

MINUTES

of
2nd ANNUAL GENERAL MEETING

Date of meeting: Wednesday 1 March 2017
Start time: 6:30pm
Venue: Baden Powell Suite, YMCA, Whetstone Lane

Members present: Philip Barton [**PB**]; Jim Cadwallader [**JC**]; Cllr Pat Cleary [**PC**]; John Davies; Gavin Fallow; Richard Fassam [**RF**]; David Liggins [**DL**]; Robert McGhie; Jane Rivington [**JR**]; Greg Vogiatzis [**GV**]

Non-members present:

Apologies: Tom Allport; Jane Clough; Terence Ezra; Nigel Hughes; Hilda Kiernan; Christine Slemmen; Kathleen Timmis

No.	Item	Notes	Action	Target date
1	Welcome and apologies	PB opened the meeting at 6:32pm and confirmed that it was quorate. The number of people qualified to vote was ten (10).	Item discharged	
2	Appointment of chair for AGM	PB asked if members were content for him to chair the Annual General Meeting (AGM). There were no dissenters.	Item discharged	
3	Chair's valedictory report	PB read out a report which had been circulated to all members prior to the AGM. This report is attached to these minutes.	Item discharged	
4	Secretary's valedictory report	GV read out a report which had been circulated to all members prior to the AGM. This report is attached to these minutes	Item discharged	
5	Treasurer's valedictory report	PB read out a report which had been circulated to all members prior to the AGM. This report is attached to these minutes.	Item discharged	
6	Resignation of management committee (en bloc)	Those members of the Management Committee who were present at the AGM formally announced their resignation.	Item discharged	

No.	Item	Notes	Action	Target date
7	Announcement of list of nominations to Management Committee	PB confirmed that four nominations had been made within the notified timeframe. PB asked if anyone else wished to self-nominate from the floor. RF self-nominated and was seconded by JC .	Item discharged	
8	Vote to confirm composition of Management Committee	PB, JC, RF, JR and GV were unanimously elected to serve on the Management Committee for the period 2017-18.	Item discharged	
9	Nominations for Honorary Chair	JR nominated PB , who accepted the nomination. JC seconded the nomination. There were no other nominations.	Item discharged	
10	Vote to elect Honorary Chair	PB was unanimously elected to serve as Honorary Chair for the period 2017-18.	Item discharged	
11	Nominations for Honorary Secretary	PB nominated GV , who accepted the nomination. JR seconded the nomination. There were no other nominations.	Item discharged	
12	Vote to elect Honorary Secretary	GV was unanimously elected to serve as Honorary Secretary for the period 2017-18.	Item discharged	
13	Nominations for Honorary Treasurer	RF self-nominated. JR seconded the nomination. There were no other nominations.	Item discharged	
14	Vote to elect Honorary Treasurer	RF was unanimously elected to serve as Honorary Treasurer for the period 2017-18.	Item discharged	
15	Nominations for Project Planner	DL nominated JR , who accepted the nomination. PB seconded the nomination. There were no other nominations.	Item discharged	
16	Vote to elect Project Planner	JR was unanimously elected to serve as Project Planner for the period 2017-18.	Item discharged	

No.	Item	Notes	Action	Target date
17	Nominations for Chair of History and Heritage Workgroup	RF nominated JC , who accepted the nomination. PB seconded the nomination. There were no other nominations.	Item discharged	
18	Vote to elect Chair of History and Heritage Workgroup	JC was unanimously elected to serve as Chair of the History and Heritage Workgroup for the period 2017-18.	Item discharged	
19	Nominations for Chair of Planning Applications Workgroup	PB self-nominated and was seconded by PC . There were no other nominations.	Item discharged	
20	Vote to elect Chair of Planning Applications Workgroup	PB was unanimously elected to serve as Chair of the Planning Applications Workgroup for the period 2017-18.	Item discharged	
21	Consideration of any other matter duly notified to the Honorary Secretary	No other matter had been duly notified to the Honorary Secretary.	Item discharged	
22	Close of AGM	Proceedings were formally closed at 6:55pm . Informal discussions ensued thereafter regarding various matters of local concern.	Item discharged	

END

2nd ANNUAL GENERAL MEETING

CHAIR'S VALEDICTORY REPORT

Date: 1 March 2017
Time: 6:30pm
Venue: Baden Powell Suite, YMCA, Whetstone Lane

We have continued to make solid progress with our neighbourhood plan, although the response to our community consultation was disappointing, with only 122 returns. Our media profile has been increased by other campaigns, including our support for John Davies' successful protest against the closure of Europa Pools. Our campaign to restore community control to *The Lauries Limited* has also attracted a significant amount of publicity. The establishment of a Conservation Area Committee for Clifton Park was another important milestone. We are also discussing the exciting prospect of purchasing a plot of land behind Raffles Road on which to establish community allotments.

NEIGHBOURHOOD PLANNING

The ***History and Heritage Workgroup*** completed a Heritage and Character Assessment with the help of consultants from *AECOM*, funded directly by a technical support package (**TSP**) provided by the *Department for Communities and Local Government*. The final report will be published once any updates arising from our community consultation have been added. Peter France resigned the chairmanship of this workgroup. Jim Cadwallader replaced him.

The ***Planning Applications Workgroup*** was chaired by Philip Barton and submitted fifteen separate consultation responses, all of which were either supported by the decision taker or led to conditions being attached to the subsequent planning permission in order to limit any harm caused by the development.

The ***Community Issues Workgroup*** was established during this year, with Greg Vogiatzis as chair. This group incorporates *These Streets Are Our Streets* into the Forum structure. This should allow us to much more easily and efficiently address community issues that arise.

The next big challenge is to start a conversation with local people about what policy areas we want to include in the neighbourhood plan. A TSP is available to help us do this, which we shall apply for during April 2017.

OTHER WORK

The *Friends of Hamilton Square Conservation Area* are battling general apathy and attacks to the heritage and character of the conservation area – even from other history and heritage groups. However, more than twenty separate enforcement complaints have been submitted to the Council. Enforcement officers have been working hard to address these and court action may be needed in a small number of cases.

VOTE OF THANKS

I would like to thank all other members of the Management Committee for their support and hard work over the past year.

A handwritten signature in black ink, appearing to be 'P. Barton', written over a horizontal line.

Prepared by: Philip Barton (Honorary Chair)
13 February 2017

2nd ANNUAL GENERAL MEETING

SECRETARY'S VALEDICTORY REPORT

Date: 1 March 2017
Time: 6:30pm
Venue: Baden Powell Suite, YMCA, Whetstone Lane

I would like to thank all members of the Forum and management committee for their involvement and support during the past year.

The nature of neighbourhood planning means progress can seem slow but we are moving forward and the coming year will see us develop the policies that will form our plan.

Our wider work this year will include looking at the possibility of community-led housing and I would encourage members to get involved with this project which could give us real influence over the way housing needs are met in our area



Prepared by: Greg Vogiatzis (Honorary Secretary)
16 February 2017

2nd ANNUAL GENERAL MEETING

TREASURER'S VALEDICTORY REPORT

Date: 1 March 2017
Time: 6:30pm
Venue: Baden Powell Suite, YMCA, Whetstone Lane

BANKING DETAILS

Institution: **Yorkshire Bank, 2 Prince's Pavement, Birkenhead. CH41 2XY**
Account number: **44233053**
Sort code: **05-02-45**

ACCOUNTS

An accounting summary is attached for the period **2 March 2016** to **28 February 2017**.

INCOME

Total income amounted to **£5,475.39**.

RETURNED FUNDS

Rules relating to the use of purchase orders to evidence spend changed during this period. Consequently, we had to return **£3,640.30** to *Groundwork UK*, which had been allocated to purchase orders but not yet spent. It has been confirmed that this money will not be deducted from the maximum of **£14,000** in **Neighbourhood Planning Grant** (NPG) that we can apply for up to 31 March 2018. However, it does make it very difficult to plan expenditure because we are not permitted to retain any NPG operating capital in between awards.

The Management Committee will continue to seek sources of funding to meet general running cost but voluntary donations from members and others would, of course, be greatly appreciated. In the event that external funding cannot be found to meet general running costs, the Management Committee may need to consider whether raising income from an annual membership fee is necessary.

IN ORDER TO REDUCE THE COST OF POSTAGE, ALL MEMBERS WITHOUT ACCESS TO E-MAIL ARE REQUESTED TO INFORM THE HONORARY SECRETARY AS SOON AS POSSIBLE IF AND WHEN THEY DO OBTAIN AN E-MAIL ADDRESS.

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the bottom.

Prepared by: Philip Barton (acting Honorary Treasurer)
14 February 2016

Birkenhead & Tranmere Neighbourhood Planning Forum
Accounts 2 March 2016 to 28 February 2017

	£	£
Income		5475.39
Expenditure		
Room hire	254.70	
Consultancy fees	181.00	
Printing, distribution	752.20	
Postage	139.00	
		1326.90
Returned to funders		
NPG-02072 (underspend)	3197.80	
NPG-01674 (underspend)	442.50	
		3640.30
OPERATING SURPLUS		508.19