



CHARLTON (London)
neighbourhood
forum

A NEIGHBOURHOOD PLAN FOR

CHARLTON

Annual General Meeting

22 FEBRUARY 2025 11am to 1pm





1. Welcome
2. Minutes of the last AGM held 25 November 2023
3. Election of Officers and Committee Members
4. Proposed changes to the Constitution and Resolutions (if any are put forward)
5. Treasurer's update on finances and sources of funding
6. Update on activities progressed since the last AGM and discussion on next steps
7. Matters arising that are not substantive items on this agenda
8. AOB





1. Welcome



At this AGM the Forum's next tasks are to elect the Officers and nominate the Committee; agree a programme to take the Neighbourhood Forum forward during 2025 to prepare a draft of the Neighbourhood Plan.



At the AGM we hope to recruit more volunteers to achieve these objectives and produce a first draft of the Plan in the next 10 months.



3. Election of the Committee

1. We are seeking nominations today for the Charlton Forum Committee
2. Anyone with full membership (Para 3.2 of the constitution) can stand
3. The committee is made up of at least 10 members, four of which are Officer positions (Chair, Vice Chair, Treasurer and Secretary)
4. The committee meets a minimum of four times a year, usually in January, April, July and October
5. Officers may meet separately to the committee for the purposes of forum business



3. Election of the Committee

1. The quorum at any General Meeting shall be 11, which is half the minimum 21 (full, voting) members plus one (a simple majority)
2. If we are quorate at this AGM, then all nominations duly made and seconded can be voted upon. A nominated member is elected by a simple majority of those voting
3. If the election takes place at the AGM, and 10 members are voted in to form the committee, then the new officer and committee positions have immediate effect



3. Election of the Committee

1. If the AGM is not quorate, we will still seek nominations today, which will need to be seconded
2. The list of those duly nominated will be sent electronically to all subscribed members eligible to vote using a safe, secure, anonymous online voting platform
3. The voting period will be open for a specified time period and decision will be by simple majority of those who cast a vote
4. Once the online voting has closed all forum members will be emailed the results and the new officer and committee positions will take effect in the new year





5. Treasurer's financial update



Charlton Forum Accounts 6 April 2023 – 5 April 2024

The UK Government's standard tax year is used for the central government grants through the national planning grant timetable for neighbourhood forums. Therefore, the Treasurer's Report follows the same dates.



The basic grant application was made on 28 August 2023 and approval secured on 7 September 2023 for £6,489.



Expenditures from this grant have been submitted to the Council's finance team in March 2024 for payment totalling £5,786, with the remaining £703 return in the grant reconciliation process.



Details of these costs will be attached as an appendix to the AGM minutes.



5. Treasurer's financial update



Charlton Forum Accounts 6 April 2024 – 5 April 2025

The basic grant application was made in July 2024 and approval secured on 1 August 2024 for £703.



The Government has just announced that Grants will be available for 2 more years 25/26 and 26/27.



Expenditures from this grant have not yet been submitted to the Council's finance team – this will take place in March 2025 with any remaining grant returned in the grant reconciliation process.



Details of these costs will be attached as an appendix to the AGM minutes.



The neighbourhood planning grant programme

There is a maximum amount of grant that each neighbourhood forum can apply for in total, and we secured the remaining amount of grant this year. Provided that we spend all the remaining grant this year, there is a further £8,000 that we can apply for as the neighbourhood plan we are preparing is anticipated to allocate sites for housing (and as such we meet the eligibility criteria for the additional grant).



In addition, Charlton Forum can apply for technical support, which is awarded as a technical work package and is in addition to the grant. It is delivered free of charge to groups who qualify by meeting the eligibility criteria, e.g. allocating sites for housing.





Charlton Forum annual operating costs

To keep Charlton Forum running, the basic outgoings are: venue hire; website; digital fees and registrations, insurance for public liability and printing. We require a larger bank balance of about £600 per year to cover our basic running costs – this equates to £50/month, and we have over 300 members of the Forum. Modest donations once a year from members will secure the long-term viability of the Forum.

Extra to the Grant funding, the committee has agreed that Officers can seek donations from Forum members via an email request. This was put in place early in 2024 and we've received £45 in donations.





6. Forum update



The 22nd of February 2025 marks the third year of the Neighbourhood Forum's official designation representing residents, businesses and people who work in the SE7 postcode area.



The Neighbourhood Forum has a lot to achieve from holding more workshops to explore what residents and business want to include in the Neighbourhood Plan to how we actually write the plan.





Any other business?

Thank you for coming along and we hope that you will also consider attending some of our themed workshops to help inform the preparation of our neighbourhood plan

Details will be on the website and we'll send out emails for the events