Minutes of Steering Committee Meeting no 2, 14 January 2020, 7.30pm to 10.0pm, Village Centre

Steering Committee and volunteers in attendance: Mike, Jane, Nigel, Rob, Debi, Alan, Barbara, Christine, Erik, Fred, Terry, Kylie
Apologies: Mickey

Detail	Actions
Minutes of previous Steering Committee meeting; Approved	
Legal and Constitution:	
1) How to structure the forum in order to indemnify and protect Committee members, operate a bank account and possibly recover VAT Mike explains how we can be sued as individuals if we don't follow rules of constitution. Need for protection against stakeholders. RBC lawyers advise if we follow Constitution we're alright. Fred: 'qualified privilege' (gives definition and precedent): 'I am not a lawyer but my understanding is that the committee may be able to rely on what is called QP. QP is immunity (protection) from penalty of a lawsuit, usually a lawsuit for defamation, for acts committed in the performance of a legal or moral duty and acts properly exercised and free from malice, recklessness and dishonesty. Truth is an absolute defence. The legal case covering QP in relation to councillors was Horrocks v Lowe in 1975' VW Forum have created public interest company. Mike suggests leave as now and look to create a company from April 2020 if we consider it necessary at that time. Barbara suggests we form a charity. Kylie explains more about the detail of doing this. MIke suggested that the actions we will be taking between now and April will not lead to decisions that could be challenged, and therefore suggested we postpone a decision regarding whether or not we need protection until after the AGM in April.At that time we will be in receipt of our £9K grant and our actions will accelerate and become more complex.Kylie references neighbourhoodplanning.org which gives help and direction to local forums/committees. It was agreed we would postpone a decision until directly after the April AGM.	1/ All to look at content at https://neighbourhoodplanning.org/ 3/ Jane and Rob to share actions
2) Compliance with and interpretation of the Constitution We need to comply with Items in the Constitution. Clause 4D says the Steering Committee need to be elected and 4B and C requires that the Chair, Vice Chair, Treasurer and Secretary need to be elected within 60 days of the constitution being adopted. We have complied with these requirements, and as recorded in the minutes of Steering Committee Meeting No 1 of 9th December 2019, the Chairman (Mike Kelly) and Treasurer (Fred West) were elected and the Chairman, in the absence of a full meeting of Steering Committee members at that time, was voted to take temporary appointments of Vice Chair and Secretary. The Chairman volunteered to relinquish the roles of Vice Chair and Secretary and for the meeting to vote on their permanent appointments. It was noted that the AGM is planned for early April 2020 and the Forum members will be invited to reelect the Steering Committee at that time, and the Steering Committee will then reaffirm the Officer appointments. It was noted that Steering Committee members should declare any conflict of interest with the business of the Committee under Clause 4K, and that any such conflicts should be recorded and confirmed at each Steering Committee Meeting. It was agreed that the question of Conflict of Interest will be raised as a matter of routine	4/ Christine to share the 21 contacts with Rob. 5/ Jane to create register

at Steering Committee meetings.
Clause 6 of the Constitution: it was agreed that Rob would maintain the Membership register and retain the electronic or paper proof of request for membership. Jane would take minutes of the Steering Committee meetings, and maintain a register of Steering Committee members interests, and despatch notices as appropriate. Rob would set up the web site and Rob and Mike would maintain it.
It was noted that the paper copy of the map that Mike issued to Members for use in the meeting was not the final version approved and incorporated in the Constitution, there being minor variations. Mike to investigate and ensure that the only one on the Google Drive is the correct one..

3) Confirmation of Vice Chair and Secretary

Vice Chair: Terry Barnett; Secretary: Jane Snell. Proposed and agreed by the Steering Committee.

4) Record of Members

At present we have a record of a minimum of 21 members of the Forum, which complies with the Constitution. This list is held by Christine and needs to be consolidated into the new record of Members, to be held by Rob on behalf of the Secretary.
We also have, some time ago, asked all EGVRA members to confirm that they wish to be members of the Forum, though records are not perfect.
Rob, as EGVRA committee member and with EGVRAs permission, was requested to send an email to all EGVRA members asking them to confirm they still want to be members of the Forum, and record their replies on the Members log.
Terry raises issue of GDPR in connection with use of EGVRA's data, and it was concluded that an e mail sent by EGVRA to its members would be OK..
We plan to have a flyer/mail drop in the near future to attract more members (see below).

5) Record of Steering Committee members interests

Mike asks for conflict of interest re agenda items for today. No-one present in the room declares an interest (although it was noted that conflicts may arise once we start considering policies). Discussion on how we proceed with interests of members and how members may need to step out of meetings/lose voting rights when there may be a conflict of interest.

6) Financial arrangements

EGVRA have kindly agreed to fund the Forum in the short term, provided expenditure is not large.Discussions have taken place between Fred and Mike Sadler (EGVRA treasurer) and a system for recovery of expenditure will be issued by Fred.
Mike has proposed they fund us until April and from then on we use grant to self-fund. May be need to use own money and then recover it, and care must be taken to obtain the best quotes, and to obtain quotes, receipts and properly record expenditure.

7) Date of AGM

Proposed Tuesday 7th April. All Forum members and neighbourhood residents? Businesses to be invited: is Tuesday a good day? Conflict with Easter holidays. Mike: need for displays with info/presentations (similar to those held by RHUL). Venue? Jurgen Centre? 1/ AGM is a legal obligation; 2/ informing town hall meeting (display round room/20 mins AGM then spit up for Qs around the table. Constitution says AGM to take place no more than 3 months after end of financial year ie June. Thursday 23rd April? Conflict with yoga in the Jurgen meeting. 1900 start. Kylie refers us to doc online that can help with project planning/setting up AGMs/resources and guidance: neighbourhoodplanning.org. Barbara: have to record how we do the consultation, who we have sent info to; numbers attended - all needs to be thoroughly documented.

7/
Barbara to look for suitable venue

All to look at neighbourhoodplanning.org

Publicity and Consultation: **1) Our first flyer to all residents, what it will look like and how to distribute it.** Mike has made a draft and suggestions for flyer. A5 size.Regarding flyer content Christine suggests we should canvass for what residents want to remain, not just what they want to have improved. Kylie refers to engagement plan. Need to ensure compliance and as much engagement as possible. Do we need to use EGVRA logo? EGVRA has applied for the forum. We are an independent/neutral group therefore no.. Need committee member and forum members from a wider background and location eg Forest Estate. Suggestion that we get schools involved. Discharge one of our key duties by contacting the larger community . Flyers through letterboxes, UPVC banners at key locations, and notices on as many notice boards as we can and an updated website will start to achieve this. Barbara, Kylie and Debie undertook to produce the flyers and Banners, doing the art work themselves and employing a printing service. Distribution will be by the EGVRA distribution system assisted by the Steering Committee members 5000 flyers will be required, (cost about £60 if we do the artwork), 4 banners for now.Flyers will be used for notice boards. Barbara, Kylie and Debbie also undertook to see what could be done to interest school children, maybe through competitions etc. **2) UPVC banners ditto** Images shared of VW banner. Suggest we use a similar design.Cost about £20 each, say 4 needed. **3) Notice Boards ditto** **4) Website, Twitter and Facebook- setting up, maintaining, feedback and dealing with it.** Rob set up website in 2017, though its name is cumbersome and not easily remembered and because it was for free, it has adverts on it and therefore does not look very professional. Rob to set up new web site (approx cost £25/£30) Suggestion that we could use Facebook. Suggestion that we should post regularly. EGVPlan suggested as website and email address. We'll have a https site for security purposes. Mike suggests content for the website eg what we're about; members of committee; means to contact/join; engagement plan etc. Suggestions re forms/survey and formulation of appropriate content. Mike will update the website content and Rob will update the website itself with the new content. **5) 1st round table consultation event, when and where** Will be at the same time as AGM.	1/ Barbara, Debi and Kylie to look at design Rob to 4/ Rob and J to explore website options/costs and social media/digita marketing pl
Liaison with other bodies. Committee members to take liaison roles: Mike has prepared spec for liaison roles which is on the google drive. The role is to consult with the various businesses and organisations that will be affected by the Plan or may affect the Plan content, to keep them on board, and to to visit and know what they're doing/what we're doing; identify areas of conflict, get them involved where possible and to get their views and ideas.	

Comment [1]: +robert.buick@btco ect.com WIX is worth a look. When shall we meet to discuss digi campaign? https://www.wix.com/eteamhtml/illus tion/?utm_campaign=ma_thebest10_ n_thebest10websitebuilders.co.uk_g e^57079291840&experiment_id=13 219903^1t3^265322015438^free%2 ebsites^e&gclid=EAIaIQobChMIy8v9 4iF5wIVyrTtCh2ADQD0EAAYAyAAE JtVPD_BwE^main-chart
Assigned to Robert Buick

. Pro-forma on the drive. Key contacts within the groups 1) Windsor Great Park and Crown Estate Deputy ranger is the contact. **Volunteer:**Terry 2) RHUL- and persuading them to take a more active role? **Volunteer: Christine** 3) National Trust 4) War Graves Commission, American Bar Society, Kennedy memorial 5) Schools 6) Businesses inc Pubs 7) Charities, community groups, health centre 8) Battersea Dogs and Cats Home **Volunteer: Christine** 9) Churches **Volunteer: Alan** 10) Social and sports clubs 11) Others!? As we went through these it was realised that there were a fair few to be considered, and that it needed more time than was available in the meeting to organise this properly.	Pro-forma may be required for questions and recording responses. TBD.
Research to be undertaken for the Evidence Base (the obvious ones that can get going now): 1) Green Belt Mike has done a brief, on the google drive.Interactive map on Runnymede website, can be layered up with eg. conservation sites, TPOs, Thames valley basin etc etc. Green Belt probably the most complicated area. We need to come to conclusion as to whether we're capable of doing this ourselves or do we need to engage consultants. Suggestion that we break it down into bite-sized chunks and can engage members of the community. Defining and evidence gathering (with RBC) requirement. **Volunteer: Terry, Fred and Nigel (with Mike assisting)** 2) Trees and TPOs Mike has done a brief, on the google drive **Volunteer: Kylie** 3) Population and demographics Mike has done a brief, on the google drive.Students/old people; percentages. Will we need to employ someone to support with this? 2011 census data may help for EG West/East. NB Both are categorised as student communities. **Volunteer: Erik** 4) History Mike has done a brief, on the google drive. We need to understand and present back up from the history of the area, if we are to promote the retention of the Victorian centre. **Volunteer: Alan and Jane?** 5) Crown Land? **Volunteer:** 6) Other? **Volunteer:**	All to look at interactive map Fred to contact the consultant involved in the Wraysbury plan

Comment [2]: +alanandgill@live.c
k Hi Alan, happy to collaborate/do th
history research. Please let me know
how you'd like to proceed. Thanks,
Jane
Assigned to alanandgill

Overall Schedule/programme (to be updated following this meeting and the decisions taken therein): **Key dates;** **Next steering committee meetings:** **Thursday 20th February 19.30 start** **Thursday 19th March, 19.30 start** **AGM and 'Town Hall' presentation/ Forum round table** **Tuesday 7th April. Location and time to be agreed.**	Mike will add schedule to Google Drive
Budget. Touched on during meeting with possible expenditure noted above, but an overall budget not yet possible as there are still too many unknowns	
AOB	

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