

BUSINESS PLAN 2020/2021

Title	Description of activity	Team Leader	Team (if any)	Requirements	Risks	Annual Financial implications
Business plan and Constitution review	Annual review of BP and Constitution ready for AGM	Barry Franklin	Michael Pearson and Mick Jeffs	Review in October Present to Committee Nov for approval. Any Constitutional changes or BP changes to be put before AGM. AGM timetable plan (see Appendix)	Deadlines missed. Not put before AGM	NIL
Committee Meetings	Arrange bi monthly meetings	Margaret Rushton	Michael (agenda), Mick (minutes)	Develop plan for meetings including timescales for activities (agenda, minutes, length of meetings) Ensure venue is booked and costed.	Resignation of any of three officers involved. Members not attending meetings. Inability to complete actions	NIL
Finances	Maintain accurate accounts of income and expenditure. Develop a forecasting report. Report to every Committee and AGM meeting. Maintain list of members and subscription payments. Arrange annual audit and	Ian McCutcheon	Tessa Whitehouse (membership records and collection of annual fees of members and occasional charges to non members.) Barry Franklin (Gift Aid)	Produce accounts at meeting. Produce invoices and maintain gift aid. (Barry) Collect income and manage bank accounts. Record all financial activity re publications (selling, delivering and collecting)	Inaccurate accounting. Failure to produce accounts on times Using unqualified auditors Allowing accumulation of excessive credit. Misappropriation of funds despite signature of cheques arrangements	£50 Audit

	auditor				
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Title	Description of activity	Team Leader	Team	Requirements	Risks	Financial Implications
Website	Maintain website dedicated to the LHG	Mick Jeffs	Barry Franklin, Margaret Rushton, Michael Pearson, Robin Stott, Ian McCutcheon	Develop plan for website. Prepare and add material, Improve operation and appearance. Keep website updated. Arrange meetings	Out of date material Poor navigation Decline in visitors Hacking possibilities	-£396 annual maintenance fee One off fees
Newsletter	Produce digital and hard copies of LHG Omnibus for members	Stella Bolitho	Mick Jeffs Barry Franklin* Michael Pearson* * as and when required	Develop plan for activity including timescales , gathering content and arranging printing and distribution	Lack of material, missing deadlines, not enough team support for this activity Libel and copyright	Printing costs -£100
Archives	Maintain all archive material submitted to LHG	Barry Franklin	Mick Jeffs	Develop plan for storage of digital and hard copy material in a safe and secure environment. Arrange for member access,cataloguing	No storage facilities	NIL at present
Blue Plaques Meeting	LHG officer attends LTC meeting	Margaret Rushton	N/A	Develop ideas for plaques, report to committee, propose financial support	LHG ideas can be opposed. Reduction in Blue Plaques planning	-£200.00
Publications other than calender	Decide,edit,design, arrange distribution	Barry Franklin	Margaret Rushton	Ensure annual talks programme is printed also Info leaflets etc as required	Missed deadlines	

Calendar	To produce annual calendar for LHG	Margaret Rushton	Peter Coulls Derek Billings	Plan timescales, Select images, arrange printing, distribution and publicity	Images not popular Late production lack of outlets	+£420
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Title	Description of activity	Team Leader	Team	Requirements	Risks	Financial implications
100 Buildings	To publish a book telling the story of Leamington through 100 buildings	Mick Jeffs	Margaret Rushton, Barry Franklin, Peter Coulls, Michael Pearson	Team members to complete 20 contributions, to decide format, style etc To publish in Sept 2018 To develop an action plan including publicity issues.	Members do not complete articles. Proof reading activities limited Inability to sell on publication. Too costly.	Not yet known although intention is to achieve a break even position. Book now published with £3000 profit
Iron Founders Project	To produce book on Iron Founders of Leamington	Mick Jeffs	Peter Coulls Margaret Rushton, Martin Green (WIAS)	Work in partnership with WIAS	As above	Not Known although costs shared with WIAS Book now published Break even

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Title	Description of Activity	Team Leader	Team	Requirements	Risks	Financial Implications
Annual History Day	To arrange for the LHG and other History groups to come together to publicise their activities to the public	Margaret Rushton		To develop a project plan for this activity including Booking venue, inviting colleagues, arranging publicity, managing set up.	No plan No team support Difficulty of arranging layout (tables, chairs) Other contributors not turning up.	See Notes 2
Town Walks	To arrange free and booked guided walks programme using volunteer guides.	Michael Pearson	Barry Franklin	Walks to run from June to Sept. Develop plan for this activity including publicity. Ensure sufficient guides	Lack of guides. Walks attracting too many people. Guides not turning up Bad weather	Town Hall provides financial support. Booked walks create income See Notes 2
Engaging young children project	To work with local schools to engage young people	Stella Bolitho	Margaret Rushton Mick Jeffs Ann Warren			See Notes 2
Video Project	To develop a series of short video	Mark Ellis	Margaret Rushton Michael Pearson			New project No initial cost.

	illustrating the growth of Leamington as a spa town		Mick Jeffs			Second Video £2500 in donations plus £500 from LHG funds completed. Third video planned 2021. LTC grant.
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Title	Description of activity	Team Leader	Team	Requirements	Risks	Financial Implications
Monthly Meetings	To provide a speaker for members, to arrange social gathering at Christmas and AGM.	Margaret Rushton		To plan an annual programme of speakers and publish it. To arrange venues. Arrange refreshments To arrange signing in for members and payment collection for non members	Not sufficient good speakers. Speakers demand higher fees. Venue costs prohibitive. Lack of support from members Not enough talks about Leamington No suitable equipment	Hire of hall and speakers See Notes 2
Drop in Centre	Tuesday morning venue for members of the public to call in to learn about LHG	Maureen Thornton		To ensure suitable venue To ensure displays, books, leaflets are available. To develop meet and greet plan for visitors To organise	No contract for use of venue. Members use it as a social club. Not attracting enough visitors. No record kept of visitors. Poor signage.	None See Notes 2

				refreshments To keep record of visitors		
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Notes for Business Plan 1

- The Business Plan is to be read in conjunction with the Constitution which specifies roles and responsibilities of the Officers.
- All Project Plans submitted in support on the Business Plan must contain a timetable for review and the date on which the report must be submitted to the Committee for approval.
- Production of posters and leaflets for publicity purposes must be specified in the appropriate project plans along with costings.
- The use of a Facebook and Twitter account is encouraged for publicising LHG events. It is recommended that a maximum of two LHG members, including an officer, is authorised by the Committee for this purpose.
- Relationships with other bodies – Town Council, District Council, County Council and do on will be a function of the Chair and Secretary and may be reported on to Committee usually on an annual basis as the Committee sees fit.

Notes for Business Plan 2 from March 2020 due to Pandemic

Due to the Corona Virus threat from March 2020 many of LHG's activities had to be cancelled, postponed or modified. It is not known when normal activities will resume. The following table lists the changes to date (January 2020)

Title	Description	Team Leader	Current Activity to date (Jan 2021)	Financial implications
Monthly Meetings	To provide a speaker for members, to arrange social gathering at Christmas and AGM.	Margaret Rushton	Face to face meetings cancelled. Pre recorded internet meetings introduces. Members informed by email	Some speakers fees
Annual History Fair	To arrange for the LHG and other History groups to come together to publicise their activities to the public	Stella Bolitho and Mick Jeffs. Assistance from Mark Ellis	Face to Face at Parish Church cancelled. Virtual Fair arranged with other History Groups. Speakers arranged. Mostly pre recorded. All members of the group and the public informed by email, Facebook etc. Virtual Fair was accessed through the LHG website at a set time.	No financial implications
Free Guided Walks	To arrange free and booked	Michael Pearson	Decision taken to cancel the	No financial implications.

	guided walks programme using volunteer guides.		2020 programme of walks. All guides informed. Information on website.	Leamington Town Council transferred walks budget to Video Project.
Band Factory weekly meetings drop in	Tuesday morning venue for members of the public to call in to learn about LHG	Maureen Thornton/Margaret Rushton	On advice from the Band Factory all meeting cancelled until further notice	

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APPENDIX ONE

AGM Timetable Plan 2020/21

Activity	Responsible Officer	Notes	Timescale
Set date of meeting in January 2021	Secretary	Follow on as for last year Time 7.30pm	ASAP
Determine how many members can attend a Zoom meeting on the pre determined date	Secretary	Email to members. A quorum is 1/5 of total membership including the committee. All current committee members must attend so about 10 ordinary members required for a quorum	ASAP
Confirm Chair for AGM	Secretary/Chair LHG	Mark Ellis has been suggested – need to be approached. If unavailable then LHG	ASAP

		Chair.	
Members to be officially informed of the meeting	Secretary or by newsletter	Email to members or newsletter to members	By 28 December 2020
Set Agenda for meeting	Vice Chair	See attached appendix	By 21 January
Any amendments to constitution	Secretary to receive business items and inform Vice Chair for agenda	Members may submit amendments to constitution or business items	By 11 January
Nominations for Committee part 1	Secretary	To request nominations from the membership for all Officer and Committee member positions	Send out request on 28 December 2020
Nominations for Committee part 2	Secretary to receive and inform members of nominations and liaise with vice chair re agenda	Nominations must be seconded and proposed	By 19 Jan
Check subscriptions	Membership secretary	Subs must be paid by 1 Jan or by 24 Jan at the latest to enable members to vote at the AGM	1st Jan to 24 Jan 2021
Devise system for members not on the direct debit payment to pay	Treasurer/Membership secretary	Members may wish to pay by cash or cheque	1st Jan to 24 Jan 2021