether any of the research is “newsworthy”.
(Director)

6. Civic Convention (AGM 2015)

Helen Marcus entered the meeting at this point.

The Director gave an update on the Convention and the current plans.

It was agreed

- The board approved the nomination of Freddie Gick as Chair for the forthcoming year. This will need to be ratified by the membership at the AGM.
- The board approved the nomination of Martin Meredith as Treasurer for the forthcoming year. This will need to be ratified by the membership at the AGM
- Staff to continue preparations for the AGM
- To use the AGM in Canterbury to announce the 2015 Convention as being Bristol.

7. Annual Report and Accounts

MM presented the annual accounts and explained that trustees can have the chance to see the Trustees report at any time that they so wish.

The following changes were noted

- Civic Panel references need to be removed
- It needs to explain that JH, MM, FG, NS are for the purposes of this timeframe, on the board as “Co-opted” board members.
- Typo on page 9 “statements”

On the basis the changes are made, Helen Marcus approved the report and John Walker seconded.

Action

- To delegate to Chair and Treasurer to sign off when approved by the Auditor.
- The final document is to be completed and presented at the AGM.

Grade II Project

The Director updated the board on this project and our role in preparing it as part of a small partnership project. The funding would be for a 4-5 year project and would be in a similar methodology to our war memorial project, whereby we will mobilise volunteers to record the condition of their local heritage.

We are working up a HLF bid in the region of £2.5 million and are working along Architectural Heritage Fund, IHBC, NALC and NECT.

The board recognised the benefits that this project could bring to the organisation – in terms of finance and membership.

It was agreed

- To circulate the HLF bid to the board for comment (Director)
- Chair and Director to take forward the final application.
- To submit the bid in time for the HLF deadline in December.

8. War Memorials Project

The Chair and Director gave an update on the War Memorials Project and were pleased to report that we had recently interviewed for the post of Senior Development Officer and would like to formally offer the role to Anna Wilson. (CV Available)

The Chair explained that we was looking forward to the project starting as there are huge opportunities for Civic Voice to be gained from the project Dates for workshops in the diary for December.

The board agreed the appointment on the basis that we get appropriate references

Action

- Director to check appropriate references.
- MM to seek professional advice on employment issues
- Director and Chair to make necessary formal appointment

9. Community Rights Tender

The board considered whether Civic Voice should consider bidding to DCLG to deliver the “First steps” and other elements of the community rights contract. The board agreed it was a sensible step in our development, notwithstanding we recognise the risks with the perception being created that we are deliver Government work.

Although different individuals had different thoughts on the benefits and risks associated with this opportunity.

Agreed

- To explore with Locality the possibility of joining a bigger consortium (Delegated to Chair)
- It was agreed not to get involved in any neighbourhood planning elements (Chair)

10. Funding

FG introduced a paper on the Sackler Trust - a major charitable foundation. Sackler give out large amounts of money each year. Our hope would be to hire someone who can help build our corporate membership. The funding purpose would be to appoint someone to do background work on companies who are interested in funding Civic Voice.

The Chair then explained that he would also like to use the paper as a basis for a second application to Benesco Trust – another charitable foundation, but one who have a particular interest in supporting office costs.

Chair is seeking approval to take these documents to start approaching different charities for specific purposes. All agreed.

Action

- All agreed for Chair to take the above funding proposals forward.

11. Civic Voice Manifesto and Lobbying Act

The board held a discussion on the implications of the Lobbying Act and how it may impact on our campaigning between now and the General Election.

It was agreed that we would need to keep our campaigning under close monitoring as what we do may not be political, but we have to recognise some other people may interpret it differently.

Action

It was agreed that the manifesto should be a regular agenda item for the board. The board should also give full consideration the Lobbying Act when making decisions with the manifesto.

12. Agree Awayday date and venue

It was agreed for the Chair and Director to agree the location of the away day and to inform the board at the appropriate point.

13. AOB

No other business.

14. Private Business

Staff left the room.

Next meeting – Convention and AGM, Canterbury 25th October