

## LLERA - Meeting Minutes

**Meeting:** AGM

**Date/Time:** 08/06/13 – 7:45

**Venue:**

**Notes by:** Chris Mackie

**Attendees:**

Name	Position
Steve Thomas	Chairman
Rob Miles	Committee Member
Wendy Miles	Committee Member
Karen Harrison	Committee Member
Ian Harrison	Committee Member
Eric Barrett	Treasurer
Tracey Jones	Committee Member
Chris Mackie	Secretary

**Apologies / Absent**

Name	Position
Mel Calvert	Life President
Various households	General Members

**Agenda:**

- Minutes of the last AGM
- Proposal to revise the LLERA Rules
- Chairman's Annual Report
- Financial Summary
- Secretary's Report
- Election / confirmation of Officers and committee members
- Annual Subscription
- AOB

**Notes:**

Steve Thomas opened the meeting and gave remembrance to Committee member Tony Hall-Patch who sadly passed away on the 6<sup>th</sup> of September 2013 he passed on his condolences to the family.

Steve gave apologies for Mel Calvert's Absence as he was recovering from a stroke in hospital.

Chris Mackie then ran the meeting using a PowerPoint presentation

### **Minutes of the last AGM**

- The minutes of the last AGM were accepted by the committee
- Matters arising from the last minutes numbered 1) The rules of the association were recommended to be reviewed. ACTION COMPLETE

### **Proposal to revise the LLERA Rules**

- The rules of the LLERA were drawn up and agreed in 1962 and updated in 1988. The committee has revised the rules and circulated them for review prior to the AGM
- The Key changes:
  - The rules are now available electronically
  - The document is now structured with main and sub headings rather than 25 numbered paragraphs.
  - The number of committee members elected from the estate has been reduced from 7 to 5
  - **References to gender removed**
  - The processes for joining, communication, etc, have been modernised.
- The following has been added:
  - The Chairman may hold office for up to 3 years.
  - All other committee members shall retire annually, but shall be eligible for re-election.
- Feedback prior to the AGM had been received from member Peter Roberts. The feedback was accepted and incorporated
  - Feedback received from Peter Roberts and proposal is to incorporate;
  - Annual subscriptions are per household
  - Voting at the AGM and SGMs shall be by show of hands or by ballot, at the Chairman's discretion, on the basis of one vote per household.
  - Correction - p1 "Nominations for Committee members must be submitted at least five days before the AGM" which seems to be at odds with p3 Annual General Meeting where it says "Nominations ....etc should reach the Hon Secretary not later than the 3<sup>rd</sup> of that month"
  - AGM date relaxed.
- Feedback at the AGM was received from Sue O'Sullivan Sue stated that historically 2 weeks' notice not the stated 7 days had been given for meetings. This was accepted by the committee and agreed to be incorporated in the rules

### **Chairman's Annual Report**

**Steve Thomas gave the chairman's report the text of which is below**

Chairman's Report 2012-13

The main theme of this year's work has been modernisation; there has been, thanks to my fellow committee members, an update of the rules of this association, and they are now published on our other main innovation, our own website, [www.llera.org.uk](http://www.llera.org.uk)

The man responsible for this is our Secretary, Chris Mackie; he is to be heartily commended for this achievement. As well as looking forward to putting new documents on the website, as they are generated, Chris has been busy scanning old ones in, thus forming a readily-accessible archive of old material. This will be useful for incoming new residents who may wish to see what we have done over the years, and existing residents who may wish to refresh their memories. Chris has asked for old photographs, as well as old documents, to add to this archive. We plan to maintain a list of trades and services who can provide reliable work, and who we hope will offer discounts to our members.

We have collected email addresses from two-thirds of households on the estate, and this enables us to contact members when important news needs to be disseminated, without having to trudge around, or cascade information via street representatives. I would ask you to consider giving us your email address, please, if you haven't done so: drop us a line at [committee@llera.org.uk](mailto:committee@llera.org.uk) and we'll add you to the list of members.

We aim to continue our tradition of social events with a quiz evening this Autumn on the 27<sup>th</sup> of September, and we will also, I hope, continue our street parties to mark suitable occasions, in the years to come.

Property values continue to remain firm. Homes on this estate are sought-after, thanks in no small part to peoples effort in maintaining an attractive approach to each house, as well as the substantial proportion of our spending of your subscriptions on the island at the entrance to the estate. We have earmarked a sum to further enhance this.

I have attended quarterly liaison meetings between Sandhurst Town Council and the four residents associations (ours, Snaprails, College Meadows, and Sandhurst Residents Association) and the chairmen of each of these was invited to meet the Duke of Edinburgh when he visited Sandhurst, this year.

On 29/5/13 I attended the appeal hearing regarding the possible construction of a care home, in the old Eagle House field, and the site visit the following morning. We expect to hear the inspector's decision towards the end of July.

I thank our committee members for all their hard work this year, and commend them to you for confirmation of their co-optioning, and for their re-election.

Dr Stephen Thomas.

### **Financial Summary**

- Eric Barrett read out the financial statement included below;

**Income**

Subscriptions	£472.00
Credit Balance from Street Party	£67.00
Net Bank Interest	£0.09

**Total Income** £539.09

**Expenditure**

Island Lawn Mowing (see note 1)	£180.00
Gift Vouchers for Retiring officers	£45.00
Plaque for Commemorative Tree	£34.00
Hire of Hall for 2012 AGM	£22.09

**Total Expenditure** £281.09

<b>Excess of Income over Expenditure</b>	<b>£258.00</b>
<b>Add balance at commencement of year</b>	<b>£1013.49</b>
<b>Cumulative fund's at year end 31/05/13</b>	<b>£1271.49</b>

**Note 1: £36 is delayed payment from 2012**

- Eric wished to highlight that the Lawnmowing costs for this year were 37% of subscription costs
- 2 Volunteers were requested to review this year's accounts. The following volunteers were put forward and accepted
  - Andy Ward – 3 Little Moor
  - Burt Hickman

**Secretary's Report**

- Chris Mackie gave the secretary's report
- Launch of the LLERA Web Site and email address in July 2012 was highlighted
- A request was made for
  - Brochures for the Houses on Beech Ride and Broom Acres.
  - Early Photographs of the estate
- New Look Stationery had been created
- 3 x Newsletters
  - 2012 – Special Newsletter
  - 2012 - Christmas
  - 2013 - June
- 7 x Committee Meeting Minutes
- 1 x AGM
- General Correspondence
  - Eagle House Field
  - Ballot
  - Tree Pruning

**Election / confirmation of Officers and committee members**

## LLERA - Meeting Minutes

- All current committee members were willing to stand again
- No members put their names forward to stand against the current committee
- All current committee members were carried forward
- Vacancies for both committee members and street reps were read out as follows
  - Vice Chairman
  - Social Secretary
  - General Committee Member
  - Street Representative – Primrose Way
  - Street Representative – Orchard Gate
  - Street Representative – Spring Woods - odds and Kings Keep
  - Street Representative – evens and Little Moor
  - No Volunteers were forthcoming at the AGM

### Annual Subscription

- This will remain at £4

### AOB

- Sally Capaldi a resident of Primrose Way and Police officer discussed Cold calling, Neighbourhood watch and a how to select a trades person safely.
  - The association was recommended to subscribe to neighbourhood watch alerts
- It was suggested the committee should look into a No Cold Calling sign for the estate as a whole. 2 residents volunteered to assist in making such as sign if it was given the go ahead.
  - Peter Capaldi - 12 Primrose Way
  - Toby Seville - 6 Beech ride
- The committee was requested to look into Speeding Signs for the estate
- The road junction where greenways meets Beech Ride was raised as a concern for safety., a request was made as to whether a keep left sign could be added or an alternative solution proposed.
- Expanding the grass cutting was discussed.
- It was suggested that the association could set up a facebook page or

Ref	Action	Owner	Due Date
1.	Committee to consider 20 MPH speed signs	Next committee meeting 05/08/13	Next committee meeting 05/08/13
2.	Committee to consider a single No cold calling sign at the estate entrance	Next committee meeting 05/08/13	Next committee meeting 05/08/13
3.	Committee to subscribe to neighborhood watch alerts	Next committee meeting 05/08/13	Next committee meeting 05/08/13
4.	Committee to consider expanding the grass cutting scheme	Next committee meeting 05/08/13	Next committee meeting 05/08/13

Ref	Action	Owner	Due Date
5.	Committee to consider a facebook page or similar.	Chris Mackie	06/08/13
6.	Rules to be updated post the AGM and published on the LLERA website	Chris Mackie	06/08/13

**Date of Next Meeting:** Thurs 5<sup>th</sup> September

**Time of Next Meeting:** 8pm

**Location of Next Meeting:** Chris Mackie's House

**Provisional Agenda**

- Previous Actions
- Right Move Alerts
- Planning Applications
- Social Events - Quiz
- Estate Maintenance
- AOB
  - Neighborhood planning documentation
  - Tree on Broomacres
  - Electric Car Club