

Edenfield Community Neighbourhood Forum.

Minutes from Management Committee Meeting held on 04.12.18 at the Community Centre.

Attendees: - Chairman Ian Lord; Richard Lester; Treasurer Margaret Filkins; Mark Whitehead; Paul Bradburn; Mervyn MacDonald & Secretary Alan Ashworth.

Apologies: - Deputy Chairman Paul Williams, Gillian Hoyle; Richard Bishop & David Rawcliffe.

The Chairman welcomed everyone to the Management Committee Meeting and then proceeded with the agenda items as follows:-

- 1) **Minutes of the Management Committee Meeting dated 16.10.18.** The Chairman asked if all present had reviewed the minutes and agreed they were an accurate record of the meeting. A vote was taken; they were unanimously accepted with no objections and then duly signed.
- 2) **Membership Update.** We have 208 members representing 151 households.
- 3) **Local Plan Update.** We are still awaiting details from RBC relating to the Objections made directly to them with respect to the ECNF Neighbourhood Area to enable us to finalise the total number recorded.
- 4) **Neighbourhood Plan.** Drafts of the Policies, Baseline Analysis and other elements of the Neighbourhood Plan are being prepared prior to undertaking informal consultation.
- 5) **Notification of Planning Applications.** This is now operational; details of all Planning Applications are being forwarded to the Chairman on a weekly basis.
- 6) **Treasurer's Report.** The Treasurer reported there were sufficient funds to cover current commitments and we were starting to receive donations from the recent funding campaign. However, we have a need to maintain the momentum with our fund raising activities to ensure we can finance the challenges to the Inspectorate in early 2019.
 - a) **Online Banking.** It was unanimously agreed that we would register for Online Banking for the sole purposes of checking the Bank Account balance after making deposits or issuing cheques and to pick up any online donations as they appear rather than waiting for monthly statements. Any outgoings will still be paid by cheque with two authorised Signatories.
 - b) **End of Year Accounts.** The Annual Financial Report is due on the 31st December and it will be prepared early in the New Year. An independent Accountant who is not a member of the Forum will be appointed to examine and certify the report.
 - c) **A.G.M.** Will schedule before the end of March and combine with the Forum Meeting.
 - d) **Privacy Policy.** We discussed the need for a Privacy Policy and it was agreed that MF and MM will work on the documentation for this..
- 7) **Fund Raising**

- a) **Locality Grant.** An application is to be made to Locality for additional grant funding towards preparation of the Neighbourhood Plan and for Technical Support for the inclusion of design codes.
- b) **Fund Raising Events.** The Coffee Morning on the 20.10.18 and the Quiz Night on the 24.11.18 proved to be very successful and a further Quiz Night is proposed for March/April 2019.
- c) **Donations.** The Donation leaflets will have been delivered to every house in the Village by the end of next week and we are off to a positive start with the initial receipts. A follow up is planned via a Newsletter in late January / early February 2019.

8) Correspondence.

- a) **Taylor Wimpey.** A further letter was received from Taylor Wimpey requesting Membership to the Forum and after extensive discussions it was agreed the Chairman will respond after seeking advice.
- b) **Methodist Church / Nexus.** A letter was received from Nexus to confirm they were satisfied with our offer for them to be involved as and when required with our Neighbourhood Plan.

9) Publicity & Communications.

- a) **Newsletter.** Next Newsletter will be scheduled for late January / early February 2019.
- b) **Website /Social Media.** (Not reviewed in view of the absence of RB and GH.)

10) Matters Arising not covered by Agenda Items.

a) Statement of Community Involvement. A letter was forwarded to RBC relating to this but as yet no formal response has been received.

b) Traffic Data Records. MF confirmed she will continue to record traffic flows on the A56 and Market Street and Mark will assist her with the storage of the data.

11) Date of Next Meeting. Tuesday the 15th January at 7-30pm at the Community Centre.

12) Next Forum Meeting. Date will be agreed at our next meeting but it must be before the 31st March 2019.

13) Any Other Business. There was no other business.

Signed.......... Chairman. Date.....28/1/19.....