

Minutes of 1st meeting of the Aldeburgh Town Plan Steering Committee

Held in the Moot Hall on 24 Aug 2013 10 am – 11.30 am

Present:

Gillian Benjamin-Suffolk Community Action/Working Party

Graeme Bloomfield-Working Party

Tony Bone-Aldeburgh Society/Working Party

Paul Bongers de Rath

Francis Carnwath

Sarah Duerr-representing Erik

Clive Fox

Inga Grimsey-Working Party

Ian Henderson-Treasurer

Peter Hill- Working Party

Robert Lane

Brian Lindores

Richard Marson-Working Party

Robin Mursell

Lynne Walker

1. Steering Committee Membership

The membership of the Committee was agreed as the attached list, however Francis Carnwath subsequently decided to withdraw as Chair of the Heritage and Tourism sub-group. IG, TB and RM will cover his role until a replacement is found.

Sub-group Chairs will start by drawing together small teams to review and define their given area. It is accepted that overlaps between sub-groups are likely to emerge and will require resolution.

2. Election of the Steering Committee Chairperson

Lynne Walker was elected unanimously as Chairperson at which point she took over the meeting.

3. The Constitution

The last version of the Constitution was approved with the following amendments, which have been incorporated in the attached copy:

Tasks - clause 6 delete words after "plan"

Membership-clause 1- delete "up to 12"; Clause 4- add " person" after Chair

Officers - clause 1-delete "At the first meeting"

Meetings-clause 5- Chairperson not Chairman.

Finance - clause 4-Delete "Treasurer shall" replace with "The Committee will endeavour to"

- clause 5 after agreed insert "by the Bank Account signatories"

4. Sub-groups full and advisory membership

The list presented to the meeting was based on the names of those who had attended the two public meetings. All were asked to suggest both additional individuals who might be useful and relevant organizations.

IG will revise the paper on the role of the sub-group chairs

5. Draft Budget, initial fundraising plan and Banking

The Treasurer submitted his draft budget. Concern was expressed about the attitude of the Lottery to switching any grant made to different headings. It was agreed to set up a sub-group (TB, LW, IR) to finalise the budget and the Lottery grant application and then to submit it.

It was agreed the Treasurer should open an account in the name of The Aldeburgh Town Plan Steering Group at Barclay's Bank, Aldeburgh. The principle address of the Committee to be the Treasurer's and our financial year would, at least for the first year, end on 31 July 2014.

It was resolved that The Aldeburgh Town Plan Steering Committee (The Committee) appoint Barclays Bank PLC (the Bank) as its bankers.

The Committee authorised the Treasurer in opening an account to accept the terms of the Barclays Customer Agreement and confirm such acceptance to the Bank by completing the Bank's form of Appointment of Bankers;

The Committee authorised three individually named persons (Lynne Walker, Ian Henderson and Tony Bone) to:

(a) enter into any other agreements with the Bank (including banking facility agreements and indemnities) which they consider to be in the interests of the Committee from time-to-time (when previously agreed by The Committee); and

(b) give instructions concerning the operation of the Committee's bank accounts and otherwise communicate with the Bank in each case in writing or verbally, in accordance with the Customer Agreement; and

(c) register the Committee for the Bank's computer and telephone banking services.

6. Communications/PR

The Chairperson asked for all communication, if possible, to be paperless, by email. Her address is: chair@aldeburghtownplan.org.uk

TB will maintain the website but while we might use Facebook it was decided to avoid Twitter. He would post a note about this meeting on the web and to all out meeting attendees.

RM would liaise with the Gazette and Times regarding the publication of up-dates for residents of Aldeburgh.

7. Timetable

A first draft of the timetable was approved. It was accepted that December 2014 was a reasonable deadline to work towards.

8. Tasks for September

It was agreed: That the next Group meeting will be at 10am on Monday 9 September. Venue to be confirmed

Forward Agenda items for next meeting:

Agree timetable for the Town Plan – IG paper

Agree Terms of Reference for Steering Committee and Working Groups – IG paper

The Lottery grant application

Consider ways in which we can involve and consult with stakeholders beyond the Questionnaire