



## ONE NORBITON

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MEETING OF THE ONE NORBITON BOARD ON TUESDAY 27<sup>th</sup> JUNE 2013 AT 6pm THE MEETING was IN 11 COMBERTON

Present: M. D'Souza [ Chair] J. Preston [Secretary] J. Hall, E. , H. Hall [ after item 4]  
Apologies: E. Kennedy

### MINUTES

#### 1. APOLOGIES AND INTRODUCTIONS

E. Kennedy

#### 2. TO RECEIVE MINUTES OF MEETING HELD ON 7<sup>TH</sup> MAY 2013

These were agreed

#### 3. MATTERS ARISING:

**b) One Norbiton Office** - After discussion it was agreed that quotes for refurbishing the 'Old Laundry' premises be sought from local contractors such as AA Knight and Michael Mangan. HH also reported that his neighbour is a trained architect and it was agreed that he be asked to come up with some ideas. MDS also stated that he plans to approach the relevant Kingston University department to ask if students would be interested in taking this on as a project. Both suggestions were agreed.

**c) Norbiton First funding applications for 2013** – It was agreed that applications be made to cover the cost of administration of One Norbiton and also Task Force costs.

#### 4. CASH FLOW AND BUDGETS

JP gave a brief outline of the current position. It was agreed that as part of her 'Company Secretary' portfolio she will assume financial responsibilities and will compile a report for presentation at all future meetings

#### 5. ON TEAMBUILDING EVENT – 18<sup>TH</sup> JUNE -

It was agreed that this had been a success. However concern was raised about the suggested new governance structure. It was agreed that the group wait until reports were received from EK and HG before discussing the matter further. There was also a suggestion that a special Director's meeting be held on July 9<sup>th</sup> to focus on this issue before the CWG meeting

## **6. CURRENT TASK FORCE PROJECTS**

MDS reported that the Task Force has been successfully used to distribute the 'Surrey Save ' leaflets and will be used again to distribute 'E-democracy' leaflets. JP reported that a time sheet and accompanying accounting paperwork has been drafted and use to account for hours worked both voluntarily and for payment by means of Boots vouchers – the method suggested by Job Centre Plus. There was also an agreed system restricting hours worked to 16 per week.

## **7. BUILDING ONE NORBITON DATA BASE AND E-DEMOCRACY PROGRESS**

MDS reported that One Norbiton are now registered on the Data Protection register.

It was agreed that all email or contact details be sent to JH who will control the data.

## **8. ANY OTHER BUSINESS**

There was brief discussion about the fact that the problem of accessing the back room in the Community Shop still exists, despite several attempts to resolve the matter. This had resulted in problems at the 20<sup>th</sup> June session and problems were only averted on 27<sup>th</sup> thanks to JH and MDS. It was agreed that MDS formally complain about this matter.