



THERE WILL BE A MEETING OF THE ONE NORBITON BOARD 19th February 2015 THIS MEETING WILL BE HELD IN the COMMUNITY SHOP, MADINGLEY

Present: Dr M D'Souza [Chair] J. Preston [Secretary] C. Clarke H. Hall E. Kennedy, H. Terry

DRAFT MINUTES

1. APOLOGIES AND INTRODUCTIONS

R. Lahir (may be late)

2. TO RECEIVE MINUTES FROM December 2014 meeting

These were agreed

3. MATTERS ARISING (not covered elsewhere)

- a) **Piper Hall Oven /Norbiteens training** - JP reported that Maundy Todd has sourced funding for a new oven in Piper Hall via Berkley Homes. It had been agreed by DW – Head of Housing plus SM and SG that even though the halls had been refurbished, this had not taken the health and safety issues surrounding the kitchens in to account. The matter had been delayed due to a gas leak but was now back on the agenda. EK has taken on the responsibility for this project.

Norbiteens – The Norbiteens project review was presented to the Board. Although there needs to be some alterations to the text it was broadly agreed that the current payment rate for the Norbiteens is far too high. It was agreed that HH contact Barclays Digital Eagles to set up a training for Norbiteens to explain budgets and handling a bank account. MT has agreed to help with this. It was agreed that, given the fact that Barclays are not available on Saturday, HH will agree a date during the school holidays.

b) Other Company business - Those present had attended as requested and agreed as a result of the Norbiteens review to present the documents required to enable all One Norbiton officials would undergo enhanced DBS checks. KVA had kindly arranged for an officer to be present to confirm the documents required. HH had been unable to submit an application due to a lack of agreed documentation. It was agreed that he will attend to this as a matter of urgency. Meanwhile the Norbiteens meetings will be attended by MDS and JP to ensure that all legal requirements are met.

c) Panel update - The Chair referred those present to the Powerpoint Presentation offered at the AGM.

4. TO DISCUSS DRAFT LEASE AND FUNDING FOR COMMUNITY HUB

See attached documentation, including a draft lease. This has been circulated with a request for comments before a final submission is sent to RBK.

5. ACCOUNTS AND PROCEDURE FOR THE FUTURE.

JP reported that she and the Chair have been meeting with RM to agree an accounting procedure suitable for all project leads.

6. TO DISCUSS POSSIBLE NEW DIRECTORS:

CC and R.L had recently been appointed to the Board. JP handed out leaflets for the new Directors to complete so that they can be registered with Company House.

7. TO DISCUSS FUTURE GRANT APPLICATIONS [DCLG etc]

Carried forward

8. TO PLAN VISIT TO OTHER GROUPS INVOLVED WITH PILOT

Carried forward to next meeting

9. DATE AND TIME OF NEXT MEETING TO BE AGREED

Thursday 28th May at 2.30pm in the Community Shop

DRAFT