



## **ONE NORBITON**

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MEETING OF THE ONE NORBITON BOARD ON TUESDAY 5<sup>th</sup> MARCH 2013 AT 6pm THE MEETING WAS HELD IN 11 COMBERTON

Present: Mike D'Souza ( Chair ) Jill Preston ( Secretary), John Hall, Elaine Kenned

### **DRAFT MINUTES**

#### **1 APOLOGIES AND INTRODUCTIONS**

H. Hall

#### **2. TO RECEIVE MINUTES OF MEETING HELD ON 6<sup>TH</sup> FEBRUARY 2012**

These were agreed

#### **3. MATTERS ARISING:**

**a) Completion of Directors Return for Companies House** - Most of these have now been completed. JP will register those that she has on the Companies House website by the end of this week.

**b) Update on One Norbiton bank account** - MDS reported that Lloyds TSB have been in touch to explain that we need an account for 'Not for Profit' Company Ltd by Guarantee. This means that all of the information previously submitted needs to be submitted again . This needs to be done over the telephone and has to date taken 2 days. This is now a matter of urgency. It was agreed that the account be called 'One Norbiton; and not 'One Norbiton Ltd'

**c) Data Protection Registration** – This will be completed once the bank account is up and running

#### **4. CONSTITUTION AND STANDING ORDERS**

JP explained that the Governing Document we have agreed and are using is for running the 'One Norbiton' company and covers Directors/Company members only. The Community Working Group/ Community Forum is currently being governed by the Terms of Reference agreed in 2011.

Now that the Company has been formed and the CWG is established there is a need to either create of Constitution and Standing Orders or enhance the Terms of Reference to include details that were not considered in depth at the time when the ToR was agreed. This includes agreeing

procedures at meetings, Minutes protocol etc. Doreen Gardiner has gone through the draft Constitution circulated last year to suggest amendments. It was agreed that KVA be contacted to help work on this.

## **5. TO DISCUSS 10 YEAR PLAN**

The Chair submitted a draft 10 year plan. This was handed out for initial discussion with agreement that it be discussed in depth in the future once people have had time to read it.

## **6. REVIEW OF £50K ENVIRONMENTAL GRANT**

The Chair reported that SO has said that there was an insufficient consultation exercise on the CRE so the balance of the £50k remaining after the rose beds have been done ( approx. £30k) will almost certainly be absorbed into the Housing revenue Account. However, there is the possibility that a further £100k could be made available for the next financial year.

## **7. ANY OTHER BUSINESS**

**a) Calendar and Poster Costs** – The Chair reported that Carlos Queremel had submitted estimates for the cost of designing and printing both the One Norbiton poster and Calendar. The poster costs are estimated at £360 for design and printing of 500. JP showed those present the design which had been created in house following the Community Engagement Group meeting. It was agreed that this copy be used and durable card purchased to create the posters. (NB: The cost of this was £25 to date)

The Calendar quote is in excess of £1000. It was agreed that further quotes be sought. Meanwhile JH is assembling pictures of Norbiton for use in the calendar.

## **8. DATE AND TIME OF NEXT MEETINGS**

Dates for the next few meetings were agreed as:

- 4<sup>th</sup> April
- 8<sup>th</sup> May
- 4<sup>th</sup> June
- 9<sup>th</sup> July