



THERE WILL BE A MEETING OF THE ONE NORBITON BOARD AT **4PM** ON 4<sup>th</sup> NOVEMBER 2014. THIS MEETING WILL BE HELD IN 11 COMBERTON .

### **DRAFT MINUTES**

#### **1. APOLOGIES**

R. Lahir

#### **2. TO RECEIVE MINUTES FROM PREVIOUS MEETING**

Agreed

#### **3. MATTERS ARISING ( not covered elsewhere)**

**a) End of Year accounts** – The Chair explained that , as agreed at the previous meeting, he has asked his brother Paul – a qualified accountant, to oversee the company accounts for year to 31<sup>st</sup> October 2013 ( draft attached).

**b) Other Company business** -The also explained that Companies House have been in touch to say that they do not recognise our request to change the 'end of year' date. Therefore we are in breach of company law and will incur a fine. The Chair Has written asking for a review of this. No response has been received yet. In addition, One Norbiton must submit a return to HMRC including the accounts which will determine our Corporation Tax liability. In the future we can 'dual submit' – which means we provide company details to HMRC and they will share them with Companies House.

**c) Panel update** – JP reported that the letter to future panellists and accompanying address labels are now ready for printing. She and Mike will be working on this on Thursday ready for Norbiteen distribution by the end of the month.

#### **4. FINANCIAL MATTERS:**

**a) Confirmation of budget allocations and future spending procedures** – The CWG have requested that a suitable time is allocated to explain the One Norbiton Company situation. Mike and Jill are meeting with Paul to agree a format for the future and confirm

an accounting procedure that properly reflects company activity. This must include details from Norbiteens, projected budgets and allocation of reserves.

## **2. COMMUNITY DEVELOPMENT FOUNDATION**

**a) £1500 additional funding suggestions – HHall submission** – HH has written this proposal which has been circulated in time for the next CWG

**b) Update on £2k expenses application** – The application for this has now come on line. Mike reported that he has attempted to complete the application but has been defeated by the volume of details requested.

## **3. COMMUNITY SHOP**

**a) Current position** – JP reported that she and Mike have once again met with RBK but there is still no real progress. However, SG from RBK has said that he has ordered a survey of the premises. He has also been provided with our proposed plan so that he has some idea of what we expect.

## **4. DIRECTORS**

John Hall has now been removed as a Director. C. Clarke was provided with an application and one was set aside for Rashid to complete at the next CWG meeting.

The Chair asked that all Directors provide a complete CV which One Norbiton can keep on file.

## **5. ANY OTHER BUSINESS**

Chair offered a revised copy of the poster for One Norbiton. CC asked that a logo be inserted. It was also agreed that the One Norbiton mission statement be included at the bottom of the poster. Mike will update the poster and submit for final agreement.

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

3<sup>rd</sup> December 6pm