

Wrexham Heritage Forum

Minutes of the Meeting of the Executive Committee held at Wrexham County Borough Museum

7pm on Thursday 16 April 2007

Present

Nick Roe	David Millington
Os Davies	Patrick Reeson
Hazel Hawarden	Steve Roberts
David Jones	Colin Davies

Apologies for Absence

Vernon Crewe

1. Role of the Executive Committee

- A number of amendments to the list of contacts were noted (revised contact details attached).
- HH explained the background to the County Borough Heritage Strategy and it was agreed that copies would be sent to the Executive Committee members.
- It was agreed that there would be a minimum of 4 meetings of the Executive Committee per annum initially, plus additional meetings as required.
- Initially, specific tasks would be delegated as required.

2. Minutes of the Last Meeting and Matters Arising

- The Minutes of the Inaugural meeting held on 15th March 2007 were agreed as a correct record (proposed by Colin Davies and seconded by David Millington) and this will be included as a standing item on all future agendas.
- It was agreed that there would be no membership fee to join the Forum in the first year, in order to encourage new members and to allow time for the benefits of the Forum to be demonstrated.

3. Amendments to the Constitution

- The following amendments to the Constitution were agreed:

Clause 4.Membership - Omit 'The Forum may co-opt individuals as full voting members if it so decides'.

Clause 6 Executive Committee – Add 'The Executive Committee may co-opt individuals in a non-voting advisory capacity if it so decides'.

Clause 8 AGM – Amend to read 'The Chair (on his or her absence any other representative of the Executive Committee) shall conduct the AGM'.

Clause 11 Financial Matters – Amend to read ‘The accounts for the financial year shall be inspected by an independent examiner, being a suitably qualified person, appointed at an AGM or EGM.’ (It was noted that this clause was suggested by the WCBC Auditor and could be amended at some time in the future if necessary to comply with the requirements of any statutory obligations or charitable registration.)

Clause 12 Alteration of Constitution – Amend to read ‘This definitive constitution can only be altered at the AGM or an EGM by a motion raised by prior written notice ...’

- It was resolved that an EGM be called coincidental to the next meeting of the Forum, to consider the Executive Committee’s recommended amendments to the Constitution. The Chair would propose and the Secretary second the amendments and sign the Constitution once agreed.
- A copy of the constitution should also be sent to the Charity Commission for its view. (HH reported that the HLF’s legal team had already confirmed that it was satisfied that the constitution meets HLF eligibility criteria for grants.)
- It was agreed that Minutes of meetings would be formally signed by the Chair and another member of the Executive Committee.

4. Membership Application Process

- HH distributed copies of draft applications forms for individual and organisations to apply for membership of the Forum. The forms were agreed and HH will arrange for them to be made available in both Welsh and English.
- It was agreed that in the absence of the nominated representative, for voting purposes the representative would be required to notify and send apologies for absence in advance of the meeting to the Secretary, and that any substitute would need to provide a signed authorisation.

It was noted that David Millington would probably represent the West Wrexham Partnership which has a Heritage Sub-group.

- The Executive Committee were asked to complete and return Individual membership forms as soon as possible.
- HH agreed that the Wrexham County Borough Museum could act as the postal address of the Forum until further notice.
- HH to check that the mailing list includes Flintshire Historical Society.

5. Bank Account

- The Treasurer had made enquiries about arrangements to open a bank account with the National Westminster bank at Mold. A copy of the updated Constitution would be required, together with a copy of the Minutes of the Inaugural meeting at which the Officers were appointed.

6. Lottery Applications
 - There was a general discussion about the potential for applications for grant support from the Heritage Lottery Fund
 - It was agreed that Colin Davies and Os Davies would produce a list of requirements for consideration at the next Executive Committee meeting, for subsequent progression as a funding bid under the Awards 4 All Wales scheme.
7. Directory
 - HH would investigate costs for production of a Directory on similar lines to the pack produced for the Open Church Network. It was agreed that the Directory would need to be bilingual.
8. Website
 - NR and SR were investigating the potential for NEWI students to design a website for the Forum.
 - HH distributed draft text to promote the Heritage Forum on the WCBC website. This was not intended to replace the development of a Forum website but would be complementary and linked to the Forum's own site.
9. Newsletter
 - It was agreed that Nick Roe would draft a newsletter about the formation of the Forum, with further details about Forum meetings in 2007 and how to apply for membership.
10. Press Relations
 - HH to issue press release via WCBC about the formal creation of the Forum, details of membership and date & venue of the next meeting.
 - It was agreed that Nick Roe, in his capacity as Chair of the Forum, would act as the spokesperson for media purposes.
 - HH to arrange a press release to be issued in advance of the next meeting of the Forum.
11. Annual Events Programme
 - Discussion about potential conference deferred.
12. Any Other Business
 - Nick Roe to investigate potential for the Forum to become a member of AVOW.

- Educational activities to be added as a separate standing item on future agenda. HH suggested that NR contact Lynn Podmore at Wrexham Museum for an overview of local educational provision.

13. Date and Venue of the Next Meeting

Geoffrey Marshall had kindly offered St Giles Church as the venue for the next meeting of the Forum which will be held at 7pm on Thursday 5th July. Alternatives for the evening programme were discussed and the Secretary was asked to write to Geoffrey Marshall and confirm the following programme for the evening:

6.45-7.00pm	Refreshments
7.00-7.30pm	Business Meeting
7.30-7.45pm	'Using, Managing and Maintaining a Historic Building: the issues and how we address them' - a case study - St Giles
7.45-8.15pm	Tower tour or Strongroom talk
8.15-8.45pm	Strongroom talk or Tower tour

The next meeting of the Executive Committee will be held at 7pm on Thursday 4th June – venue to be confirmed.