

Minutes of Forum Steering Committee Meeting no 1-- 9th Dec 2019

In attendance: Mike Kelly, new volunteers Kyle Hargreaves, Nigel Davies, Terrance Barnett, Eric Juul Mortenssen, Frederick West, Runnymede Councillors Marissa Heath, Jap Solh
Location; MFKs House

Who	Detail	Actions
	The meeting was called by MFK as a preliminary meeting with potential Steering Committee members who responded to MFKs call for volunteers following the announcement that the Englefield Green Forum had been approved on the 13th December 2019 by Runnymede Council. Not all volunteers were able to attend on one day, so this meeting was the larger of the two, having 5 new volunteer and one existing Steering Committee member.	
	It was noted that the Forum constitution under item 4(d) states that Steering Committee members are required to be elected, but it does not offer guidance on how this should be achieved. It was concluded that Volunteers could be elected to the Steering Committee by the existing Committee members, provided that their election was confirmed at the next AGM.	
	MFK described the purpose of the Forum, the boundaries of the Forum Area in which we would be working, its variety of features that will have to be examined, the evidence base that will need to be gathered, and the importance of communication with and receipt of ideas and direction from the Forum members and interested parties within the Area.	
	Kyle described herself as an Insurance Broker, with 15 years living in the village	
	Nigel described himself as a retired sales and marketing director, at one stage with Crest Homes, housebuilders	
	Terry described himself as a mathematician working with PE Consultants in the Automotive and Pharmaceutical industries in many parts of the world, resident in the village for 8 years	
	Eric described himself as President of an international company operating duty Free outlets around the world, and has been in the village 28 years	
	Fred described himself as an Accountant involved in Pension Fund risk analysis amongst other things. He has lived in the area for 30 years, laterly in the village	
	All new volunteers agreed to serve on the Steering Committee	
	MFK noted there was now a quorum of the Steering Committee, and requested nominations for Chair, Vice Chair, Treasurer and Secretary. Fred West volunteered and was voted in as Treasurer Mike Kelly volunteered as Chairman There were no nominations for Vice Chair or Secretary and therefore Mike Kelly volunteered and the Committee confirmed that he should temporarily take on the roles of Vice Chair and Secretary until those posts could be filled by other individuals at the 2nd Steering Committee meeting on the 14th January 2020. It was concluded that clause 4(d) and 4(c) of the Forum Constitution had been	

	satisfied by these proceedings, though with the proviso that the full Committee should be re elected at the AGM at the beginning of the next financial year and the Officers re appointed by the Committee after their re election	
	Kyle Hargrieves raised the point that the Steering Committee members could possibly be held personally liable for actions of the Committee, and requested that the situation be investigated. MFK responded that this point had been raised before and requested Councillor Jap Solh to ask the Councils legal team for their advise.	
	The meeting concluded with agreement that the 2nd Steering Committee meeting would take place on the 14th January at 8pm, venue to be announced.	