



**MINUTES OF THE MEETING OF THE ONE NORBITON BOARD AT 6PM ON
3rd December 2014. THIS MEETING WAS HELD IN 11 COMBERTON .**

Present: Dr M D'Souza [Chair] J. Preston [Secretary] C. Clarke, H. Hall, R Lahir

1. APOLOGIES AND INTRODUCTIONS

None, although RL had called to say he might be late

2. TO RECEIVE MINUTES FROM 4th NOVEMBER 2014 MEETING

These were **agreed** unanimously

3. MATTERS ARISING (not covered elsewhere)

- a) **End of Year accounts** – MDS reported that he and his brother Paul D'Souza [a highly qualified accountant] had met with JP to discuss the practicalities of setting up One Norbiton accounting procedures. This had resulted in a stream of email correspondence regarding the correct procedures for issuing invoices etc. It was unanimously agreed that these were legal requirements and therefore we had no choice but to comply with Company Law.

MDS further reported that we have heard from Companies House who have confirmed that we are not allowed to change our 'End of Financial Year' at will. This has been set according to the date the company was formed, regardless of the problems we encountered arranging for a bank account. HMRC will automatically be notified by Companies House and Corporation Tax calculated.

- b) **Other Company business** – It was unanimously AGREED that C. Clarke be nominated as a signatory on the One Norbiton bank account to replace John Hall.

Proposed by: J. Preston

Seconded by: Dr M D'Souza

JP will obtain the paperwork required from the bank and hand them to CC to complete at the 17th December CWG.

- c) **Panel update** MDS reported that the first panel delivery had taken place and we had received more than 10 responses, having delivered 352 notifications He also reported that he is working to combine the contact details of all residents currently know to ON.

4. FINANCIAL MATTERS:

a) Community Shop – JP reported that recent discussions have taken place with SG [RBK Resident Participation] He is unable to offer a firm costing until the plans have been viewed. However it has been estimated that the renovation could cost £15,000. £5000 had been accounted for by ON plus RBK Housing have agreed to supply £5000. The balance will need to be raised by community fundraising activity.

CC proposed that all involved with ON offer three fundraising ideas for discussion at the next meeting. This was agreed.

MDS and JP have been in touch with contacts at Kingston University seeking volunteers to give help and advice regarding planning the new venture.. It was also agreed that efforts must be made to review the IT requirements in and around the Hub

5. COMMUNITY DEVELOPMENT FOUNDATION

a) Update on current situation – MDS is currently in negotiation with CDF trying to establish working procedure for ON to claim back administrative costs. He will circulate relevant emails to those present.

6. COMMUNITY SHOP

See above

7. DIRECTORS BUSINESS

See above

8. DATE AND TIME OF NEXT MEETINGS

Awaiting 2015 year planner