

LONG PRESTON RESIDENTS ASSOCIATION

*First Meeting of steering committee, 20<sup>th</sup> July*

MINUTES

<b>Present:</b>	<b>Gerry Allsopp</b>	<b>(GA)</b>	
	<b>John Barley</b>	<b>(JB)</b>	
	<b>Steve Bird</b>	<b>(SB)</b>	
	<b>Keith Grimshaw</b>	<b>(KG)</b>	
	<b>Gillian Jones</b>	<b>(GJ)</b>	
	<b>John R Mathews</b>	<b>(JRM)</b>	<b>Temp Chairperson</b>
	<b>John P Rodgers</b>	<b>(JPR)</b>	
	<b>Peter Scott-Smith</b>	<b>(PSS)</b>	
	<b>Heather Scott-Smith</b>	<b>(HSS)</b>	
	<b>Beverley Wrigley</b>	<b>(BW)</b>	<b>Temp Minutes Secretary</b>

**Apologies:** **Diane Allen**

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**PSS** opened the meeting by introducing an example constitution he had obtained from the internet, this document is further referred to as; ‘The Constitution of the (name place) Residents Association’ Ref: 01.

**1.0 Appointment of Temporary Chairperson**

- 1.1 **PSS** requested nominations for the position of temporary chairperson; he went on to outline the duties and responsibilities of the position.
- 1.2 **JRM** agreed to undertake the duties for the steering group.
- 1.3 For clarity the ‘**Chair**’ asked the each of the committee members introduce themselves giving brief details of their location within the village, their main grievances and brief details of their background.

**2.0 Appointment of Temporary Minutes Secretary**

- 2.1 **BW** agreed to undertake the function.

**3.0 Addition Deletions to the Agenda**

- 3.1 **GJ** suggested further items for the agenda, it was agreed that Finance would be Item 7 and Action Plan would be Item 8. This will be carried to Item 8 as an action.
- 3.2 **GJ** suggested that the steering committee invite the Hartley Trust to address the next meeting with a view to gaining a detailed understanding of the Trusts Objectives.

## 4.0 Aims and Objectives of LPRA

4.1 The committee went on to review the document Ref: 01. the following are the recommendation of this steering group for amendments to this document thereby producing the final draft constitution for the approval of the members.

4.2

4.2.1 **Aim** – It was agreed that in general this statement was acceptable with minor amendments.

4.2.2 **Objectives** – Item a; agreed  
Item b; agreed  
Item c; agreed  
Item d; agreed  
Item e; agreed  
Item f; agreed  
Item g; (in addition to the above) to liaise and support the Parish County in their duties etc.

4.2.3 **Membership** – discussions were held as to what level the membership fee should be set at, it was agreed that there should be a subsidised rate for pensioners and those with no income. **GJ** and **JRM** to make enquiries with Silsden and Embsay regarding the membership fee they charge.

It was agreed that Items 6 & 7 should be removed

4.2.4 **Management** – Item 8 was agreed, item 9 was agreed with the exception of (a) which is to be amended as agreed and submitted to the next meeting for approval. **Action PSS**. Item 10 it was agreed that there was only a need for four of the officers listed in the draft doc. Ref 01; those would be;

- a) Chairman
- b) Vice Chairman
- c) Treasurer
- d) Minutes Secretary

Items 11 & 12 to be deleted

4.2.5 **Patron** – It was agreed that the association should have a Patron. **JRM** agreed to ask Susan Brooks to undertake the role.

4.2.6 **Formal Meetings** – Item 14, it was agreed that the AGM should be held late September/early October

4.2.7 Items 15 to 18 were agreed

4.2.8 **Quorum.** – Item 19, it was agreed that this should be amended to read 25% of the membership.

4.2.9 **Voting** - Item 20 was agreed.

4.2.10 **Finance** – Item 21 to be amended to read November instead of June.

4.2.11 Items 22 to 24 were agreed

## **5.0 Allocation of Committee Responsibilities**

5.1 **PSS** offered to cover the duties of communication and publicity on behalf of the steering group.

5.2 **BW** temporary minutes secretary.

5.3 **JRM** temporary chairperson.

5.4 It was agreed that other specific roles would be dealt with when the need arose.

## **6.0 Draft Constitution**

6.1 A draft document is to be produced for the next meeting. **Action: PSS**

## **7.0 Finance**

7.1 To be discussed at the next meeting.

## **8.0 Action Plan**

8.1 It was agreed that an action plan should be drawn up for the next meeting.

## **9.0 AOB**