



## **ONE NORBITON**

61 Graveley , Willingham Way. KT1 3HY  
Company registration number: 8275614

MEETING OF THE ONE NORBITON BOARD ON TUESDAY, 4<sup>TH</sup> DECEMBER 2012 AT 6pm in  
THE COMMUNITY SHOP, MADINGLEY GREEN

PRESENT: Mike D'Souza ( Chair) Jill Preston ( Secretary) Harry Hall, John Hall, Elaine Kennedy

### **DRAFT MINUTES**

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

Davinder Lail

#### **2. MATTERS ARISING:**

##### **a) Completion of Directors Return for Company House**

JP reminded those present to complete the Companies House form AP01 – Appointment of a Director. It was agreed that a copy will be sent to Peter Jeens and Davinder Lail.

##### **b) To agree where to open a bank account**

The Chair asked those present if they had any preference for a particular bank account. After discussion it was agreed that a One Norbiton Current Account be opened with the Co-Operative Bank. It was further agreed that Kingston's branch of Surrey Save be used for any potential savings on deposit in the future

Proposed by: John Hall

Seconded by: Elaine Kennedy

#### **3. TO DISCUSS DRAFT BUSINESS PLAN SUBMITTED BY CHAIR**

The Chair referred those present to a draft Business Plan . It was agreed that a copy be circulated to the Community Working Group for discussion at the 13<sup>th</sup> December meeting.

#### 4. ANY OTHER BUSINESS

**a) Data Protection** – The Chair explained that One Norbiton are currently operating under his own Company's Data Protection licence. It was agreed that now that One Norbiton is a company it should apply for its own Data Protection registration . The cost of this will be less than £50.

Proposed by: Elaine Kennedy

Seconded by: Harry Hall

**b) Action Plan** – JP explained that the Strategic Partners are very keen for the One Norbiton to create a prioritized list of future actions and plans. It was agreed that this be referred to the CWG for discussion on 13<sup>th</sup> December.

( At this point MDS had to leave so HH took the Chair)

**c) Surrey Sports Centre** – HH updated those present about the current status of this project. He stated that following a meeting with Save the World there is hope that One Norbiton can lead a project with input from a variety of partners. However, the discussion about the role played by STW is on-going.

#### 5. DATE AND TIME OF NEXT MEETING

It was generally agreed that future meetings need to be just after CWG meetings so that items agreed at CWG can be actioned if necessary.

Suggested date: 22<sup>nd</sup> January 2013