

DERBY ROAD FUND COMMITTEE

MINUTES OF THE COMMITTEE MEETING ON THE 13TH JANUARY 2021 AT 7.00 PM

Meeting started at 7.05pm

Present

Lyn Anthony-Higgins (Chair for the meeting), John Mullaney (co-Chair), David Moro (Treasurer), Liz Westerlund, James Harcourt, Brian Cairns.

Gillian Vooght, co-opted non-voting committee attendee.

(When referencing the above, first and second name abbreviations will be used throughout)

1.1 Welcome by the co-chair JM

1.2 LA chaired the meeting

2. APOLOGIES FOR ABSENCE

2.1. Helen Savidge (attending the Reading Borough Council committee meeting regarding the Queen Anne's School sports field planning application).

3. MINUTES OF THE DERBY ROAD FUND MEETING HELD ON THE 16 DECEMBER 2020

3.1. Agreed.

4. MATTERS ARISING NOT ON THE AGENDA

4.1. Secure storage of information and access to it, from the November meeting.

4.2. The situation regarding access to the Derby Road gmail address and the possibility of creating an I-cloud account.

4.3 Items 4.1 and 4.2 were discussed together. The main points discussed were what information needs to be stored, what should be published and how this should be done. It was agreed that a system was required whereby as committee personnel changed there would be an easy transfer of use and accessibility. At the moment there exists; hard copy, email copy and a memory stick.

4.4 Discussion followed regarding the advantages and disadvantages of various email systems, storage and accessibility.

4.5 One problem that was identified was that at the moment all the information physically resides in one person's house and so is vulnerable to loss.

4.6 Another problem is that all DRF data is linked to the personal email account of the Treasurer and this includes personal details. Consequently, the access code could not be made available to committee members.

4.7 A proposal was made to investigate ways to overcome the problems of the existing system.

ACTIONS

- 1 DM to make enquiries re creating a new email address where documents can be stored electronically and to explore the functionality of the ONE TO ONE system
The ideal would be that different members and officers have their own email addresses within the single system.
- 2 DM to put in writing, for the next meeting, an explanation of the proposal for consideration by the committee.

5 NEW COMMITTEE MEMBERS

5.1 The Chair had received one nomination for committee membership.
Rob Halpin (RH) of Field View. Proposer, Helen Savidge and seconder, Jon Lloyd.

5.2 Agreed.

5.3 RH's email address can be shared only with committee members, but not for publication.

ACTION

DM

1. Suggested he should contact RH for guidance regarding ACTION 2 above (in section 4), along with Adam Osman. This was agreed by the committee.

6 CONSTITUTION WORKING PARTY AND NEXT STEPS (OPERATION)

6.1 Discussion centred on the basis of what will be the draft Constitution.
It was decided that first it is necessary to examine the legal fundamentals.
One example discussed is the 1968 Deed with regards FV. Other items include DR relationship with Reading Borough Council, definition of membership, and the question of contributions.

6.2/It was agreed that the best way forward was to consider setting up an unincorporated association. Only when/if DR owns property, such as ownership of the DR, would it be necessary to set up a 'Company'.

ACTION

1. BC to present an analysis of the principles with regards aim and objectives to the committee and members can identify areas they can help with.
2. This will be at a special Constitution meeting on Wednesday 20th January at 7pm.
3. BC to send Sue Feather his documents.

7. TREASURER'S FINANCIAL REPORT

7.1 As this was not presented by the scheduled time, it was agreed to defer discussion to ratify the accounts to the next full committee meeting

ACTION

1. A special Finance zoom meeting of the committee to be held in preparation for the above on Wednesday 27 Jan 2021.

8. PLANNED MAINTENANCE SCHEDULE PER YEAR AND PER 5 TO 10 YEARS INCLUDING COSTS

8.1 As this was not presented by the scheduled time, it was agreed to defer discussion to consider the accounts to the next full DRF committee meeting

9. HEALTH & SAFETY: REMOVAL AND REPLANTING OF TWO LIME TREES

JH reported that:

9.1 Reading Borough Council has given permission to remove the TPO tree next to the Pinch Point, but no news about the tree outside nos 16/18

9.2 The tree outside no 18 FV does not have a TPO and does not require replacing. The residents at no 18 agree with this decision.

9.3 From the quotes JH recommends that we engage Arum trees, and that this contract should include watering the replacement tree for two years. This tree will not be replaced which should reduce the cost. This was agreed by the committee.

9.4 It was discussed about having an 'audit' of DR trees and number with RBC numbers with RBC's TPO. JM to give this consideration.

ACTIONS

JH

1. to proceed to engage Arum Trees.
2. to contact RBH and clarify the situation regarding the tree outside no 18 DR.
3. will organise tree surgery with residents. This is not a DRF issue.

10. DRF: CLARIFICATION ON THE TWO SEPARATE INSURANCE POLICIES- ASHBURNHAM AND ANSVAR

10.1 The Chair has written to the Ansvar Insurance broker, and is waiting for the reply. Once this has been received the Chair will write to Ashburnham.

10.2 BC asked for clarification as to why there are two policies apparently covering the same risk and liability. It was decided to wait to hear back from the insurance companies for this explanation and to proceed accordingly.

11. DATES AND TIMES OF FUTURE MEETINGS

Wednesday, 24th February 2021 @ 7pm
Wednesday, 24th March 2021 @ 7pm
Wednesday, 28th April 2021 @ 7pm

12. ANY OTHER BUSINESS

12.1 The DRF logo. Sue Feather offered to design a logo once a name for the DRF association has been decided.

12.2 Request as to whether the three lists of residents and contributors have been distributed to cttee members, especially new members.

ACTION

DM

1. To circulate these to the new members, HS and RH

MEETING CLOSED at 8.30pm