

SSCARA (RA) Steering Group (SG)

Minutes of the special meeting held to plan the 2025 AGM on 24.10.2024

Present: Josephine de Souza (Chair), Jennie Sibley (Secretary), Jo Smith (joint Treasurer and joint Social Secretary), Tessa Archbold (joint Treasurer and joint Social Secretary), Kristin Dean (Neighbourhood Watch Co-ordinator), Chris Hern (planning brief).

1. **Apologies:** Jas Kumar, Sharan Puri, Jane Joseph, Cheryl Young (apologies given after the meeting).
2. **Absent without giving apologies:** Rajan Mendes.
3. **Proposed Agenda for AGM 2025:**
 - a. **Welcome and Apologies**
 - b. **Approval of minutes of the AGM 2023**

There are no minutes of the 2023 AGM.

Action: Chair to write notes of the meeting from memory and check details with a few people who were present.
 - c. **Summary of actions etc since AGM 2023**

Chair to give a top line summary [5 – 10 minutes], including the number of meetings which the RA has had, liaising regularly with Councillors, our local Conservation Office, the Planning Team, website, Instagram account etc.

Action: Chair to prepare slides of summary for AGM and to then share the template document with the steering group, so that others can then populate.
 - d. **Treasurer's Report** [taking around 5 – 10 minutes]
 - The accounts to show financial movements from when RA money was handed over by Rajan to the Chair until the end of December 2024.
 - An Excel spreadsheet to be prepared to show:
 - o Funding from the Council
 - o Money that has been used for our social events.
 - o Money used for administrative costs.
 - o What we currently have in the pot

Action: Jo and Tessa to prepare report / slides for AGM.

Chair to find someone who is independent to examine the accounts before AGM.
 - e. **Neighbourhood Watch** [taking around 5 – 10 minutes]

Summary of activities

Action: Kristin and Jas to prepare slides and present report for AGM.

Chair to share template with Kristin.

- f. **Summary of Social Activities** [taking around 5 – 10 minutes]
 Events to be included in the report: Historian Event, Xmas party held jointly with the Church, Big Lunch, Craft Afternoons at the Church, Open Gardens Event, Opening of Instagram account. Include a summary of what was successful about the events.
Action: Jo, Tessa and Kristin to prepare slides and present report for AGM.
- g. **Proposed revised and updated Constitution for the RA.**
 To be put to the AGM for adoption.
Action: Chris to propose the adoption of the report. **Jane** to second the proposal. **Jennie** to check Jane is willing to do this. **Jennie** to arrange for the proposed constitution to be available on the SSCARA website for anyone to read before the meeting and tell residents about this in the Notice of AGM.
- h. **Election of Officers** [taking around 10 minutes]
- Chair
 - Vice-Chair
 - Secretary/s
 - Treasurer/s
 - Neighbourhood Watch
 - Endorsement of Steering Group members
 - Appointment of person to examine the accounts
- Action: Chair** to stand down. **Jane, Vice-Chair**, to take the Chair for the first election.
The person elected as Chair for 2025 to lead the remainder of the meeting.
- i. **Residents' Q&A**
Action: Jennie to notify residents in the AGM notice that all questions have to be notified to the RA at least 7 days before the AGM.
4. **Close of Meeting / Drinks Reception and Nibbles**
Action: Jo and Tessa to ask Hazel and Maureen if they can do the catering for the AGM.
5. **Date of AGM:** Saturday 8th February 2025, 10.30am – 1.00pm, St. Stephens' Church Hall.
6. **Timetable and roles to produce and distribute notices of AGM and associated information**
 Residents have to receive notices of AGM at least 14 days before the AGM. Agreed approach of AGM invitation should be about what people want to do for our community. Agreed finance for AGM notices to be printed.
Action: Jennie to send out to all residents a description of all the roles which have to be filled with the Notice of the AGM and advise people willing to have / to put their name forward for election or to be endorsed as a member of the Steering Group to notify the Chair at least 7 days before the AGM. SSCARA email to be included and possibly Chair's and Jennie's mobile number, so residents can explore what is involved. **Jennie** to draw up a list of roles that the RA needs help with, some may be possible to undertake without being a member of the SG.
All SG members to speak with neighbours etc, to encourage them to join SG.
Jennie to start drafting notices 2nd week of November.
Kristin to design and arrange printing.
Kirstin to arrange delivery to each house with Kids Group

Jennie to organise WhatsApp and notices on trees reminders of AGM time and place from the week of 20/01/25 onwards.

7. Suggestion box for residents

Action: Jo will make a Suggestions Box.

8. Donation bowl towards the running costs of the RA.

Action: Tessa to provide bowl with suitable notice of purpose.

9. Speaker for AGM

Topic: 'How to Increase the Value of your Property.'

Having an estate agent talk about the desirability of living in a conservation area; the selling points; what has a detrimental effect on the neighbourhood; what make St. Stephen's Conservation Area different / special; why it's important to protect it and in turn, why this will increase the value of one's property.

Action: Chair is finding an estate agent to do this talk.

10. Equipment needed for AGM

Action: Jo to see if Jacqui can provide a projector and screen

Jennie to make a sheet for people to sign in for attendance at the meeting. Column to included if they'd like to leave their email address to be subscribed for information from RA.

Jennie to make a few copies of the Constitution available in case questions are raised about it.

All SG members to think about any other materials that should be on display at the AGM and let Jennie know.

11. AOB:

a. Future meetings with residents

It was proposed that the RA arrange some open meetings for residents to join and discuss how they can work with our conservation area community.

Action: Jennie to put on SG agenda to plan these meetings.

b. Festive Season Cards

Kids group to design and make cards for the festive season. One will be chosen for the RA to send to all neighbours. Others will be available for anyone to buy with funds then going to the RA.

Action: Kristin will get the cards printed

All SG to help address and sign cards

Kristin will arrange for Kids Group to deliver the cards

Kristin will advertise and sell cards to neighbours