

Minutes

**Meeting of the Uppingham Town Partnership
At 7pm on Wednesday 8 September 2010
Town Council Chamber, First Floor, Uppingham Town Hall,
High Street East, Uppingham**

Present:

Alec Crombie	Chair – Community
Peter Toms	Community
Phil Wignell	Community
David Barker	Business
Marc Oxley	Business
David Casewell	Uppingham Town Council
Lindsay Cooper	Uppingham Town Council
Peter Rees	Uppingham Town Council
Janine Rodger	Rutland County Council
Peter Ind	Rutland County Council
Peter Jones	Rutland County Council

In attendance:

Linda Todd	Rutland Market Towns Manager
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Apologies for Absence:

Steven Halfpenny	Business
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Resignation:

Jan Turner	Community
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1. Welcome and Apologies Action
 - 1a. As Chair of Uppingham Town Partnership, Alec Crombie welcomed all to the meeting. AC welcomed David Barker, who was attending for the first time as a Business representative.
 - 1b. Apologies were received from Steven Halfpenny.
 - 1c. Due to work commitments Jan Turner, Community representative resigned from the UTP.
2. Declarations of Interest
 - 2a. AC requested declarations of interest. None were received.

3. Minutes of 14 July 2010

3a. MO reported that he had issued a cheque for £311.21, which was the balance of the Uppingham Arts and Community Project mentioned in the minutes of 4 July 2010 para 7d. LT confirmed this cheque had been received and banked in the RCC 5812 cost centre.

3b. The minutes of the 14 July were adopted.

4. Constitution

4a. See attached summary of discussion regarding Constitution at Appendix A.

4b. The mission statement was discussed and amendments of para 3.1 were agreed as follows:

UTP is a partnership formed to promote and support improvements in Uppingham as a place to live, work, visit and do business in, with particular (but not exclusive) focus on:

- Environment & Transport
- Culture & Leisure
- Local Economy and Marketing
- Safe & Secure Communities

5. Election of a Vice Chair

5a. JR nominated PJ for the Vice Chair position and AC seconded. PJ said he would be happy to take on this role as he believed as Portfolio Holder for Market Towns he would provide UTP with a strong link to RCC.

5b. PJ nominated DB for the position of Vice Chair. DB declined due to work commitments and travel.

5c. DC nominated MO for the Vice Chair position and PR seconded. MO said he would be happy to take this role as he believed it would be an advantage to the UTP to have an Uppingham Business representative in this position.

5d. Votes were by a show of hands. PJ was voted in as Vice Chair by 6 votes to 3.

6. Election of a Secretary

- 6a. MO volunteered to fill the role as Secretary. By a show of hands all unanimously agreed.

7. Co-opted Members and Sub Groups

- 7a. At the meeting of 30.6.10 para 5c. the Board agreed that they would like GA to be co-opted as a Community representative (when a position is available). Meeting 14.7.10 LT reported GA agreed. PR requested GA to be given the opportunity to take up the vacant Community position on the UTP Board. MO seconded. By show of hands unanimously agreed.

- 7b. The vacant position of a Business representative was discussed and DB suggested that a local business group member be approached. DC seconded. PJ volunteered to speak with Robert Wills, Chair of Uppingham First to request a nomination from within that group. All agreed. PJ

- 7d. PJ suggested that UTP wait until the Board is fully formed and constituted before setting up a Business Sub Group. All agreed.

8. Retail Update

- 8b. LT forwarded a request from Libby Kingsley, Senior Economic Development Manager at RCC, to attend the 10 November meeting to deliver a Retail Update presentation to the Board. All agreed and will welcome Libby to the 10 November meeting at 7pm. The Retail Update to be set as item 2. on the Agenda. LT

9. Events Sub Group Update

- 9a. LT reported that the Events sub group had been formed but were unable to have a full meeting due to summer holidays. The post Feast Day meeting took place on 18.8.10 and MO and LT had met with Gillian Agar on 2.9.10.

10. Rutland Market Towns Manager's Update (inc Farmers Market)

- 10a. The launch of the Rutland Market Towns Farmers Market on the Market Place took place on Saturday 4 September. PI thanked LT for her efforts and emphasised the importance of good quality events to keep the town thriving.

- 10b. LT reported on Feast Day 2010, Feast and Festival 2011, UTP Events Sub Group, Uppingham Farmers Market Launch, and Rutland Market Towns Manager's Current Commitments Update. The Board were provided with a copy of the report.
11. Any Other Business
- 11a. PT to liaise with performers regarding risk assessment, relevant insurance and certification eg PAT testing. LT to incorporate into overall risk assessments for events. PT/LT
- 11b. The road closure for the Chamber of Trade Christmas Lights Switch was ordered by LT to support the Chamber and is booked for Tuesday 30 November 2010. MO to liaise with Uppingham Town Clerk. LT to look at linking this event to Late Night Shopping in 2011 and discuss the possibility of bringing forward the Christmas Events in 2011 to the 1 December with all Rutland Market Towns stakeholders. LT
- 11c. DC informed the Board that the Rutland Access Group will be carrying out a survey of the town on Thursday 30 September. This survey will highlight issues and also the positive aspects of access in the town. MO highlighted the danger of crossing at the junction of Ayston Road and North Street East near the garage and would welcome the report.
- 11d. DC informed the Board that the Rutland Morris Men will host a national event in the town 22-24 July 2011 and will welcome 15-20 clubs.
- 11e. PJ informed the Board that Arts4Rutland, with the support of RCC, had secured £20K funding from the Cultural Olympiad to provide a Rutland wide event and will include the Sailability event at Rutland Water. This event will form part of the festival which will take place the last week in June and the first week in July 2011. Additional funds had been agreed in principal from the Arts Council and PJ informed the Board that support would also be sought from the Town Councils and Town Partnerships.
12. Date of Next Meeting
- The date of the next meeting is Wednesday 10th November 7pm.

Meeting ended at 8.20pm

Appendix A

To Minutes of the Meeting of the Uppingham Town Partnership Wednesday 8 September 2010

Notes of discussion regarding UTP Revised Draft Constitution

The Board had been provided in advance with a revised DRAFT Constitution for the Uppingham Town Partnership and a report arising from the meeting of the Constitution Working Group, which took place on Wednesday 11 August 2010.

DC voiced concerns that if Uppingham Town Partnership was set up as an unincorporated organisation then this would not limit liability and therefore there would be a risk that a claimant could get through insurers to partnership members.

AC put the risk in perspective by giving examples of underwriting risks reflected in insurance premiums: for town partnerships £2-300, national charities £4-500 and professional indemnities for solicitors £50K.

DB concerned that in the case of negligence there is a risk that the insurance company would stand aside. DB quoted 5b of minutes of 14.7.10 'PJ confirmed the Town Partnership would be an advisory body' and asked if the events are organised on behalf of UTP. LT confirmed that was the eventual aim but in the meantime they would continue to be organised by LT as an RCC employee and under the Rutland Market Towns banner.

MO stressed that many towns operate similar organisations based on the unincorporated constitution and that it works very well and suggested that we may be overcautious. DB stressed we must have facts in order to understand what the risks are, particularly in the case of a claim of negligence.

DC asked what is the alternative to an unincorporated organisation? AC referred to Philip Baileys report and confirmed that 13 out of 15 Welland market towns are set up as unincorporated organisations and the remaining 2 are incorporated. The reason for this is the unincorporated route works very well. One of the alternatives is to set up a company limited by guarantee, which involves setting up the company with all of the costs incurred, preparing annual returns and preparing VAT returns.

PJ confirmed with RCC as the holding body then UTP as an unincorporated organisation is able to work with local government. DB asked if it would be possible to continue with this arrangement if partnership was as a company limited by guarantee. PJ confirmed not as the company would be independent. PI stressed that a company limited by guarantee could still be liable as they

would have to hold the contracts of employment and whichever way the organisation is set up there is always an element of risk.

PW suggested that the Board consider a hybrid set up. Enquiries regarding alternatives via Welland Market Towns Manager.

PI reported that the Constitution Working Group were happy with the unincorporated organisation route and made it clear that we have to be prepared to accept some element of risk if we, as individuals, wish to be involved. PJ agreed that there is always an element of risk in conducting day to day affairs and that some element of risk has to be accepted.

Routes of claims and disclaimers were discussed and who would be liable. DB pointed out that a claim may not come via a logical route and there is always a risk the claim can be made against an individual rather than an organisation.

PW raised query regarding underwriting of events and town partnership expenses. PJ explained that as the Portfolio Holder he is responsible for overseeing the operation of Town Partnership accounts. As part of RCC in kind contribution to the partnerships there is support (like an overdraft facility).

PJ suggested that the Board send all further queries regarding finance and legal to LT to be forwarded to the RCC Finance and Legal teams. LT asked for these to be sent as clear bullet points so they can be collated and forwarded in one document.