



Minutes of the Meeting of the Council held on Tuesday  
7<sup>th</sup> November 2017 at Fellowship House at 8 pm

Present: David B Lewis - in the Chair, Barbara Bliss, Tony Brand, Terry Brooks, Alan Brudney, Tony Ghilchik, Colin Gregory, Jeremy Hershkorn, Emma Howard, Peter McCluskie, Simon Sackman, Hella Schrader, Jonathan Seres, Gary Shaw, Ann Spencer, Rosemary Goldstein (Secretary to the Council).

Visitors: Dr Chris Page, Brian Finch and Ruth Beedle from the Allotments Committee

*(A risk assessment was carried out in accordance with the agreed format)*

### **Apologies and absences**

1. Apologies were received from David Littaur, Max Petersen, Harry Simmonds, and Adrian Hodgson.

### **Question Time for residents who are not members of Council**

#### Allotments Committee

2. Chris Page asked whether, in view of the correspondence which had taken place, the RA wishes to disassociate themselves from the Committee. The Chairman confirmed that there were no plans to disassociate the Allotments Committee from the RA and that the matter had not been discussed. Chris Page said that, although the Allotments Committee has no Chairman, minutes of meetings are now circulated and an Annual report will be prepared before the next RA AGM. He would be happy to talk to Council about the work of the Committee.

3. It was claimed that there is no formal requirement to elect a Chairman to a standing committee.

*(However post meeting it was discovered by the Chairman of the RA that Standing Order 21 (a) states that Each Standing Committee shall elect its own Chairman and Secretary; )*

4. There had been an attempt to obtain an article for Suburb News about the Allotments Committee but there had been no response.

### **Draft minutes of the Executive Committee meeting held on 27 October.**

5. These were received.

### **Minutes of the previous meeting of Council, held on 3 October.**

6. These were approved as accurate.

## **Action points arising from the minutes of the Council and EC minutes**

### Minutes of Council and Executive Committee meetings

7. A discussion took place on whether there should be a new format for future minutes whereby comments should not be attributable to individuals.
8. Views were expressed that it stifles comments if names are mentioned as the minutes are now on line and available to anyone, although Council can go into closed session, individuals could state if they want their names to be mentioned. It was stated that the minutes should show uniformity and as most votes are unanimous the background is therefore unnecessary. Action points should be made easier to follow through and the minutes should be more succinct.
9. The minutes of the 3 October were in a new style which:
  - (a) avoided names in the narrative of the minutes except where motions are proposed and seconded;
  - (b) were kept fairly tightly drafted;
  - (c) had sequential numbering of text paragraphs with no numbering of headings or sub-headings;
  - (d) had action points in bold in the format 'first name + initial of surname'.

The following Motion was proposed by Colin Gregory and seconded by Peter McCluskie: "*Council is happy with the new style of minutes*". The Motion was passed unanimously (although the Chairman David B Lewis had spoken against the proposal in the course of the debate.)

### Volunteers

10. An appeal for volunteers had been inserted in Suburb News and there are two possible volunteers.
11. Volunteers were required to assist with fireworks on New Year's Eve and a list was passed round for Council members to register. An explanation was given of what help is required.
12. There had been comments on the HGS List discussion group about the fireworks and although there were a few which were not in favour, the majority were positive. The cost of the fireworks is approx £4,500 for eight minutes.
13. There will be a professional company carrying out the risk assessment.
14. Sponsorship is proving difficult to obtain this year but Events are pursuing this.

### Frequency of Council meeting

15. After this was raised at the October Council meeting the EC had discussed whether the number of Council meeting should be reduced in accordance with the RA's strategy review.

16. One Council member was against the proposal and suggested that Council meetings should be shorter and more focussed, but the EC is empowered to act between Council meetings without Council's agreement. It was noted that consultation on any issue could be carried out by email.

17. A Motion was proposed by Peter McCluskie and seconded by Emma Howard

*'That the number of Council Meeting should be reduced and should be held on the first Tuesday in February, March, April, May, July, September, November and December and will not be held in January, June, August and October.*

This was passed by 12 votes in favour, 1 vote against and 1 abstention

18. Fellowship House will be asked to cancel the 3 unnecessary bookings for 2018.

**Action Peter M**

#### Northway Gardens: tree felling, benches and notices

19. It was a matter of regret that the RA was not consulted about the new benches and LB Barnet had apologised for not informing the RA.

20. T&OS reported that there were mixed views about the benches and some members thought it was a good way of using dead wood from trees that had been removed. The work had been approved by LB Barnet and the Trust does not have responsibility as the Gardens are in the ownership of LB Barnet.

21. The notices that had been placed asking for contributions towards memorial benches remain in place.

22. It was suggested that the new benches would look better if they were grouped together and noted that several benches seem to have fallen into disrepair. Trees Committee will write to LB Barnet and ask them to pay for and repair the broken benches as well as group the new benches together.

**Action Tony G**

#### Bute Mews

23. The development seems to be on hold and no one seems willing to take responsibility for the broken fence and the state of the Mews.

24. It was agreed that the Suburb ward councillors should be asked to look into this and T&OS will follow up.

**Action Tony G**

#### Broken benches

25. This was not discussed and will be carried forward.

**Action Harry S**

#### Data protection

26. The Trust provides the RA with details of new residents to enable them to be invited to join the RA. It may be necessary to ask residents to indicate that they are happy for the Trust to forward their details to the RA.

27. Some people in the Trust's office are attending a course on Data Protection and they will report back to the RA on how this new legislation will affect the flow of information

28. It was not considered necessary for the RA to appoint a Data Protection Officer.

29. It was considered that the RA needs to apply common sense when considering the terms of the new legislation. The RA holds names, addresses, emails and telephone numbers and must ensure that they are kept secure. There are no bank account details on the data base.

30. While the Information Commissioner had withdrawn the registration requirement for certain types of small charity it was not known whether the RA (not being a charity) needed to register, and it would be looked into.

**Action Jonathan S**

#### RA finances, including revised banking mandate proposal

31. A discussion took place on the draft motion which had been circulated in advance of this meeting.

32. It is necessary to ensure that the RA had sufficient restrictions in place to avoid any possible misuse of funds as well as not increasing the workload and creating difficulties for the Treasurer.

33. It was pointed out that the RA is not insured for fraud and it was suggested in the course of discussion that:

(a) instructions for electronic transfers should be copied to someone else on the RA;

(b) more frequent reports than quarterly should be given by the Treasurer;

(c) the sum of £1,000 was too high for single authorisation;

(d) the practicalities of assessing the amount necessary for operational needs should be considered.

34. A Motion was proposed by Jonathan Seres and seconded by Terry Brooks

*That the RA commences payments by means of single-authorised cheque or electronic transfer, from the main current account (currently HSBC), subject to the following conditions:*

*(1) Payments for over £1000 will continue to be made with sign off, of the invoice and cheque, by 2 signatories.*

*(2) The Hon Treasurer will prepare a quarterly list of all single-authorised payments. The list is to be presented at the quarterly EC meetings, when management accounts are discussed.*

*(3) The HSBC main current account will contain no more than an amount necessary for operational purposes at any given time. The figure will be set by EC in consultation with the Treasurer.*

*(4) The remainder of the RA's monies will be held in a suitable savings account, with dual-authorised drawing from that account. The choice of savings account will be made by EC.*

*(5) All monies in the subsidiary current account (Barclays Bank), bar a nominal amount, will be paid periodically into either the HSBC account, or the agreed savings account, depending upon operational needs.*

This was passed with 13 votes in favour, 1 vote against and 1 abstention.

### Risk Assessments

35. The RA's new insurer requires a risk assessment for every RA event. Although Adrian Hodgson had examined the risk assessment form he will be asked to look at it again and particularly the reference to asbestos, to ensure that it is tailored to the RA's use.

**Action Hella S**

### Meadway Roundabout

36. T&OS still await a formal revised application for funding from Brian Ingram for work to be carried out to this roundabout.

### **Virtual Museum Launch**

37. Jonathan Seres told Council that this was launched last week in the presence of the Mayor, Councillors and other dignitaries when a demonstration of the Museum was given. The Museum had been welcomed and considered a great asset for the Suburb. Since the launch some 137 individuals have seen it and on average they have looked at 10 pages. In the 6 weeks before its launch the number of organisations, represented in the Museum's pages, was doubled from thirteen to twenty six.

38. Anyone can now access the site on [www.hgsheritage.org.uk](http://www.hgsheritage.org.uk)

39. Any items for the museum should be sent to Jonathan Seres who will forward them to the Planning Group

### **Matters arising from standing committee reports, submitted since previous Council meeting.**

40. There were none.

### **Date of Next meeting of Council**

41. 5 December at 8pm in Fellowship House.