



Minutes of the Meeting of the Council held on Tuesday  
5th December 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, Adrian Hodgson, Emma Howard, David Littaur, Peter McCluskie, Simon Sackman, Hella Schrader, Harry Simmonds, Ann Spencer, Rosemary Goldstein (Secretary to the Council).

Visitors: Joyce Littaur

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

### **Apologies for absence**

1. Apologies were received from Jeremy Hershkorn, Max Petersen, Jonathan Seres and Gary Shaw

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

2. There were none.

### **Draft minutes of the Executive Committee meeting held on 21 November**

3. These were received.

### **Minutes of the previous meeting of Council, held on 7 November**

4. These were approved.

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

#### Northway Gardens: benches/notices

5. The letter will be drafted as agreed.

**Action Colin G**

#### Broken benches

6. Contact had been made with LB Barnet who have been asked to deal with the broken benches in Hampstead Way and Meadway Gate and had followed it up by email. Council members were asked to inform Harry Simmonds about any other benches requiring attention.

#### Data protection

7. It appears that the RA is currently exempt from registration under the Data Protection Act 1998, and also the new regulations coming into effect in May 2018, because it is a non-profit organisation. It was noted that the RA must document what information about residents it keeps and where and how it is stored. HGS Trust will report back on any issues which may affect how they pass residents' data to the RA, after attending a course on Data Protection. (To be followed up.)

**Action Peter M**

#### Fellowship House risk assessment: asbestos

8. The Hon Treasurer of Fellowship had confirmed that a small amount of asbestos had been found when the property was refurbished and a specialist firm had been called in to remove it. Fellowship House is now asbestos free.

#### Bute Mews fence

9. Contact has been made with LB Barnet regarding the rubbish and broken chain fencing in Northway Gardens in the section to the rear of Bute Mews . LB Barnet had been separately notified by Emma H through their online reporting system of a large pallet and diesel lawnmower which had been dumped in the area of Northway Gardens behind the Toulous Café. This had already been removed. Cllr John Marshall will be contacted if LB Barnet fails to deal with the Bute Mews section of Northway Gardens. .

**Action Emma H**

#### Use of HGS website for events

10. This had not been updated whilst David Littaur was indisposed but he will resume updating the website hopefully in a couple of months and he will try and seek some assistance in the meantime.

**Action David Littaur**

#### Legal requirement for RA postal address

11. There is no legal requirement for the RA to have a postal address so it is at the RA's discretion what they wish to do about this. Nevertheless it was desirable for a postal address to be available.

#### General correspondence

12. The Membership Secretary is reluctant to have her address used by the RA for general correspondence. Fellowship House should be asked whether they are prepared to have their address listed as the RA's address, as in the past.

**Action David Lewis**

#### Legal requirement for display of insurance certificate

13. There is no legal obligation for the RA to display a Certificate of Employers Liability as the RA does not have any employees. The RA has insurance to cover liability claims including public liability at RA Events but there is no obligation to display a certificate. Where a contractor is involved, eg Fireworks, the contractor is also likely to carry public liability insurance for incidents alleged to be its responsibility and displaying any certificate is their responsibility. This has been the case since

1998 and as far as the Chairman is aware there has not been a change in the position since then. The Certificate is available electronically if anyone requires sight of it.

### **Proms sponsorship 2018**

14. The St Jude's Proms committee have asked the RA to give their provisional agreement to sponsor the lunchtime concerts for 2018 and the Proms committee had offered to discuss with the RA how best to publicise their grant.

15. Various suggestions were made for publicising the RA:

- Application forms to join the RA to be available at concerts or included in the programme brochure and/or leaflet.
- Font for sponsorship details in leaflet to be made larger/bolder and different colour (e.g. red).
- Noting the contribution of the RA on the back of tickets, although lunchtime concerts are not ticketed.
- Appropriate items from Silver Sponsorship list – insofar as not already provided.
- Manning an RA desk at the concerts.
- A banner or roll-up screen with the RA's logo.

16. Peter McCluskie proposed and Tony Brand seconded a Motion

*"The RA agrees, in principle, to sponsor the free lunchtime concerts scheduled for the St Jude's Proms 2018 at the stated cost of £3,000. However, this is subject to satisfactory agreement being reached on publicity for the RA."*

This was passed unanimously

17. An informal working group, set up and led by the Hon Secretary, will discuss with the Proms committee the best way to publicise the RA and their contribution to the St Jude's Proms. The working group will report back in time for the Executive Committee to make a final decision at their next meeting (16 January).

**Action Peter M**

18. The Proms committee will be informed of the Motion passed by the RA.

**Action Peter M**

### **RA finances**

#### Budget

19. The Hon Treasurer is working on the RA's budget for 2018 but awaits further

information from some committees. The budget should be agreed at the 16 January EC Meeting.

**Action Emma H**

#### Electronic Banking

20. The Hon Treasurer is setting up a 100 day notice account with the United Trust Bank and arranging for the forms to be completed and sent off.

**Action Emma H**

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

##### 21. Events committee

Events Committee will decide on the choice of wine to be used for New Year's Eve.

**Action Hella S/David Littaur**

#### **Any other urgent business**

##### Application for funding received from Brian Ingram

##### Meadway/Litchfield Way

22. An application had been received from Brian Ingram for a grant of £161.23 for work carried out to the Meadway/Litchfield Way roundabout. The application form was not entirely clear and it seems that changes had been made to what had been previously asked for. A Motion was proposed by Peter McCluskie and seconded by David Lewis:

*"That the RA should make a grant to Brian Ingram of £161.23 in accordance with the application form submitted on the basis that:*

*(a) The sum is in full and final payment of the grant application submitted for work done on the Meadway/Litchfield Way roundabout.*

*(b) This payment does not set a precedent of any sort.*

*(c) The Residents Association will not pay money in the future for any work in the Suburb unless a grant application has been submitted, on the appropriate form, to the Hon Secretary and approved - in advance of any work starting - by the Residents Association Council or Executive Committee."*

This Motion was passed by 11 votes in favour and with 2 against. Mr Ingram will be notified that his application has been approved and a cheque will be sent to him.

**Action Peter M**

##### Northway Rose Gardens

23. There was a separate application by Brian Ingram, on behalf of the Northway Gardens Organisation, for £804.92 for work to be carried out to the Northway Rose Gardens in 2018. It was agreed that the advice of Trees & Open Spaces Committee

would be sought to assist the Executive Committee in making a decision on the application at its next meeting (16 January).

RA Banner

24. Harry Simmonds agreed to look into the purchase of a suitable banner to display at RA and other events, including the Fun Day and possibly the Proms.

**Action Harry S**

**Next meeting of Council: Tuesday 6 February 2018 at 8pm in Fellowship House**

25. Confirmed.