

Committee members

PRESENT: Co-Chair: Lyn Anthony-Higgins (LA) - to chair meeting
Co-Chair John Mullaney (JM) - will take minutes
Treasurer: Helen Savidge (HS)
Committee: Brian Cairns (BC), Rob Halpin (RH), Jon Lloyd (JL)
Jamie Harcourt (JH), David Moro (DM)

Other DRCF members present: 5 members
(When referencing the above, first and second name abbreviations will be used throughout)

1

Welcome and introductions

Welcome by the co-chair LA. LA chaired the meeting.

2

Apologies for absence

Jamie Harcourt sent apologies as he was going to be late: he arrived at 7.15pm
Brian Cairns arrived at 7.15pm

3

Minutes of meetings of 28 April 2021

3.1

DM was not in agreement as he considered the minutes were technically incorrect in regard to an item being responded to via email or carried over to the next meeting. David Moro requested a copy of the Zoom recording of the meeting. All Committee members agreed to his request and the recording was made available to David Moro at the end of the meeting.

4

Name of constitution

4.1

Committee members voted via email on the naming of the constitution
The results of the vote is recorded as follows:

Derby Road Caversham Association
Brian Cairns
David Moro
Jamie Harcourt

Derby Road Fund Association
Rob Halpin
Helen Savidge
Jon Lloyd
John Mullaney

The vote is therefore carried in favour of the name being "Derby Road Fund Association"

5

Draft agenda for the DRFA AGM on 26th June 2021

5.1

LA asked if there were any comments on the draft agenda.

The new name needs to be used in all documentation.

DM asked if members of the public could ask a question – the answer being yes before the final agenda is published.

There was discussion about the inclusion of the accounts and whether they should go on the website. It was decided that they should be for the period before the AGM and removed after. HS said that people had already had the accounts but they should be available if asked for. There was only one proviso and that was in regard to GDPR to make sure there was no personal information included.

Public notice: There was general discussion about making sure the AGM was widely publicised with people offering suggestions as to where the notices could go to get maximum exposure.

Proxy Form: LA lifted copy from a FV form so with some amendments it was agreed. There will be information on the early bird registration regarding the proxy form but it will only be sent out to those who ask for it.

A question was asked regarding the voting process at the AGM in particular for proxy voting. It is normal to have one proxy but due to possible lockdown limitations it was thought to be a good idea to allow multiple proxies. Proxies will have to be lodged with the committee by 23rd June for the meeting on 26th June. One person said that the proxy would be someone who was trusted and should be able to vote on all issues raised if permission is given. Another point was that the wording was odd regarding striking out whatever is not desired because it is normal to put an X to denote the desired outcome.

There will be a register of all the people attending either physically or via zoom and the decisions made. A master list of proxies and a spreadsheet on a laptop for recording which may mean the counting of the votes may take a little longer than the usual method but is necessary because of the limitations surrounding COVID-19.

Election of candidate nomination form: This will be available but there could be a note for people who want a nomination form on the Early Bird registration

There is also a need for a committee membership card.

Early Bird registration: This will contain all the planning arrangements, information about deadlines and requests for proxy forms.

All this information will be going out as soon as the Chair has updated and forwarded to Helen for printing.

Constitution updated from last meeting: LA asked if everybody had had an opportunity to look at it. There was discussion round 4.1 which talks about the members of the committee being personally responsible. It was felt that it was covered under 13 under Insurance It was decided that it should be put to a solicitor to clarify what is actually meant and whether it should be left in or not. The point was raised about 2.2 saying that it was felt it was an executive action rather than a constitutional point and should be removed, it was agreed by the committee that it should be removed. The point was made that only when there was a change in cost of 10% or £100 to any quotation would there be a need to re-consult the residents. If an emergency situation arose then action could be taken as health and safety issues are paramount. It was thought that there might be a need to consult a solicitor in regard to who is responsible for trees that are in front of the houses of FV that front Derby Road as at the moment there is an anomaly because everyone else does have a responsibility. On that issue BC was unhappy with the wording of the minutes but would send his comments via email as that item had already been passed. JL said that our main concern as a committee was that we should be covered by insurance if there was a claim involving the trees.

Code of Conduct: The point was made that there was a disparity between the percentages needed to carry a motion when voting on code of conduct and constitution – they will both be the same ie the majority required would be 70%. It was confirmed that the the Code of Conduct would be a separate document to the Constitution.

AOB

Treasurer's report

HS asked that her report be discussed now as it had been cut off from the last meeting because of running out of time.

HS wanted to discuss how to move forward with the account and reducing costs

- Because of the need for a quantity of photocopying for the AGM HS went out to quotes, she gave a couple of options for the committee to consider.
- HS asked the question about how to reimburse individual committee members for their own printing requirements on behalf of the association. Some members said they were happy to absorb the costs.
- As for the website we are currently paying £72 a year for webhosting which could be reduced by changing to a .org, the amount being £10. RH said that we have two providers at present and he was looking into reducing that to one. There was the option of going to a google service which would include service and email and would be altogether in one place that may reduce cost even further. He will investigate the options available.
- HS suggested asking residents for plant donations

- HS is unsure where the association is storing items purchased on the fund's behalf. At present they are in various places. As some items are quite big some thought is needed as to where to store them. Items include, a glue gun, deeds and documents regarding the history of the road as well as 2 x 800 square signage for the closure of the gates each year. It was unclear if there were any other items. This issue needs looking at.
- The last point was about getting a mandate from the residents for expenditure on National Archive and Land Registry. Once all the documentation had been gone through the committee will put together a report for the residents explaining what we know so far and what the future costs might be so that residents are aware of what is going on. There needs to be a group who will look into the expense of getting the road registered with Land Registry. It was hoped that this would be easier once restrictions had been lifted and physical meetings could take place as well as physical visits to the Archives to continue the historical research. JH felt that it should go on record that he believes it to be imperative that we register the road before someone else does as the financial ramifications would be enormous. JL would like there to be an agenda item after the AGM where a presentation could be given as he was unaware of this issue, he was not the only one who was unaware.
- Another point for consideration was the cost of the Accountants. At present the cost per year is £360 including VAT. There is another quote for comparison which is £480. HS suggests using a bookkeeper instead as there is no requirement for audited accounts and they can provide a similar service at a much reduced cost of £66. It was felt that there should be consultation with the residents but that as the accounts are relatively simple it should not be a problem. We are not a charity or a company so do not have to publish accounts at Company's House so there is no requirement for an accountant. It was decided to present all three options at the AGM
- JH wanted it to go on record that he was upset that the committee had spent £806 on an accountant to check the accounts at the beginning of the year. HS and JM agreed.

LA thanked everyone for their contributions.

JH thanked LA for all her hard work on the constitution.

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Next meeting

AGM to be held on Saturday 26th June between 6.30pm - 8.00pm

Meeting ended at 8.10pm