

**Minutes of Uppingham Town Partnership meeting Thursday January 9th, 7.30
Uppingham Town Hall**

Present:

Marc Oxley	Business (Vice-chair)	MO
Phil Wignell	Community (Treasurer)	PW
Susie Burrows	Community (Secretary)	SB
Rachel Watts	Community (Church)	RW
James Lammie	Rutland County Council	JL
Dick Reeve	Uppingham Town Council	DR
Carolyn Cartwright	Community	CC
Dave Casewell	Uppingham Town Council	DC

Apologies:

Lucy Stephenson, Edmund Hockley

This was a single topic meeting, called to discuss the use of potential Section 106 money that may become available to employ a town manager/administrator to be shared between Oakham and Uppingham at some point in the future. In the absence of the UTP Chair, MO chaired the meeting.

There was some discussion about how to formulate our ideas most effectively, and it was agreed that we would create a 'wish list' of the points that mattered most to the continued work of UTP in helping Uppingham become increasingly vibrant and economically healthy.

The Chair had to leave at 7.50, and it was unanimously agreed that PW would chair the rest of the meeting.

1. The committee agreed that the building of new supermarkets in Oakham would cause further economic leakage within Uppingham, and to counter-balance that we would have a greater need of extra help and thus an acceptable percentage of the potential employee's time to promote the town. A central aim of UTP is to promote Uppingham within the wider community.
2. It was strongly felt that what would be most useful to Uppingham would be a highly trained professional administrator in preference to a town manager. UTP would like someone who could implement the effective ideas we have, and to work with us on projects/events already under way (Feast Day, Fun Day, Brocante, Film Club, Late Night Shopping) as well as on one-off projects (signage, Fairtrade Town etc.) and on new ideas as they arise. Someone who could do the time-consuming work that our events and projects generate.
3. The desired profile of such a person would be that they would be an excellent communicator, have the ability, experience and qualifications to be both self-motivating and also able to work to a brief and, for example, to help UTP to build on ideas that have arisen in the Neighbourhood Plan. RW made a good point that a well-qualified young administrator could, if the right person, be keen and dynamic and planning to build on the experience.

4. It was also felt desirable that the employee should have the ability to support UTP in gaining new funding, and to initiate fund raising activities.
5. It would be very helpful to have someone with experience/ability in writing press releases
6. UTP would very much like the person to have a base (which it was sure could be made available) in Uppingham, so that the person becomes familiar with and in Uppingham.
7. It would be necessary for the administrator to attend UTP meetings when appropriate, and to be willing to do the more basic administrative tasks as well as the more dynamic ones.
8. There was agreement that UTP would very much want to be represented throughout the process of finding a suitable person, from advertising through to attending interviews.

AOB:

1. Dates were agreed for road closures through the year (including the Stilton Run), which PW will apply for
2. It was agreed that the meeting on January 29th would have to be cancelled, as too many people would be absent at that time to make a meeting quorate. Therefore the next meeting of UTP will be on **February 26th, 7.30, Uppingham Town Hall**. There will be an election at that date for a temporary chair to replace Lucy – details sent out in an email on 7.1.14. DW agreed to take the minutes at that meeting.

The meeting ended at 8.40