

MEETING SHADOW EXECUTIVE COMMITTEE
DATE | TIME TUESDAY 29TH JULY 2014 | 6.30PM
LOCATION 9a MARGARET STREET
FACILITATOR GW
NOTE TAKER WS

PRESENT

Ian Milne	IM
Brian Weaver	BW
Wendy Shillam	WS
Yoram Blumann	YB
Nick Bailey	NB
Gwilym Harbottle	GH
Ali Matthews	AM

MINUTES

- 1. Welcome and apologies** Presenter Facilitator
Apologies received from Daniel Castle.
Members each gave a short introduction of themselves.
- 2. Questions from the forum** Presenter Facilitator
None
- 3. Minutes of last meeting** Presenter Facilitator

 - Minutes of the last steering group meeting dated Thursday 3rd July 2014 approved.
 - Minutes of the last Forum meeting of 15th July 2014 were approved.
 - Minutes have now been posted on the website.
 - Jonathan Powell has been contacted regarding confirmation of his place on the new SEC, but seems not yet to have returned from holiday. WS to contact him again.

Action WS
- 4. Constitution** Presenter Facilitator
It was noted that now that the Executive is formed we should start to work to the constitution.
AM pointed out some anomalies, which were discussed. SEC approved a number of changes and gave AM authority to make further minor amendments including typos and clarifications. The slightly revised constitution would be sent to WCC as part of the end of consultation report.

It was agreed that a register of members' interests would be kept.
WS to email the membership and remind them to comment favourably.

Action

AM/NB

5. **Election of Officers**

Presenter Wendy Shillam

Officer Roles

The following officers were elected:

Chair Wendy Shillam
Vice Chair Ali Matthews
Treasurer Yoram Blumann
Secretary Nick Bailey
Membership/advocacy Gwilym Harbottle

Each meeting would be facilitated by a member on a rolling programme and the note-taker would also rotate. *WS to issue a schedule for the next few meetings.*

Co-options

It was noted that Bev Chapman had offered to help with membership management of the database.

It was felt that a new role of communications would be helpful. *It was agreed that Sharon Banoff would be approached to join the SEC as a co-optee.*

Neighbourhood Plan Roles

This would be run collectively by the committee and would be the primary responsibility of the chair and vice chair.

Topic Groups

These had been enthusiastically received by the forum. Each board member to take on responsibility for one group, but not necessarily to chair it. That role could come from within the group itself.

Development and Crossrail	Wendy Shillam
Economy	Ian Milne
Environment	Alison Matthews
Green Environment	Brian Weaver
Traffic and Transport	Yoram Blumann
Housing	Nick Bailey
Night Time Economy	Yoram Blumann
Conservation and culture	Gwilym Harbottle

Action

Approach co-optees, circulate an email re. topic groups, issue a schedule of meetings and facilitators/note takers. **WS**

Convenors to set up topic groups, meet before 6th October **ALL**

6. **Treasurer's report**

Presenter Yoram Blumann

Funding

We had received an offer of £2000.00 from West End Ward budget and a consideration of more funding later, if we re-apply. They also suggested that we

approach Marylebone High Street Ward funds for match funding. The application form to be sent out.

Bank Account

YB Presented a report regarding opening a bank account. We do not need to form a company to do this.

It was agreed,

1. That an account would be opened with Metro Bank. This account would be free of charge.
2. That there would be four signatories, WS, AM, YB and GH.
3. That we would request a cheque book and an internet account.
4. That if possible all transactions of any value to be ratified by two signatories.
5. That YB, AM and WS would open the account in person asap.
6. That YB would present a simple **financial controls system** to the next meeting.

After the meeting it transpired that internet banking could not have dual control, except at a cost of £60.00 per year. By email it was agreed to open the account with single control of internet banking, to cover a dual approval system in the financial controls report and to discuss banking protocols at the next meeting, as part of that treasurer's report.

In order to set up the account a form of words must be approved at this meeting. The form of words is attached on P5.

Action

YB

8. **Matters arising Minutes**

Presenter Facilitator

Minutes of the last public meeting to be placed on the internet, together with information about the new topic groups.

WS to set up a standard agenda for SEC meetings to go on the internet.

Topic Groups

The enthusiasm for topic groups had been noted. It was agreed to set these up by the end of September and that each SEC member would take on the management of a group. (See above)

WS to circulate the list of topic groups and interested members.

WS to send an email to members.

Action

WS/AM

9. **Allocation of tasks**

Presenter Facilitator

- Preparation of Consultation Report for 12th August AM/WS
- Membership List Bev Chapman?
- Development of working groups _ see above
- Consultations.

WS thought that we should try to be as open as possible about comments in external consultations. That would mean publishing the consultation and our draft response on the website, as well as discussing it at the next relevant topic group meeting(s). She did recognise that sometimes the timescale is challenging.

It was agreed that all consultations would have a named champion. That would provide some level of control over the number of consultations that we respond to. All consultations to come to an SEC meeting for final approval.

- Action**
Report AM/WS
Membership GW/BC
Topic groups All
10. **Westminster Local Plan Consultation** Presenter Facilitator
- Westminster is circulating a series of booklets to explain different aspects of their draft neighbourhood plan policies. These would be circulated to the members and may make a useful contribution to topic group discussions. Any responses can come from the topic groups through the SEC.
Deadline for consultation is 19th September.
- Action** NB
11. **AOB** Presenter Wendy Shillam
- WS reported that she had been approached by several people regarding the proposed street repairs around Great Titchfield Street, which seemed to be a concern for some of the cafes. She had put them in touch with Cllr Paul Church. WS reported that she had held very positive meetings with Cllr Church and Cllr Glanz.
WS had been requested to attend the Fitzrovia Community Centre Trustees Meeting and had found them very positive about the FitzWest and FitzEast proposals.
WS had issued a draft press release, which had been circulated by email before the meeting. It was agreed that this should be sent to all local press, subject to comments by individual SEC members.
- Action** WS
12. **Date of next meeting** Presenter Facilitator
- 6th October 2014 Location Fitzrovia Community Centre TBC
- Action** WS

END 8.00pm

Provisional Dates for the next meetings:

Monday	Facilitator	Note taker
3rd November 2014	YB	IM
1st December 2014	NB	BW
12 January 2015	GH	YB
2nd February 2015	AM	NB
2nd March 2015	IM	GH

If you are not able to attend the meeting that you are due to facilitate or note take please organise with someone else to take your place.

Facilitator role

Checking location, circulating agendas (In discussion with chair), checking action items, chairing meeting. Thank you to host.

Note taker role

Bringing hard copy of agenda and previous minutes. Taking minutes, using template, circulating by email to SEC and placing minutes and next agenda on website.

Attachment 1: Resolution on Banking

The Executive Committee agreed to open a current bank account with Metro Bank, Tottenham Court Road, to handle our finances.

We would like to open a community bank account - current account, with a facility to use Internet banking - including payments. We would like to have a cheque book.

We do not require an overdraft or a credit facility, as our constitution does not permit that.

The Shadow Executive Committee further agreed that the account shall have 4 signatories:

Miss Wendy Shillam – Chair

Mrs Ali Matthews - Vice Chair

Mr Yoram Blumann- Treasurer

Mr Gwilym Harbottle

For the purpose of making electronic payments, we nominate Mr Yoram Blumann as the person authorised to make payments via the internet.

We would like the ability to download periodic account statements, and keep electronic records of our payments.