



MOTTINGHAM RESIDENTS' ASSOCIATION

MINUTES OF EXECUTIVE COMMITTEE MEETING HELD ON 26th March 2015 AT DORSET ROAD SCHOOL.

PRESENT

Laurie Bell - Deputy Chair (LB)	Sally Bettesworth (SB)
Robert Blanks (RB)	Edmund Cavendish (EC)
Jane Cornish (JC)	Margaret Henderson (MH)
Ross Howie (JH)	Liz Keable – (In the Chair) (LK)
Richard Mainwaring-Burton (RM-B)	Margaret Southam

IN ATTENDANCE

Cllr John Hills (JH)

APOLOGIES

Mandy Brinkhurst (MB)	Bromley SNT Astrid Chklar (AC)
Cllr David Cartwright (DC)	Chris Field (CF)
Greenwich SNT	Cllr Matt Hartley (MH)
Krishna Patel (KP)	Charles Rideout (CR)
Rebecca Young (RY)	

LK Welcomed EC (Master of Eltham College Lower School) to his first meeting and that Lynn Seymour had tendered her resignation having been unable to attend for some time.

MRA 15-144 MINUTES OF PREVIOUS MEETING.

The Minutes of the Meeting of 29th January 2015 were approved as a correct record. LB noted under item 143 that Lottery Funding could not be used to fund something previously funded by the local Council hence it would not be available for the Youth Projects described.

MRA 15-145 MATTERS ARISING

- 14-132-5** Skills recruiting: The following skills were identified as being particularly useful: Website Management; Accountancy/Treasury; Desk Top Publishing.
- 14-133-2** Speeding in West Park; Greenwich Police have advised that they will explore what might be done about this.

MRA 15-146 REPRESENTATIVE REPORTS

146-1 Bromley Police

In the absence of Bromley Police LB and RB advised that the next SNT meeting was scheduled for the week after Easter. Despite the recent stabbing in the Kimmeridge RD area Mottingham continues to report one of the lowest incidents of crime in London. That said thefts of car number plates (associated with fuel thefts) have risen in the Kimmeridge Rd/Grove Park area. A warning was also given about various scams currently going on and expected as spring approaches. Finally Bromley Police will be holding a 'Surgery' in Mottingham Library this Saturday at 11am.

146-2 Greenwich Police

With no representative from Greenwich police present RB reported from an email provided that crimes including drug related, burglary and vehicle related were all down as compared with December and January. Greenwich Police also warned of various scams increasing over the last 3 months.

146-3 Bromley Federation

RH attended the AGM and meeting held on March 20th. Discussion concentrated on the proposals to extend the operating hours of Biggin Hill (approved by Bromley this week). Although concern was expressed about increased traffic it was noted that Northolt were expected to be very competitive for the private jet business. Concern was also raised about the delay in Bromley approving their Local Development Plan which may leave weaknesses in the planning process although LK did not believe this to be the case. Local authorities were given a long time in which to develop their LDA but Bromley are still using the 2006 plan.

146-4 Planning – Bromley

As reported above the plans for Biggin Hill were approved by Bromley.

It was noted that the new takeaway shop in Mottingham Rd had opened even though Bromley have rejected the planning proposals submitted. SB expressed concern about the bins and rubbish cluttering the alley behind the shops which provides access to the flats above. LK agreed to visit.

146-5 Planning Greenwich

JH advised notice had been served on The Royal Public House regarding the sales shed in the forecourt for which they do not have permission.

RB advised that he had raised some concerns with Greenwich planning about the website which had originally gone unanswered although a reply had now been received following copying Cllr Hills on a chase up.

MRA 15-147 THE FESTIVE LIGHTS COMMITTEE (FLC)

There had been no change since the last meeting although RB advised that the accounts had been passed to Bernie Hawes for auditing.

With the resignation of Lynn Seymour RB advised that a new committee was needed although little would now be happening until June/July.

MRA 15-148 FINANCIAL POLICY

The amended draft Financial Overview and draft Financial Guidelines were approved and adopted by the Committee. Copies of both documents are attached to these Minutes for the records.

MRA 15-149 AGM

Preparations for the AGM were discussed and it was agreed who would be doing what on the evening. All members present agreed to stand for re-election although LK confirmed that she could not continue in the Chair. RB undertook to circulate a list of 'who does what' as a reminder.

LK advised that the Red House were unable to speak this year although they have been provisionally booked for next. She still awaits a reply re the Tarn. EC undertook to ask Eltham College's archivist as a back-up. *(Post meeting note: a speaker on the Tarn has confirmed)*

Copies of the draft notice so far were circulated and approved and it was agreed that the final should be finalised ready for printing by Easter for distribution immediately after. LB agreed to arrange printing.

MRA 15-150 THE PORCUPINE PUB - UPDATE

SB reported on the PDC meeting that had taken place the previous evening. The PDC have identified a number of funding schemes although until we know what Lidl plan to do our hands are tied. The PDC will canvas residents to see who might be prepared to stand as a Director/Trustee of a Community Interest Company if this becomes the only avenue available to preserve the pub.

MRA 15-151 NEWSLETTER.

It was confirmed that the target is to have the newsletter ready for printing by the end of July. LK will provide something on the future of the Library once the next meeting scheduled for 24th June is out of the way. RB to ask the chair of the PDC to draft something on the Porcupine situation. Other topics suggested were Cricket (RM-B), Flowers (AC) and Mottingham Walks (JC).

MRA – 15-152 CHAIR’S REPORT

LK reported on the recent meeting regarding Bromley’s plans to convert Mottingham Library, along with 5 others, into Community run facilities. About 30 residents attended and Cllr Cartwright spoke in support of Mottingham Library. It was noted that Affinity Sutton actually own the library building and charge Bromley a peppercorn rent. The next meeting of Bromley’s Committee considering this will take place on 24th June.

MRA 15-153 TREASURER’S REPORT

In the absence of Krishna Patel who is still unwell there was no Treasurer’s report.

MRA 15-154 MEMBERSHIP SECRETARY’S REPORT

RM-B gave a personal tribute to Doreen Hollingham who recently passed away. She has been a very active supporter of the MRA and a hardworking and dedicated Section Leader. His thanks were also extended to all the road reps for their diligence and determination in their roles. RM-B has taken on her area. The MRA now has 993 member households, a slight increase on last year. There are 244 homes with no Reps but we do have 88% coverage and 54% of the homes covered are members.

We now have 144 email addresses for members and road reps will be asked this year to put an effort into increasing this so that we can move to email communications ASAP.

Attempts are being made to break into the ‘Everest Court’ complex where we have access problems and it was noted that returns are very low on some roads there is a high incidence of rental/tenancy as opposed to ownership.

MRA-15-155 LOCAL ISSUES AND MEMBER’S CONSERNS

RB reported that he had been successful in getting the Royal Mail bag bin outside Eltham College removed.

LK advised that she has been putting pressure on Bromley’s Tree dept. re the oak trees promised for Mottingham Playing fields however as a recent planting had been vandalised and she was not inclined to push it further.

RH reported on the 19th March Bromley Tree Symposium which he attended on the MRA's behalf. The major point of discussion was the various diseases attacking the country's trees: oak processionary moth, Horse Chestnut canker, Horse chestnut leaf minor and Ash Tree Chalara Dieback.

It was noted that trees in gardens and on privately owned land; including woodland and open spaces are the responsibility of the Forestry Commission. Trees on Publicly owned land, including parks, woods and open spaces, cemeteries, churchyards and allotments are the responsibility of the Local Council.

MRA-15-156 ANY OTHER BUSINESS

There being no further business the meeting was closed.

DATES OF NEXT MEETINGS.

- Thursday 21st May
- Thursday 16th July
- Thursday 24th September
- Thursday 26th November

AGM Wednesday 29th April 2015

	When by	By Whom
<i>146-4 Visit to rear of new takeaway in Mottingham Rd</i>	<i>ASAP</i>	<i>LK</i>
<i>149 Circulation of who does what list for the AGM (Done)</i>	<i>ASAP</i>	<i>RB</i>
<i>149 Approach to Eltham College archivist to speak at the AGM (Done)</i>	<i>3rd April</i>	<i>EC</i>
<i>151-a Newsletter : Report on Library</i>	<i>30th June</i>	<i>LK</i>
<i>151-b Approach chair of pdc for article on the Porcupine</i>	<i>ASAP</i>	<i>RB</i>
<i>151-c Organise article on Cricket</i>	<i>30 June</i>	<i>RM-B</i>
<i>151-d Organise article re Flowers</i>	<i>30 June</i>	<i>AC</i>
<i>151-e Organise article on Mottingham walks</i>	<i>30 June</i>	<i>JC</i>

**MOTTINGHAM RESIDENTS ASSOCIATION
FINANCIAL OVERVIEW
REVISED JANUARY 2015**



In order to continue to safeguard the ability of the MRA to protect members' interests, consideration should be given to the financial position of the Association on an ongoing basis.

There are three key goals in managing the finances:

1. Build up over time an adequate reserve to be able to deal with major issues impacting the wider community (e.g. planning development).
2. Ensure there are sufficient funds on an annual basis to cover regular expenditure.
3. Adopt appropriate controls to ensure monies are spent in line with the stated purpose of the Association and are safeguarded from mishandling.

COMMENTARY

1. Reserve

The intention has always been to build up a reserve slowly over time to ensure the Association has sufficient funds to draw on in the event of major issues arising which requires professional advice. Typically this might be a large planning application, redevelopment or legal issue.

The aim over recent years has been to put aside a minimum of £500 per annum to build this reserve, however whether this is possible going forward will be dictated by what issues arise that need to be financed on an annual basis.

In determining the size of the reserve we are trying to create, thought needs to be given to how quickly it can disappear if professional advice is needed, recognising we also have to contend with inflation on regular expenditure and balance all of this with the level of subscriptions residents will approve.

If we assume a membership of approximately 1000 households then putting aside the equivalent of £20 per member seems a reasonable approach over time. This means we should be aiming to build a reserve of £20,000 (1000 x £20).

By the end of March 2015 the total funds will be approximately £11000 so we should aim to continue putting aside at least £500 each year for the foreseeable future.

2. Annual funds

Committed expenditure includes insurance, rental costs (meeting venues), printing, stationery and £500 pa contribution to the Christmas lights.

The level of surplus over and above this is determined by a number of factors not least the number of members on the income side and, for example, the number of newsletters and other mailings that are produced during the year. Any such surplus allows a degree of 'discretionary' expenditure which typically has included such things as minor donations. Going forward it could be used to advertise or promote the Association's activities or further boost the reserves.

It is the responsibility of the Officers and Executive Committee to consider how best they budget and make the most appropriate choices for this discretionary spend. The best management of such funds would be to plan ahead and decide on an approach rather than reacting purely on an ad hoc basis to individual requests. In an ideal world, the choices would be quantified and put to the AGM for the members to indicate their preference when possible, but in some instances this might not be possible.

At present the current level of subscription income (£2.00) barely covers the regular costs leaving a variable amount for discretionary spend. If the Association feels it wants more funds each year for discretionary spend (which must meet the aims of the Association in its constitution) then consideration can be given to raising the subscription although this needs to be weighed up against any potential loss of members as a result (i.e. total revenue could well fall if the subscription per household is increased).

3. Safeguards

These were summarised in the financial guidelines circulated to the Officers and Committee members.

Recommendations

- Continue the aim to add to reserves a minimum of £500 pa - highly dependent on issues that may need to be addressed.
- Subscription level should continue at £2.00 unless there is an agreed view that the MRA needs to increase its discretionary spend, however, at the Executive Committee meeting in January 2015 it was recommended that a proposal to increase the annual subscription to £2.50 per household be put to the next AGM for approval by Members.
- The discretionary spend should be budgeted each year, where possible; however this will be highly dependent on other important issues taking precedence.

KRISHNAKANT PATAL
HON. TREASURER
29 January 2015

**MOTTINGHAM RESIDENTS ASSOCIATION
FINANCIAL GUIDELINES
REVISED JANUARY 2015**



The responsibility for the safeguarding of the MRA's finances, assets and reserves rest with the Members of the Executive Committee as Trustees.

The financial strategy to be followed to be shall be outlined in a Financial Overview document which should be regularly reviewed and approved from time to time by the Members in General Meeting.

Basic safeguards;

Accounts:

Full accounts of the Association's financial transaction must be maintained on a 'Receipts and Payments' or 'accruals' basis.

An up to date statement of /report on the financial situation of the MRA shall be submitted to each meeting of the Executive Committee.

Annual accounts shall be drawn up in respect of each financial year and shall be audited by a suitably qualified, independent individual before being submitted to the Membership in General Meeting.

Bank Accounts:

All MRA funds should be held in one or more accounts to be maintained with an authorised Bank or financial organisation which is subject to the oversight of the Financial Conduct Authority (FCA) or any successor thereof.

The opening and or closing of any Bank account must be authorised by the Executive Committee.

Authorised Signatories:

All signatories to the MRA's bank accounts must be members of the Executive Committee and shall be appointed by the Executive Committee.

All cheques drawn on or other withdrawals from, the MRA's bank accounts must be signed by at least two authorised signatories.

In the case of a cheque or withdrawal in excess of **£200**, at least one of the signatories must be an appointed officer I.E Treasurer, Chairman, Membership Secretary or Secretary.

Any withdrawal in excess of **£500** must be specifically authorised by the Executive Committee.

Receipts handling:

All monies collected by Road Stewards should be properly recorded and passed to the Membership Secretary/Treasurer without undue delay.

All monies received by the Treasurer must be banked as soon as possible and, in the event they cannot be banked within 5 days of receipt, an explanation must be submitted to the next meeting of the Executive Committee.

Restricted Funds

Restricted funds ('funds') are any monies/donations/contributions/assets received into the MRA that have any restrictions applied to them particularly restrictions as to their use or disposal. In such cases careful consideration should be given by the Executive Committee before accepting such 'funds' to ensure that the restriction is workable and not unreasonable. Once agreed the receipt of the 'funds' together with full details of the restrictions that apply should be properly documented and recorded in the Minutes of the Executive Committee meeting approving the acceptance.

Restricted Funds should then be recorded separately in the accounts and any use of or disposal of them should be specifically approved by the Executive Committee with due regard to the restrictions that apply.