

# Wilford Community Group

The Tenants and Residents Association for Wilford

## **Minutes of the Committee Meeting held on Thursday 12<sup>th</sup> December 2002 at Wilford Church Hall**

Present:	David Boulton (DB)	Chair
	Sheila Atherton (SA)	Treasurer
	Mike Cathcart (MC)	Secretary
	Brian Clark (BC)	
	Kate Clark (KC)	
	Brendan Clarke-Smith (BCS)	
	Jonathan Shewell-Cooper (JSC)	
	Roger Steel (RS)	

Invited Guest:	Lesley Lowe	Nottingham City Council Housing Liaison Team Manager
----------------	-------------	--

### **1 Apologies**

Josie Foster  
Revd David Rowe

### **2 Minutes of the Previous Meeting (28<sup>th</sup> November 2002)**

Approved

### **3 Correspondence**

A number of emails between the Committee's Officers were discussed on constitutional matters, the group's boundary, as was the future use of email in communicating with the committee, the membership and outside bodies. Where possible, all communication between committee members should be via email to reduce printing costs to the Group in general and to the Secretary in particular.

### **4 Chair's Report**

The Chair and Secretary attended (as observers) a meeting of the Clifton and Wilford Area Committee to understand how the committee worked and the topics that were covered. They did not stay for the entirety of the meeting, but did see a presentation from the Nobel Road Tenants and Residents Association (TRA) on their Home Zone improvement project that included junction improvements and traffic calming measures. Some discussion also took place on the widening of the A453.

The Chair informed the Group that a meeting was to take place with members of the Nottinghamshire Constabulary the following week. The Secretary agreed to attend and represent the Group.

The Chair informed the Group that he had spent £10 on the hire of the hall and a receipt would be forwarded to the Treasurer.

Some discussion took place on the merit of setting up a Community Group web site. The Treasurer stated she thought that it was possible to obtain free hosting for web sites in certain circumstances as this had been done by the local scout group. The Chair agreed to investigate further.

## 5 Treasurer's Report

The Treasurer updated the committee on the progress of setting up the Community Group bank account and the application for funding from the City Council. It is necessary for the Chair, Secretary and Vice Chair (see below) to provide proof of identity and sample signatures to the bank. Once this has been done, and the constitution agreed, the funding application can be sent to the City Council.

Lesley Lowe of the City Council reported that a £500 start-up grant was available from the City Council and that a £300 top-up (under certain conditions) after 12 months could be made available

## 6 Secretary's Report

A general report was made on the number of City Officials contacted, details of which would be reported under other headings. As all Committee Meetings are open to all Wilford residents it is anticipated there will be difficulty in advising all residents of the date of these meetings, use of email to advise those on the Internet will reduce administrative costs.

The Chair informed the committee that an email address for the Community had been set up and this was [WilfordCG@hotmail.com](mailto:WilfordCG@hotmail.com). The Chair informed the Secretary of the password so that he can monitor the email account.

## 7 Constitution

Nottingham City Council Housing Liaison Team Manager Lesley Lowe attended to provide advice and guidance on changes to the draft constitution provided by the City Council. Lesley reminded the committee that items may not be removed from the pro forma constitution but items could be added – if they were acceptable to the City Council.

The following changes were made by the committee to the draft constitution with the approval of Lesley Lowe:

The wording of the first item describing the **Group boundaries** could not be agreed because it was not known if any of Ruddington Lane was included within the boundaries of the Silverdale TRA. SA agreed to contact the Silverdale TRA to determine their boundaries.

Under **Aims and Objectives**, "preserve and improve the amenities of Wilford" was added.

For clarity, under the **Committee** section, the item "no Council employees may be officers of the committee" was changed to "no City Council employees may be officers of the committee".

The quorum for a committee meeting was increased from three to five.

The following was added – "The maximum number of committee members shall be twenty".

It was agreed that the financial year end for the Group will be 31<sup>st</sup> March.

It was agreed that while the minimum number of signatories for a Community Group cheque will be two, it was also agreed that one of those signatories must be the Treasurer.

It was agreed that in the event of a tied vote of the committee, the Chair would have the casting vote.

## **8 Other Officers**

Discussions took place to determine what other formal roles should be undertaken by Committee members who so volunteered.

### *Vice Chair*

Roger Steel volunteered to take the role of Vice Chair and the committee approved this .

### *Minute Secretary*

Alan Foster (Association Member) informed the committee that Josie Foster had agreed to volunteer to be Minute Secretary. The committee approved this and also asked Alan Foster to pass on their thanks to Josie.

### *Fund Raising Officer*

There were no volunteers to take on this coordination role and the committee agreed that this should be carried over to the next meeting.

BCS agreed to attend the Clifton and Wilford Area Committee meetings on behalf of the Community Group.

## **9 Publicity**

It was agreed that a newsletter should be produced as soon as possible. The Chair advised the committee that there were approximately 850 residential and business addresses in Wilford and that distribution would be a logistical challenge.

The Chair agreed to draft the first newsletter and distribute it to the committee for review.

Discussion took place on how the newsletter could be printed and KC volunteered to produce some of the copies. RS said that he had a contact that might be able to print the newsletters at an acceptable charge. He agreed to investigate further.

RS also agreed to contact local businesses to ask if they would take boxes for residents to return feedback forms that would be placed at the bottom of the newsletter.

## **10 Priority Issues for the Group**

It was agreed that the committee should not agree priority issues at this stage until feedback from the residents had been obtained. However, for the purpose of stimulating discussion, JSC informed the committee of City Council plan to route a cycle path through Wilford. The Secretary was asked to contact Steve Brewer at the City Council for further information.

There was a general discussion about the Wilford traffic problems and whether speed bumps would help. Reference was made to the Lady Bay traffic calming scheme's speed bumps.

JSC discussed the fields that had been under water and probable cause; reference was made to the changing frequency model of the river, JSC & RS requested the Environment Agency Land Drainage department be contacted for clarification. The Secretary agreed to do this.

SA referred to the lack of facilities for Wilford teenagers apart from the Youth Club on Clifton Lane. Comments were made about the number of youths congregating around the Church Hall. KC & BC asked whether the Police could be invited to the April meeting – this will be discussed at a subsequent committee meeting for inclusion at the first General Meeting of Association Members.

JSC commented on the building of the 36 houses near to the green and behind the Old Shop. It was agreed that the Community Group should write to the Planning Department for further clarification and the mechanisms for appealing against the planning decision. It was believed that planning permission has been granted and this was confirmed as being the case.

## **11 Any Other Business**

The committee discussed at length the frequency of future meetings, the date for the first General Meeting and Annual General Meeting.

In principal, eight committee meetings will be held each year plus one General Meeting and one Annual General Meeting.

The first General Meeting will be held in Spring 2003. The Annual General Meeting will be held in June each year to enable the Treasurer to complete the accounts for the year and present them to the meeting.

The eight committee meetings will be held during the months where no General Meeting or AGM takes place, with the exception of August and December.

These arrangements satisfy the requirements of the Constitution.

## **12 Date and Venue of Next Meeting**

RS informed the committee that he thought subsequent meetings could be held in a room at the Rugby Club at no charge to the Group. He agreed to investigate further.

Subject to the above, the next meeting will be held at the Rugby Club on Thursday 23<sup>rd</sup> January 2003, starting at 19:30.

Signed: David Boulton Chair

Date: 28<sup>th</sup> January 2003