



Minutes of the Charlton Neighbourhood Forum Committee Meeting

Monday 10 October 2022 at 19:30
St Richards Hall, Swallowfield Road

Present: Helen Brown (HB Treasurer), Paul Chapman (PC Vice-Chair), Philip Connolly (PC), Ruth Dodson (RD), Suzanne Hunt (SH), Clare Loops (CL Chair), Rick Newman (RN), Dave Picton (DP), Brenda Taggart (BT Sec.)

Apologies: Lindsay Barnett, Jane Bland, David Gardner, Richard Gunningham, Carol Kenna, Roden Richardson

Absent: David Gayther

1 Welcome and apologies

The Chair welcomed everyone to the meeting. Apologies were recorded and the meeting was quorate.

2 Minutes of the last Committee Meeting

Minutes of the two previous meetings on 6 September 2022 and 17 May 2022 were agreed as an accurate record.

3 Matters arising and update on actions

PC leaflet completed; the petition can now be advanced

Actions: PC to circulate leaflet to Committee and BT to prepare a flier and timeline for petition

4 Chair's Report

AGM 19 November 2022

(a) Proposed changes to the constitution for consideration at the AGM

- i. reduce the size of the committee to 10
- ii. supplement the section on public realm and sustainability issues

Actions: BT to prepare the AGM notice, which will be sent out by CL
CL/HB to submit changes to the constitution to the Secretary
BT to canvass the current committee re: standing in 2022/223
BT to email current committee about leafleting the station and displaying AGM info

(b) Time and location of the AGM: 11am or 11:30am start either at Charlton House or St Richards Hall

Actions: RN to check availability of St Richards Hall
RD to check costs of Charlton House and double check the Assembly Rooms

(c) Timeline Notice of AGM to be published by 22 October
Deadline for constitutional changes to Secretary by 29 October

5 Treasurer's Report

(a) Grant funding

The following was noted in discussion

- i. £7,250 held by RBG to be spent by March 2023; after this date there is a reapplication process
- ii. Ring fenced: £560 hall hire and events
- iii. £5,000 for digital and comms
- iv. There is £1,500 for publicity, printing and distribution of information
- v. The Committee agreed the expenditure and that we needed outside expertise to deliver the comms work.

Actions: SH and PC to get quotes for comms work following the HB forwarding specification
Agreed: Officers action on quotes for the work
BT to prepare a timeline for newsletters given three in the budget

- (b) Bank account: Not yet secured given the reluctance of the main banks to take on new community applications.

Actions: HB to continue to contact Catherine McRory at RBG and provide an update

6 Approval by the Committee on funded projects focussing on community engagement

See Grant update above. The remainder of this item will need to be addressed by the newly elected Committee following the AGM.

7 AOB

- CL reconsidering her position as Chair
- BT stepping down at the AGM as Secretary
- HB to begin work on objectives for the neighbourhood plan
- PC to begin work on the vision for the neighbourhood plan
- DP to begin community engagement with local schools and those interested in education on children's play space in Charlton to feed into the neighbourhood plan

Brenda Taggart
Secretary
11 October 2022