

Thurrock Association of Forums

## **ANNUAL GENERAL MEETING**

**Tuesday 11<sup>th</sup> June 2019 starting at 6.30pm at Chadwell St Mary Centre**

### **Present:**

|                     |  |
|---------------------|--|
| Kim Towlson         | Horndon-on-the-Hill Forum rep and TAF chair (also representing Orsett) |
| Janet McCheyne      | Bulphan Forum rep and TAF secretary                                    |
| Dawn McMahan        | Bulphan Forum  |
| Tony Sharp          | Corringham, Fobbing & Homesteads Forum                                 |
| Trevor Batchelor    | Purfleet-on-Thames Forum   |
| John Rowles         | Purfleet-on-Thames Forum rep   |
| Peter Saunders      | Chadwell St Mary rep   |
| Carol Saunders      | Chadwell St. Mary Forum  |
| Miriam Gent         | Chadwell St Mary Forum   |
| Dave Bowling        | WELCOM Forum rep   |
| James Brinklow      | Aveley and Kenningtons Forum rep                                       |
| Tina Holland        | Orchards Forum   |
| Barney Barnard-Hill | Tilbury Forum  |
| Terry Brown         | Tilbury Forum  |
| Lynn Gittins        | Senior Admin Officer, Thurrock Council                                 |
| Becky Price         | Community Development and Equalities Officer, Thurrock Council         |

**Apologies for absence:** Angela Savage (Orsett), Wendy Curtis (Belhus & S. Ockendon), Roger Passfield (WTSSRA), Vince Offord (Little Thurrock)

**Also on the committee:** Tessa Dallyn-Roberts (Thameside), Terry Piccolo (Stanford), Stephanie Lakin (Tilbury)

1. **Welcome** Kim Towlson welcomed all to the meeting and thanked Peter and Carol Saunders for enabling us to meet at Chadwell St Mary Centre. Emergency procedures were explained, and Kim reminded everyone to follow the Code of Conduct for Forum meetings. Becky Price explained her role and is looking forward to learning more first hand, at community level.
2. **Minutes of AGM held on the 17th May 2018:** these were agreed and signed. There were no matters arising
3. **Annual Meeting Business:**
  - 3.1 **Chair's report:** the chair reported that he had tried to visit as many Forums as possible over the year, supporting new or reactivated Forums (Aveley & Kenningtons, and Orchards). He congratulated Orchards Forum, who are now flourishing and have done particularly well in

clearing fly-tipped waste. The chair has also been involved in CIL matters with Dave Bowling. Kim thanked the secretary, all the delegates and Lynn Gittins, Natalie Warren, Becky Price and Kristina Jackson (Thurrock CVS), who have all provided support.

**3.2 Treasurer's report and presentation of accounts:** Roger was unable to attend the meeting, but did confirm verbally that the balance in the TAF account remained at £1,155.56. The only transaction this year had been the addition of £1,083.20 previously held on TAF's behalf by CVS. Roger informed the chair that he would not be standing as treasurer. It was agreed that once appointed, the new treasurer liaises with Roger to produce a financial report for 2018/2019, get it signed off by an independent examiner and circulate it to all forums and to Lynn.

**3.3 Election of Officers to the Executive Committee:** Becky Price took the chair and conducted the election of officers. Kim Towlson was nominated for the post of chair by Dave Bowling, seconded by John Rowles and elected. Janet McCheyne was nominated for secretary by Trevor Batchelor, seconded by Barney Barnard-Hill and elected. Peter Saunders was nominated by Kim for vice-chair, seconded by Dave Bowling and elected. Carol Saunders was nominated by Peter Saunders, seconded by Barney Barnard-Hill and elected. Kim thanked Becky and resumed the chair.

**3.4 Confirmation of signatories:** it was agreed that Roger Passfield's name should now be removed. Although the treasurer would normally be a signatory, because of a family connection with the Vice-Chair, Carol's name would not be added, so there would be 3 signatories only this year, with any 2 of those signing cheques. The signatories are therefore Kim Towlson, Janet McCheyne and Peter Saunders.

**3.5 Confirmation of the number of active Forums and requirements:** Lynn said there are 14 active Forums. Kim stressed the need for all Forums to hold regular meetings, keep their Community Forum's website pages up-to-date, including publishing their minutes and accounts, and keep their noticeboard(s) up-to-date. Barney explained that they were awaiting installation of new noticeboards. Lynn noted that Bulphan's noticeboard needs refurbishment. Peter asked if posters we are asked to print and display could be attachments to emails and not embedded in the body of the email. Lynn will ask Viv at CVS to ensure this happens. Lynn will also provide Janet with a list of Stanford Forum's meetings and venues.

Lynn gave a report on Forum funding. Forums should submit admin claims by 31st December, for that financial year. The financial year of the funding is April to April. Lynn reminded forums that the funding is not to finance projects, but to be used for admin costs incurred in running the forum.

12 Forums claimed their admin money in 2018, a Total of £7327 was claimed, and £2525 was not claimed.

Lynn said that as she holds a reserve fund in order to support new Forums, there may be money available to fund necessary purchases which an existing Forum cannot afford themselves. No underspend is carried over but when for example notice boards need replacing or a new laptop/printer is needed for a new Forum, the underspend is used so at the end of the year nothing is left. Lynn said she makes sure the money is used in some way for community forums.

Lynn can also arrange for printing of leaflets etc to be done for Forums. Lynn invited Forums to send her information about their events, meetings etc, and she will disseminate it to the other Forums.

Lynn also asked if Forums could forward to her a copy of their Constitution (agreed at an AGM, and signed)

#### 4. **Ordinary Business**

**4.1 To agree the minutes** of the last 2 TAF meetings, held on 18th March 2019 and 15th May 2019. These were agreed and signed.

#### **4.2 Matters arising:**

- No S106 reports had been sent out yet: Kim to check with councillors the dates they are available.
- Regarding the Lower Thames Crossing, a delegate complained that Highways England will not attend community meetings. Kim explained that they had attended one such meeting, and met with some hostility. They were attending THRUG (Thurrock Road Users Group) meetings and some Task Force meetings. James suggested that if public bodies seem nervous of community meetings and reluctant to attend, it could help if questions were gathered from the community ahead of the meeting and given to the public body, and therefore a more structured and calm meeting could be held.
- Trevor suggested that more people could be encouraged to get involved with their local Forum if TAF had a stand at INTU to promote Thurrock's Community Forums. Trevor was asked to look into this further.

#### 5. **Any other business:**

- Janet gave a report on the inaugural meeting of Friends of Thurrock Parks. Around 30 people attended, including Forum reps, park volunteers, councillors, a Nesta rep, 2 of the 3 Parks Engagement Officers, Jahur Ali (Strategic Lead Recreation & Leisure) and Grant Greatrex (Sports and Leisure Manager). The "Friends" group is not going to be constituted, but it was agreed that Rob Groves would lead it. 5 aims were agreed: to protect, maintain and improve parks for all; to increase accessibility for all; to increase community involvement and use; to support and develop volunteers; to share information, experience, contacts & skills (and also play equipment and park furniture currently in store). It was explained that the council have committed £300,000 (£100,000 for 3 years) to employ and equip Parks Engagement Officers, who will encourage people to use their parks, put on events, support existing events and reduce anti-social behaviour. The "Friends" asked for the Performance Targets and KPIs for these officers to be shared.

In answer to a question Lynn made it clear that the Parks Engagement Officers have not been funded from S106 money. Janet also explained that the group has no money, but can support any Forums who are developing their open spaces, and provide a voice to liaise with the council.

- It was agreed that the executive committee (officers) will decide appropriate dates for TAF meetings in the coming year.

Kim closed the meeting at 8.20pm.

#### **ACTION LIST**

- **The executive committee (officers)** will decide appropriate dates for TAF meetings in the coming year.
- **Trevor** will look into a TAF promotional stall at INTU
- **All Forums** will forward their signed Constitution to Lynn Gittins
- **Lynn** will note Bulphan's noticeboard needs refurbishing
- **Lynn** will ask CVS to send posters as attachments and not embedded

- **Lynn** will send Janet a list of Stanford Forum's meeting dates and venues
- **Carol** will remove Roger Passfield's name as a signatory on the bank account and liaise with Roger re handover to produce a financial report, signed off by an independent examiner and circulate to all Forums and Lynn.