

## Notes of Committee Meeting 23<sup>rd</sup> September 2020 by Zoom

Present			Apologies
John Thomas (in Chair) Andrew Burrow (minutes)	Jane Edwards (JEd) Ken Shaw (Treasurer) Graham Lock (part only)	Jim Ellis (JE) Kay Howles	
Item No	Action	By whom	
10/20	The minutes of the meeting of 29 <sup>th</sup> January 2020 were approved		
11/20	The Committee formally note the resignations of Wendy Gault and Alan Hanbury from the committee. (The former due to pressure of Covid work and the later moved from the area). The Committee noted and endorsed the letter of thanks sent to Wendy by the Secretary and requested that the Chairman thank Alan for his long and very helpful contribution to the Society and parish	JT	
12/20	Matters Arising		
	<b>Berkswell village telephone box</b> Noted that the project was complete and the new library up and running. The Society has spent £140.70 on its portion of the project. It was noted that Jane Edwards and Dinah Edwards had agreed to be “librarians” and look after the library. Jim Ellis and Andrew Burrow were thanked for undertaking the project.		
	<b>Membership Drive</b> House to house canvassing was not possible. Andrew Burrow indicated that he would simply deliver the A6 postcard leaflets to his streets and anyone else could do the same subject to their need to personally stay safe.  An appeal by Twitter/facebook would be tried via Dinah Edwards	AB	
13/20	<b>Treasurer’s report – Highlights since January 2020</b>		
	<ul style="list-style-type: none"> <li>£2051.94 in the bank</li> <li>Investment account via Walker Cripps ££9271 as of 23<sup>rd</sup> September Vs £10,220 on 3<sup>rd</sup> January due to change in investment climate.</li> <li>Expenditure on Library in phone box £140.70</li> <li>Expenditure on Planters £1235</li> <li>Parish Council grant of £500 received towards plants</li> </ul>		
14/20	<b>HS2 – Key points</b> Greenway now closed before full temporary greenway constructed Permissive path in place in parallel for some of the route but not continuous Temporary greenway not likely to be open before January 2021 PC has been working with contractors to open a section of the temporary greenway in October across Barratts Farm to create a circular walk as was possible on the old greenway		
15/20	<b>Communications</b>  Jim Ellis agreed to take over the role of sending out the e-newsletter and holding the “membership listing” in addition to “running” the web site. As with the web site Jim will not write content and asks others to provide the		

	<p>text, photos etc.</p> <p>Any concerns with regard to the lawfulness or inappropriateness of a proposed communication by a community body will be referred by Jim to the committee.</p>	
16/20	<p><b>Balsall Common Centre project</b></p> <p>A village centre working group has been established by the two PCs to develop vision and outline design for the future of the centre of Balsall Common. It comprises residents, parish councillors and a Borough Councillor and has received a grant of £25,000 from the SLEP. It will work closely with SMBC who own the public space. The first task is to hire a consultant to assist in the same way as the approach adopted by the Berkswell project</p>	
17/2020	<p><b>Traffic Calming in Berkswell village</b></p> <p>A working group of Jane Edwards, Graham Lock, Dinah Edwards and Andrew Burrow had been appointed by the PC to assist SMBC produce construction drawings for the project and a final cost estimate. Construction is expected to commence before March 2021 (end of the financial year). At this stage it is not known if the £250,000 grant will meet all of the proposed improvements which will be costed as part of the final design. The only significant area of divergence on design at this stage is that the Highways Project Manager has initially proposed that the new pavement for the Meriden Road car park should run on the road side of the car park whereas the original ARUP design had it on the hedge side. Discussions continue.</p>	
18/20	<p><b>Draft updated constitution</b></p> <p>The draft update of the constitution was agreed with two amendments.</p> <ul style="list-style-type: none"> <li>• The requirement that Officers can only hold a post for 5 years is deleted as impractical given the difficulty in finding volunteers.</li> <li>• It is not certain that the preference shares were bought in 2011 as shown in the reserves policy and this reference to a date is deleted as adding no value anyway</li> </ul> <p>Post meeting note:- it was checked that the name of the preference shares is still "General Accident" on the statement issued by the broker and not the name of the parent group "Aviva"</p> <p>See attachment. This will be recommended to the next AGM</p>	GL
19/20	<p><b>New Committee members</b></p> <p>Given recent departures from the committee it was agreed to co-opt at least 2 new people to the committee. Ideally from both the Balsall Common area and Berkswell village/the rural areas. Jane Edwards agreed to approach a number of people and Ken Shaw would check whether Barrie Howath was interested given that he did express interest at one time.</p> <p>Post meeting note: Beverly Spicer from Berkswell Hall agreed to join. Others still sought</p>	<p>JEd</p> <p>KS</p>
20/20	<b>AGM</b>	

	Due to Coronavirus regulations it is not lawful to hold an AGM as a meeting in public. It is considered impractical to hold one on Zoom and it was agreed will therefore that it will be delayed until the law permits public meetings.	
	<b>Date of next meeting</b>  <b>Next meeting Wednesday 3<sup>rd</sup> March 2021 by Zoom or in the Bear</b>	

### **Constitution of the Berkswell Society**

#### **1. NAME**

The name of the Society shall be "The Berkswell Society".

#### **2. OBJECTS**

The objects of the Society shall be to preserve the amenities of the Parish of Berkswell, and to protect and secure the rights and interests of its Residents.

#### **3. POWERS**

In furtherance of its objects, the Society may:

- 3.1. Incur such expenses and take such action as it considers advisable for the good conduct and welfare of the Society and the promotion of its objects
- 3.2. Raise money for the said objects, and accept gifts on such terms as shall be deemed to be necessary
- 3.3. Invest any monies not immediately required for the said objects in or upon such investments, securities or property as shall be fit.
- 3.4. Do all such other lawful things as are necessary for the attainment of the said objects.

#### **4. MEMBERSHIP**

- 4.1. All members, other than such Honorary Members as may be elected from time to time, must reside within the Parish of Berkswell.
- 4.2. Non-residents wishing to support the Society may become Associate Members, but shall not have a vote at meetings of the Society.

#### **5. SUBSCRIPTIONS**

- 5.1. Membership of the Society is free of charge but only those with an email address will receive communications from the Society
- 5.2. A membership fee can be introduced if recommended by the committee and approved by a simple majority of those attending the AGM.

#### **6. OFFICERS**

- 6.1. At the annual general meeting of the society, there shall be elected a Chair, Secretary and Treasurer.
- 6.2. All candidates for election shall be members of the Society, and shall be properly proposed and seconded. Proposers and Seconders must be members of the Society.
- 6.3. All members shall be entitled to vote, and a simple majority of those present shall be sufficient for election
- 6.4. All Officers shall retire annually, but shall be eligible for re-election.

- 6.5. In the event of an Officer being unable or unwilling to serve, the Committee may appoint a member of the Society to fill the vacancy until the next AGM.

## **7. COMMITTEE**

- 7.1. The Committee shall be responsible for the conduct and administration of the Society's affairs
- 7.2. The Members of the Committee shall be the Officers of the Society, and up to a further 6 members, who shall be elected at the AGM in the same manner, and subject to the same procedures, as the Officers.
- 7.3. Members of the Committee who fail to attend 3 consecutive Committee meetings may, at the discretion of the Committee, be deemed to have resigned, and shall be sent a written notification to that effect.
- 7.4. The Committee may co-opt such further members as it feels appropriate. Such co-option shall cease at the next succeeding AGM
- 7.5. Proceedings of the Committee shall not be invalidated by the failure to elect, or by any defect in the election, nomination, co-option, or qualification of any member
- 7.6. At any meeting of the Committee 5 members shall form a quorum.
- 7.7. Every member of the Committee shall be entitled to vote, and a simple majority of those present shall suffice. In the case of equality, the Chair shall be entitled to an additional, casting vote.
- 7.8. The Chair or, in her/his other absence, the vice-Chair, and any two other members of the Committee, acting together, shall deal with urgent matters which, in their opinion, cannot wait until the next meeting of the Committee, subject to a report of such actions being made at that meeting.

## **8. GENERAL MEETINGS**

- 8.1. The Annual General Meeting shall be held within 6 months after December 31<sup>st</sup>
- 8.2. At least 14 days written notice of any meeting shall be given to all members
- 8.3. All members of the Society shall be entitled to vote, and a simple majority of those present shall suffice (except as laid down in clauses 10.2 and 11.2)
- 8.4. A Special General Meeting may be called at the written request of 20 members, and must take place within 28 days of such a request having been received by the Secretary.

## **9. FINANCE AND ACCOUNTS**

- 9.1. A bank account shall be opened in the name of the Society at a bank nominated by the Committee
- 9.2. The Committee shall nominate the signatories of the bank account, provided that all cheques shall be signed by at least 2 Officers, including, except in his unavoidable absence, the Treasurer.
- 9.3. The Treasurer may make payments by internet banking subject to receiving prior approval for the payment from the Chair or Secretary or in their absence another member of the Committee.
- 9.4. The Treasurer shall maintain proper accounting records for the Society, and shall prepare annual Statements of Accounts for presentation to the AGM
- 9.5. The annual accounts shall be verified by the Society's "auditor", who shall be elected at the AGM from among those members of the Society not serving on the Committee
- 9.6. The Society's reserves policy is shown in appendix 1. This can be changed on the recommendation of the Committee and approved by a simple majority at the AGM

## **10. ALTERATION TO THE CONSTITUTION**

- 10.1. The Rules may be altered only at a General Meeting of the Society

- 10.2. Any proposed amendment to the rules shall be advised to the Secretary at least 21 days in advance of the General Meeting
- 10.3. Proposed amendments need not be circulated to members in advance, but a written copy shall be provided to every member present at the meeting
- 10.4. A majority of two-thirds of both those present at the Meeting and those voting by proxy shall be required to effect a change of rules

## **11. DISSOLUTION**

- 11.1. If the Committee, by simple majority, shall decide at any time that it is necessary or advisable to dissolve the Society, it shall call a General Meeting
- 11.2. If the decision is approved by not fewer than two-thirds of the persons present and entitled to vote at the General Meeting, the Committee shall have the power to realise any assets held on behalf of the Society. Any assets remaining after the proper debts and liabilities, shall be disposed of in accordance with the wishes of a simple majority of those present at the General Meeting which approves the dissolution subject to the requirement that assets cannot be passed to a “for profit” organisation.

### **Footnote**

All references to members are to full members except where associate or honorary members are specifically identified.

## **Appendix 1 – Reserves Policy**

### **Principal Reserve**

The Society's principal reserve comprises 7,300 General Accident Preference Shares being the residue of monies raised by the Berkswell Society Mine Opposition Group

As agreed at the meeting of the Berkswell Society Committee held on 27 February 2019 (minute 4/2019 refers), this reserve will remain ring-fenced only to be used to finance opposition to any future perceived serious threat to the preservation of the Berkswell Parish.

The use of any monies from the Principal Reserve will require both a majority agreement by the Society's Committee and the majority agreement of Berkswell Parish members at a Special General Meeting.

## **Other Reserves**

Reserves are also held in two accounts with Barclays Bank to facilitate ongoing income and expenditure required to ensure the smooth running of the Society. The accounts are maintained within a target range of no less than six months and no more than two years' normal expenditure.

The Barclays accounts are operated by the Society's Treasurer with any spend having the prior approval of either the Chair or Secretary of the Committee.