

**Minutes of the extraordinary meeting of Uppingham Town Partnership
7.30 April 10th 2013, Uppingham Town Hall**

Present:

Lucy Stephenson	Rutland County Council (Chair)	LS
Phil Wignell	Community (Treasurer)	PW
Susie Burrows	Community (Secretary)	SB
Marc Oxley	Business (Vice Chair)	MO
Dave Casewell	Uppingham Town Council	DC
James Lammie	Rutland County Council	JL
Dick Reeve	Uppingham Town Council	DR
Edmund Hockley	Community	EH
Peter Rees	Uppingham Town Council	PR
Jadene Clegg	Youth Council (observing)	JC

1. Apologies: Terry King, Rachael Watts

2. Registration of membership:

The Uppingham Partnership (the new trading name of Uppingham Town Partnership) has been set up, with PW and SB as directors. We will need to keep a list of current members, which can then be given to Companies House with each annual return, to include a note of any resignations/new members.

PW proposed that we keep our own register of members and submit this to Companies House annually. DC seconded the proposal and it was unanimously agreed.

3. Administration of membership:

Barclays bank has said that as UTP is a community organisation, all members need to be registered, but for the moment are willing to open the new bank account under the change of trading name having had full details for PW, SB, LS & MO as directors/signatories. PW will confirm with them whether they do need full details for all other members and will pass on the necessary forms if so. For those who already bank with Barclays, the procedure is less detailed.

PW proposed that all members will complete the necessary Barclays forms if the bank so requires, & MO seconded this proposal. Unanimously agreed.

4. Finance:

- a) A detailed summary of income/expenditure was shown to the meeting, which covered the accounts of UTP from 01.02.12 – 31.3.13. A more specific monthly breakdown is shown to monthly meetings, and these are fully available. It was noted that the excess of income over expenditure includes the grant of £3,333.33 to be spent on signage in the town.

There was a discussion on whether to have these accounts audited independently before they are sent to Companies House. It was agreed that as there is no legal obligation to incur this expense, and as the sums involved are small, that this would not happen.

It was proposed by DC that these accounts be accepted, seconded by MO and unanimously agreed.

- b) LS proposed that the meeting should authorise the submission of these accounts to Companies House. MO seconded this, and it was unanimously agreed.
- c) LS proposed that all funds should be moved from 'The Town Partnership' account to 'The Uppingham Partnership' account that will be replacing it. SB seconded, and this was unanimously agreed.

5) Any other relevant business:

- a) Nothing has been received from the tax office at either the previous UTP registered address or the current one
- b) LS proposed that the original documents (minutes, at least 3 years of accounts) would be stored at the current registered address (9 Leicester Road), with copies kept at the Town Hall if Susan would kindly agree to that. PW seconded the proposal and it was unanimously agreed.
- c) PW & SB to meet to go through all relevant Companies House documentation once more.
- d) It will be necessary to give at least 21 days notice in order to change the constitution from UTP trading as 'The Town Partnership' to 'The Uppingham Partnership'. This will be sent out now, in order that the change can be agreed at the May meeting on 29.5.13.
- e) There was a brief discussion on funding, when it was agreed that UTP is not able to financially aid any individuals from the Youth Council with projects, but that it might be possible to help via LSP money if they wished to put on an event in Uppingham.

Next meeting: April 24th 2013, 7.30, Uppingham Town Hall