



**DISCOVER ASHFIELD ANNUAL GENERAL (AGM)  
MEETING**

**Friday 19<sup>th</sup> March 2021  
9:00am – 9:15am start**

**Virtual Meeting via Microsoft Teams**

## Attendees

Name	Position on Board	Position/Organisation	Apologies
Martin Rigley MBE	<b>Chair</b> / Theme Lead – Succeed in Ashfield	Managing Director, Lindhurst Engineering	
Louise Knott	<b>Vice Chair</b>	Vice Principal, West Nottinghamshire College	
Darron Ellis	Theme Lead – More to Discover	Historian	✓
Liz Barrett	Theme Lead – Love Where You Live	Principal, Academy Transformation Trust Further Education	
Pete Edwards	Theme Lead – Be Happy, Be Healthy	Chair, Ashfield Health and Wellbeing Partnership	
Callum Parr	Board Member	Youth Council Leader, Ashfield District Youth Council	✓
Carol Cooper-Smith	Board Member	Chief Executive, Ashfield District Council	
Chloe O'Donnell	Board Member	Shopping Centre Manager, Idlewells Shopping Centre	✓
Christopher Baron	Substitute for Lee Anderson, MP	Office Manager, Ashfield & Eastwood MP's Office	
Cllr Christian Chapman	Board Member	Scrutiny Rep, Ashfield District Council	✓
Cllr Helen-Ann Smith	Board Member	Deputy Council Leader, Ashfield District Council	✓
Cllr Daniel Williamson	Board Member	Annesley and Felley Parish Council	
Cllr Matthew Relf	Board Member	Portfolio Holder, Planning & Regen, Ashfield District Council	
David Ainsworth	Board Member	Director of Clinical Commissioning Group, NHS	
David Jackson	Board Member	Centre Manager, East Midlands Designer Outlet	
Edward Johnstone	Board Member	Assistant Principal (Development), Portland College	✓
Fiona Anderson	Board Member	Head of Civic Engagement, Nottingham Trent University	
Gary Jordan	Board Member	Chair, Mansfield and Ashfield 2020	✓
Julia Terry	Board Member	Development Worker, Transforming Notts Together	
Kathryn Stacey	Board Member	Chief Executive, Citizens Advice Ashfield	
Lee Anderson, MP	Board Member	MP for Ashfield and Eastwood	✓
Mark Spencer, MP	Board Member	MP for Sherwood	✓
Melanie Phythian	Observer	Towns Fund Policy Advisor, Cities & Local Growth Unit	✓
Peter Gaw	Board Member	Chief Executive Officer, Inspire: Culture, Learning and Libraries	✓
Rachel Quinn	Board Member	Head of People & Skills, D2N2 LEP	
Robert Orgill	Board Member	Property Manager EMEA, Rolls Royce	✓
Simon Martin	Board Member	Vice Principal, Academy Transformation Trust Further Education	
Teresa Jackson	Board Member	Chief Officer, Ashfield Voluntary Action	
Tim Brown	Substitute for Viki Dyer	Job Centre Plus	
Theresa Hodgkinson	Board Member	Director of Place and Communities, Ashfield District Council	
Viki Dyer	Board Member	District Operations Lead, Department of Work and Pensions	✓
Andrea Stone	Supporting Officer	Health and Wellbeing Manager, Ashfield District Council	✓

Katherine Green	Supporting Officer	Senior Communications Officer, Ashfield District Council	
Lana Mills	Supporting Officer / Minute Taker	Discover Ashfield Project Officer, Ashfield District Council	
Matthew Neal	Supporting Officer	Service Director of Investment and Growth, Nottinghamshire County Council	
Nicola McCoy-Brown	Supporting Officer	Group Manager for Growth & Development, Nottinghamshire County Council	✓
Sarah Daniel	Secretary / Supporting Officer	Interim Service Manager for Place and Wellbeing, Ashfield District Council	
Tracey Bird	Supporting Officer	Health and Wellbeing Officer, Ashfield District Council	
Trevor Middleton	Supporting Officer	Town Centres and Markets Manager, Ashfield District Council	✓

## Minutes

Agenda Item		
<b>1</b>	<b>Welcome/Introductions/Apologies</b>	
	The Chair, Martin Rigley welcomed everyone to the virtual meeting.	
	Apologies were received and it was noted that:	
	<ul style="list-style-type: none"> <li>• Tim Brown will be representing Viki Dyer</li> <li>• Christopher Baron will be representing Lee Anderson, MP</li> </ul>	
<b>2</b>	<b>Review of Previous Annual General Meeting (AGM) - Wednesday 26<sup>th</sup> February 2020</b>	
<b>2.1</b>	<b>AGM Meeting Minutes</b>	
	Board minutes were agreed as a true and accurate record with no amendments to be made. No matters arising were noted in this meeting.	
<b>2.2</b>	<b>Action Log (Including actions from below minutes)</b>	
<b>2.2.1</b>	<b>Governance / Challenge Group</b> (19/03/2021, Minute – 5.2) Sarah Daniel to liaise with other town boards, D2N2 and Melanie Phythian regarding the best practices for setting up a funding challenge group.	<b>SD</b>
<b>2.2.2</b>	<b>Revise Constitution and Terms of Reference</b> (19/03/2021, Minute - 5.2) Lana Mills to: - Add 'Members of Parliament' to the Powers section of the Constitution. - Incorporate any new proposals regarding the challenge group into the Constitution. - Distribute the new draft constitution to the Board once complete.	<b>LM</b>
<b>3</b>	<b>Annual Chair's Report</b>	
	The Chair, Martin Rigley referred to the Annual Chair's Report which was included in the board's meeting agenda pack and highlighted the following:	
	<ul style="list-style-type: none"> <li>• Since the last AGM, we have lived and worked through the COVID-19 pandemic and it has been an extremely difficult year for some people across Ashfield.</li> <li>• There has been a real sense of community spirit this year throughout the District and we need to build on this moving forward.</li> <li>• Big challenges are predicted ahead as Ashfield recovers and rebuilds from the effects of the pandemic.</li> <li>• As we start to move out of lockdown and face-to-face meetings are permitted, a blended approach of virtual and face-to-face meetings will be a good approach to take.</li> </ul>	
<b>4</b>	<b>Annual Secretary's Report</b>	
	Sarah Daniel gave a verbal report and highlighted the following:	
	<ul style="list-style-type: none"> <li>• The Secretary's role will be handed over to Lana Mills if the Board agreed.</li> <li>• There have been thirteen Board meetings since the last AGM on 26<sup>th</sup> February 2020.</li> <li>• Meetings have been held once a month, alternately on Wednesday and Friday mornings until earlier this year when the Board decided to solely have meetings on Friday mornings.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Previous meeting agendas and minutes were available to view on the Discover Ashfield website.</li> </ul>
<b>5</b>	<b>Documents</b>
<b>5.1</b>	<b>Current Board Constitution and Terms of Reference</b>
	It was noted that the current Board Constitution and Terms of Reference were provided in the agenda pack so that board members could compare the current and proposed revised documents.
<b>5.2</b>	<b>Draft Board Constitution and Terms of Reference</b>
	Lana referred to the Annual Constitution Review included in the meeting agenda pack, and summarised the following proposed updates:
	<ul style="list-style-type: none"> <li>• A board member may give up to one months' notice or resign with immediate effect. This change has been proposed to give board members more flexibility when they resign.</li> </ul>
	<ul style="list-style-type: none"> <li>• A board member may be replaced by a representative from the same organisation or business. In this circumstance, the election date will be carried over to the new representative and the new representative must complete all the relevant paperwork.</li> </ul>
	<ul style="list-style-type: none"> <li>• The secretary's role is to be fulfilled by the Discover Ashfield Project Officer.</li> </ul>
	<ul style="list-style-type: none"> <li>• A new proposal asks members to observe the branding guidelines.</li> </ul>
	<ul style="list-style-type: none"> <li>• The board meeting schedule is to be reviewed every December for the following year.</li> </ul>
	Comments from the Board:
	<ul style="list-style-type: none"> <li>• Chris Baron noted on the third paragraph of the 'Powers' section (Page 4 of 11,) it should also mention 'Members of Parliament' as an example sector for the Board to work with.</li> </ul>
	<ul style="list-style-type: none"> <li>• Rachel Quinn stated that the documents did not include governance around the scrutiny of the funding which comes into Ashfield, and it would be best practice to set up a separate challenge group to oversee the funding decisions.</li> </ul>
	<ul style="list-style-type: none"> <li>• Theresa Hodgkinson said that this is a new position for the Board to be in as they have not managed significant amounts of funding before. Therefore, the board should consider setting up a challenge group to oversee future funding which could also eventually come from different bodies.</li> </ul>
	<ul style="list-style-type: none"> <li>• Teresa Jackson raised the point as to whether the challenge group should be independent from the Discover Ashfield Board.</li> </ul>
	<ul style="list-style-type: none"> <li>• Sarah Daniel suggested that this proposal should be discussed at the next Delivery Group meeting and noted that as part of the Towns Fund process specifically, each project's business case will need to seek independent assurance</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>*New Action*</b> - Please see action log – 3.1</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>*New Action*</b> - Please see action log – 3.2</li> </ul>
<b>5.3</b>	<b>Code of Conduct</b>
	It was noted that no amendments had been made to the Code of Conduct and the document was there for reference. No comments were made by the Board.
<b>5.4</b>	<b>Full Board Membership</b>
	The latest Full Board Membership list was provided in the board's agenda pack and Lana Mills noted that this document is updated through-out the year, for example when board members join or resign.

<b>6</b>	<b>Any Other Business</b>
	Nothing to note.
<b>7 - 14</b>	<b>Board meeting commenced – Separate minutes recorded</b>