

**Westerham Town Partnership
Community Interest Company
Minutes of Meeting 12th May 2016**

Present: Stuart Merrylees (Chair), Bill Curtis (Sec) , Nick Tonge (Treasurer), Malcolm Basing, Jane Hunter

1. Apologies for absence

There were no apologies for absence.

2. Minutes of last meeting held on 13th Jan 2015

These were confirmed as correct.

3. Matters arising

a. At the request of Town Council, Companies House and HMRC have been informed that our registered office is now Chairman's address, 1 Squerryes Park Cottages, Goodley Stock Rd, Westerham TN16 1RD

b. Public Liability insurance. SM confirms he contacted Tennyson and our previous policy as a non-limited company is still valid for WTP as a CIC . They have made a note on the file.

4. Chairman's report for financial year to March 2016

This is formatted as per the CIC 34 template and is attached.

5. Treasurer's report and tax return for 2015/16

The final accounts had been prepared by our accountant Andrew McKenzie-Smart of Smart Accounting and Tax Solutions LLP. They showed that at the end of the 15-month period from 13 Jan 2015 to 31 March 2016 the company held an operating profit of £6,927 and was due to pay corporation tax of £365 for that period.

6. Appointment of auditor

NT had invited Graham Charles Higgs to be appointed as auditor and his appointment was agreed by the meeting.

7. Appointment of Directors

Malcolm Basing felt that he had many other commitments in the community and asked if he could step down as a director. The meeting thanked MB for all his work for the Partnership and he agreed to continue to attend meetings of the steering committee.

Jane Hunter was willing to stand as a director and was unanimously elected. Her position will be entitled "Strategy and Communications".

8. WTP Plans for current year to March 2017

Current plans include

- an event on Westerham Green in June 2016 to celebrate the Queen's Birthday
- installation of wooden sculptures
- a summer event at the August Bank Holiday Weekend to introduce our Talking Town Heritage Trail and involve the town in building scarecrows of Westerham's characters, past and present.
- Late Night Shopping and Xmas lights in November.
- Ongoing Farmers Market
- Assist other societies with organisation and promotion of other town events

9. AOB

MB noted with regret the exchange of e-mails between the WTC and the WTP concerning the SDC press release about the extension to the car park. He asked the Chair to discuss the matter with the Chair of WTC and point out that the WTP did not feel it all reasonable of the WTC to in anyway hold the WTP responsible for a third party's publication.

10. Date of next meeting

There was no other business. Date of next meeting to be Oct/Nov, TBA