

MINUTES

of
1st ANNUAL GENERAL MEETING

Date of meeting: Tuesday 1 March 2016
Start time: 6:00pm
Venue: Baden Powell Suite, YMCA, Whetstone Lane

Members present: Philip Barton [**PB**]; Jim Cadwallader [**JC**]; Cllr Pat Cleary; John Davies; Richard Fassam; Stephen Hayes; David Liggins; Melanie McMahon [**MM**]; Alfred Sapiano; Rosemary Sapiano; Greg Vogiatzis [**GV**]

Non-members present: Chris King

Apologies: Gordon Astley; Cllr Phil Davies; Peter France [**PF**]; Margaret Grundy; James Kay; Naomi Horlock; Victoria Martin; Jane Rivington [**JR**];

No.	Item	Notes	Action	Target date
1	Welcome and apologies	PB opened the meeting at 6:07pm and confirmed that it was quorate. The number of people qualified to vote was eleven (11).	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 summarised 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 all four members of the Management Committee who served during 2015-16 were willing to stand for re-election. JC and MM self-nominated as members of the Management Committee for the period 2016-17.	Item discharged	
8	Vote to confirm composition of Management Committee	PB, JC, PF, MM, JR, and GV were unanimously elected to serve on the Management Committee for the period 2016-17.	Item discharged	
9	Nominations for Honorary Chair	PB was nominated and accepted 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 2016-17.	Item discharged	
11	Nominations for Honorary Secretary	GV was nominated and accepted 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 2016-17.	Item discharged	
13	Nominations for Honorary Treasurer	There were no nominations. PB agreed to take on these duties on an interim basis.	Item discharged	
14	Vote to elect Honorary Treasurer	As there were no nominations, no vote was taken. There were no dissensions to PB taking on these duties on an interim basis.	Item discharged	
15	Nominations for Project Planner	JR was nominated and PB confirmed that, although not present, she had accepted 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 2016-17.	Item discharged	

No.	Item	Notes	Action	Target date
17	Nominations for Chair of History and Heritage Workgroup	PF was nominated and PB confirmed that, although not present, he had accepted the nomination. There were no other nominations.	Item discharged	
18	Vote to elect Chair of History and Heritage Workgroup	PF was unanimously elected to serve as Chair of the History and Heritage Workgroup for the period 2016-17.	Item discharged	
19	Nominations for Chair of Planning Applications Workgroup	PB and MM were nominated but MM withdrew her nomination in favour of assisting JR with the project plan. PB accepted the nomination.	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 2016-17.	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 7:14pm . An informal discussion ensued thereafter regarding the <i>Move Ahead Birkenhead</i> consultation.	Item discharged	

END

1st ANNUAL GENERAL MEETING

CHAIR'S VALEDICTORY REPORT

Date: 1 March 2016
Time: 6:00pm
Venue: Baden Powell Suite, YMCA, Whetstone Lane

We can be proud of the progress we have made during our first full year of existence. We successfully navigated the choppy waters of designation, overcoming some significant challenges to designate our neighbourhood area and to designate the Forum in such a way that members living outside the designated neighbourhood area would not need to be expelled.

NEIGHBOURHOOD PLANNING

We have set up two workgroups so far. The ***History and Heritage Workgroup*** is preparing 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*. An interim report is due very soon.

Once the Forum was formally designated by the Council, we immediately started to receive official notification of every planning application made within the designated area. The ***Planning Applications Workgroup*** was formed to submit an official consultation response to each and every one of these applications.

The next big challenge is to design and run our initial public consultation, which will determine exactly what policy areas will be developed in our neighbourhood plan. The "where are you coming from?" workshops, held in November 2015, provide a framework for the full public consultation and we have applied for the Facilitation Support TSP which will provide us with more valuable professional support from AECOM.

OTHER WORK

The Forum sponsored the establishment of the ***Friends of Hamilton Square Conservation Area***. Following its inaugural meeting on 17 February, this group now has a management committee and officers and will operate without the formal involvement of

the Forum. We wish this group every success in fighting to reverse the damage that is being done to this nationally important conservation area and to set up an advisory committee of built environment professionals to assist the Council.

VOTE OF THANKS

I would like to thank the other members of the Management Committee for their support and hard work. Despite the fact that we have all had to face some challenging personal issues over the last year or so, together we have managed to lay a solid foundation for the work that lies ahead.

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

Prepared by: Philip Barton (Honorary Chair)
21 February 2016

1st ANNUAL GENERAL MEETING

SECRETARY'S VALEDICTORY REPORT

Date: 1 March 2016
Time: 6:00pm
Venue: Baden Powell Suite, YMCA, Whetstone Lane

The last 12 months have seen significant progress for the Forum in preparing to prepare our proposals for a Neighbourhood Plan.

None of this would have been possible without the huge effort made by our Chair, Philip Barton.

Whilst others have contributed Philip has been the key driver of the Forum and deserves recognition for this.

The coming year will require greater involvement from our members in developing the Forum and in particular delivering a robust public consultation process.

By working together we can hopefully succeed in gaining greater influence in our neighbourhood, ensuring residents' voices are heard and our area's needs are met both in planning and beyond.



Prepared by: Greg Vogiatzis (Honorary Secretary)
21 February 2016

1st ANNUAL GENERAL MEETING

TREASURER'S VALEDICTORY REPORT

Date: 1 March 2016
Time: 6:00pm
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 **12 January 2015** (the date our bank account was opened) to **1 March 2016**. These accounts relate only to the management of our Neighbourhood Planning Grant (**NPG**) and other income which came into our bank account.

INCOME

Total **NPG** income amounted to **£12,020** (excluding the overpayment of bridging grant ref: 18284). Other income amounted to **£131.72**, which was mainly from ticket sales for our media launch seminar on 27 July 2015.

RETURNED FUNDS

Very late invoicing for expenditure against **NPG-01260** led to the need to return **£680.40** to *Groundwork UK*. The Management Committee will consider ways to prevent this happening in the future, such as raising a purchase order for regular items of expenditure, like room hire. The Management Committee is also seeking reassurance from *Locality* that this figure will not be deducted from the maximum of **£14,000** in **NPG** that we can apply for up to 31 March 2018.

NON-NPG EXPENDITURE

Our **NPG** can only be spent on agreed project costs. General running costs for the Forum must be met from other sources. Items of non-**NPG** annual expenditure have been:

- 1) stationery, printing and postage costs for members without e-mail (about **£120**);
- 2) membership of *Locality* (**£100**);
- 3) accountant's fees to compile and submit *Companies House* and *HMRC* returns (about **£500**), and
- 4) a subscription to *Survey Monkey* required to allow questionnaires to be printed and posted out to members without e-mail (**£312**).

All of these costs (about **£1000** per annum) are currently being met by Management Committee members from their own pockets.

Funding applications were made to several grant-making bodies to fund general running costs. None have been successful, either because our work is considered to be political in nature or not politically radical enough! 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.

GIVEN THE COSTS BURDEN DESCRIBED ABOVE, 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.



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

Birkenhead & Tranmere Neighbourhood Planning Forum Limited
Accounts 12 January 2015 to 1 March 2016

	£	£
Income		17131.72
Expenditure		
Room hire	558.74	
Consultancy fees	7386.00	
Printing, distribution	1579.00	
Postage	74.00	
Publicity materials	687.60	
		10285.34
Returned to funders		
18284 (overpayment)	5250.00	
NPG-01260 (underspend)	680.40	
		5930.40
OPERATING SURPLUS		915.98