

# MINUTES

of meeting held on  
**Wednesday 28 April 2021**  
at 7pm  
(meeting started at 7pm)

## 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)

Co-opted non-voting committee attendee: Gillian Vooght

Other DRCF members present: 4 members

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

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## Welcome and introductions

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

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## Apologies for absence

None received.

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## Minutes of meetings of 14 April 2021

3.1

Minutes approved via email for publication on website when operational subject to a change proposed by BC to para. 5.1. BC arrived later at the meeting and confirmed he was now happy with the minutes and they were agreed.

3.2

Minutes of the meeting are subject to confirmation at the next meeting as a correct record of the proceedings and any amendments arising will be recorded in the minutes of that subsequent meeting

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## DRF independent examination of accounts year ended 31st

### December 2021: Inspection of accounts – Residents' questions

4.1 DM submitted a response via email to the treasurer's report, questions and response just before the meeting began. In light of the timing LA said that it's arrival was too late to consider at this meeting and that she would respond to DM in writing..

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## Treasurer's report ending 20th April 2021

5.1 Due to time constraints LA suggested that members could submit their comments via email as it was considered more important to finalise the draft constitution. This was agreed.

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## Committee's response to consultation on the draft constitution and code of conduct

6.1 LA progressed through the draft constitution garnering agreement as she went with minor amendments agreed for implementation. There were several points of discussion.

- There were concerns over attendance at the AGM because of covid restrictions and it was agreed that there would also be a zoom meeting and method adopted to ensure the correct numbers for voting purposes. It was hoped that these measures would ensure the attendance or proxy vote of enough members, decided to be 50 to allow for voting on motions put before the AGM
- There was discussion regarding the timing of sending out the request for contributions. It was decided that it would fit the timetable for the AGM if the letter went out in April but no later than July. With a suggested deadline to help with the compilation of the accounts.
- There was discussion around whether the accounts would be audited or not. It was stated that there had been a quote of £10,000 for an audit which would be a great

deal more than the few hundred required for the accounts to be examined by an accountant. It was decided that it would be put to the residents at the AGM so they could choose which course of action to take which would become part of the constitution.

- It was re-iterated that the amount agreed upon that the Treasurer is allowed to authorise before going back to the committee for approval would be £600. This amount being what is annually spent on the road sweeping. It was also agreed that if there were substantial additions to costs to items that have already been approved by the residents they would be re-consulted and would need their re-approval. This to go in 12.7.
- It was thought that 13.2 needed revision as the wording was not clear and could be misleading. It was decided that the title of section 13 should be "Insurance" and using the wording of the insurances themselves to make clearer what the insurances cover. It was also thought that it should be re-enforced that the committee are volunteers.
- In the event of dissolution, it was decided that the distribution of the monies would be decided by the EGM that would be called.
- There was discussion over the name of the group. At present it is known as "Derby Road Fund" but previously had been known as "Derby Road Caversham Association". One member wanted to revert to the original name to be consistent with the history of the road whilst another wanted to retain the word "fund" as that is what the association is all about. There was a suggestion that the name "Derby Road Caversham Fund Association" would satisfy both points of view. There was no consensus and it was decided that the residents would decide at the AGM and that all evidence should be available for correct reference.
- It was agreed to separate the Constitution and the Code of Conduct into 2 documents.
- The letter to residents regarding the contributions and how they are apportioned using the Council Tax bands needs amending to show that it is a proposal regarding contributions and the reasons given for choosing this option over the alternative.
- Not all points on the consultation document were covered due to lack of time LA requested everybody to review the document and submit their comments/suggestions to her via email
- One issue yet to be resolved is that of who is responsible for the maintenance of the trees on Derby Road. In regard to Ellesmere Close It was stated that the Council is responsible for trees on the verge but that residents are responsible for the trees on the pavement outside their frontage. LA said she would contact the Council for verification regarding Ellesmere Close. An old deed from 1968 was cited as evidence that owners are responsible for the land outside their property to the middle of the road but this was disputed by some as they do not own the land. It was said that although this clause is in many of the residents' deeds it is not in the deeds of the owners of Field View. There is a map of the trees on Derby Road but what we haven't got is a clear understanding of what the situation is regarding Field View. A member felt that at the moment the situation was inequitable. It was suggested by another member that perhaps we should include all the trees in the Fund and just add a little extra to the contribution. LA will draft a letter to the residents on trees.

- 6.2 A. The draft Constitution was agreed but LA asked the committee for permission to go to a barrister to give an opinion. The Code of Conduct has yet to be discussed.
- B. It was agreed to submit the Committee's preferred choice of Option 1 as the method of requesting contributions with an explanation of how that would work.

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### **Next meeting**

Wednesday 12th May between 6.45pm - 8.00pm

**Meeting ended at 8.09pm**