

FRIENDS OF SELSDON WOODS

Minutes of Annual General Meeting held at The Forestdale Forum
on **Monday 4th January 2010** at 8.00 pm

PRESENT

Dawn Gibbons (Chair)	Janet Nightingale	Ted Forsyth
Linda Morris (Secretary)	David Malins	Sara Bashford
Elizabeth (Liz) Phillips (Treasurer)	John Zareba	Linda Lee
Rob Turley (Vice Chairman)	John Bickerstaff	

1. **Apologies for absence** from Gordon Endersby, Janet Bickerstaff, Mr and Mrs Wilcox were noted.

Dawn welcomed John Zareba to the group.

2. **Minutes of AGM held on 5th January 2009** - Subject to the amendment of the heading to refer to the fact it was the AGM, the correction of the Treasurer's surname and the deletion of the word 'not' in 6c to avoid a double negative, the minutes were agreed by those present and signed by the Chairman.

3. **Chairman's Report 2009** - Dawn reviewed the activities of the group referring to the attached report which she had previously circulated to members. It was agreed that the group had had a very successful year and thanks was noted to those who had taken on specific responsibilities within the group, including the group who had organised the Open Day: special thanks were recorded to Gordon for his help with that event.

It was noted from the report that there were some particular points to be followed up: these were the notice board replacement for the shelter and that Rob Turley should contact Gordon Endersby about gaining access to the Forum site so he could manage it.

The report was unanimously accepted by the Friends and Dawn was thanked for her work as Chairman during the year.

4. **Treasurer's Report 2009** - Liz presented the balance sheet (attached) for the accounts for 2009 and confirmed the group currently had 37 paid-up members. Some names had now been deleted from the membership list as there had been no response to Liz's and Dawn's attempts to contact them about their outstanding subscriptions.

The accounts, as presented, were approved unanimously following a proposal from John Bickerstaff which was seconded by Janet Nightingale.

David suggested that donations and Open Day accounts could perhaps be recorded more clearly. It was agreed that this would be a matter for the new Treasurer to consider.

Similarly, the potential for Gift Aid would also require further investigation (e.g. from HMRC) and organisation by the new Treasurer in due course. Likewise, it was agreed sensible for the new Treasurer to consider on-line banking access to the Friends' account.

5. **Election of Officers**

Chairman – Rob Turley took the Chair whilst this position was considered. Dawn agreed to continue in the role and she was unanimously elected unopposed.

Vice Chairman and Secretary – Rob Turley and Linda Morris indicated their willingness to continue in these posts. Again, there were no other nominations and they too were elected unanimously.

Treasurer - Liz advised that she was stepping down as Treasurer and Dawn presented her with a small token of thanks on behalf of the Friends for her work in this role. Linda Morris nominated Linda Lee to succeed her, Liz seconded this and she was duly elected.

David Malins would update the membership form to reflect this change.

It was agreed that the **other responsibilities** would be shared amongst the members on an ad hoc basis but with some specific responsibilities as follows:

Secretary - issue notices of meetings at request of Chairman
- draft minutes for Chairman's approval
- post approved minutes with agenda to those members who do not have email
- issue other papers by email to on line members and post to those who do not have email

Treasurer - compile and update/maintain membership list, copying new members forms to Chairman for information
- maintain the accounts and report on the financial situation at each meeting
- ensure bookings made for the hall, insurance paid and appropriate claims for grants etc are made

Vice Chairman - compile newsletter
- manage Forum site

Publicity Editor (currently David Malins) - prepare items for Selsdon Gazette, Forestdale Link
- ensure they are sent in time for publication
- update information leaflet(s), maps and membership forms

Works managers – currently, David Malins will maintain work list and take follow up action and Ted Forsyth will compile and issue work day programmes / reports

The Chairman would continue to compile and issue the agenda (and send out minutes and associated papers with it).

5. Review of subscription

a. Postage costs - There was some discussion as to how the extra costs incurred in distributing meeting papers etc to those few members who did not have email could best be met in view of the rising costs of postage, paper and ink.

Although it had been agreed at the last AGM that the basic subscription should remain at £5 (per family/household) but that those without email should be charged an additional £5 (from then) if they wished to have hard copies sent to them, this had not been implemented. On reflection now, it was felt that, as there were so few members without email, this decision should be rescinded and no extra charge made. Additional donations for postage and printing costs would, of course, still be welcomed!

b. Who is covered by subscription? It was suggested that perhaps there was potential for confusion within the terms of the constitution and the insurance policy now that the membership fee was deemed to be per household / family and not for a named individual. To help ease the Chairman's load, John Bickerstaff agreed to check this and advise the group accordingly. He asked that copies of the constitution and insurance policy be sent to him by Dawn so he could do this promptly as the information was needed to be confirmed for

David to include on the leaflet he had prepared to issue with the membership form. The new Treasurer and the Secretary also asked for copies for their information and records.

If it was found that there were significant changes needed, it might be that these would have to be ratified at an Extraordinary/Special General Meeting. It was agreed that this could be held on the same date as a regular monthly meeting as long as sufficient notice was given to the Friends of the relevant items to be discussed.

6. Proposed 2010 events

a. Guided Walks - Unfortunately Ernie seems to have been moved from Selsdon Wood (Sara agreed to investigate this and establish the availability of alternative rangers) but the group felt it was important that some walks are held during the year. Ted offered to lead walks highlighting birds, trees and butterflies. Dawn and Linda Morris agreed to lead the **annual bluebell walk in April 25th** and Dawn said she would invite Meike to lead a wildflower walk in June/July.

b. It was agreed that **work days** should generally continue on the first Sundays of the month from 10.00am. The next two would be on **7th February** and **7th March**. David and Ted would advise Friends of the actual activities planned in due course. They were currently awaiting information from Simon Levy about the tree management programme in the Wood - particularly the Jubilee Plantation and the fence around it. David was liaising with Gordon about the siting of the remaining benches the Friends had requested and would also deal with the repair of old ones.

c. It was agreed we should proceed with the planning for another **Open Day** as the groups attending in 2009 had already shown interest in this. Dawn was concerned that the group might not have sufficient active helpers to organise this but those present reassured her that they felt they would be able to give her their support. It was therefore agreed planning for the Open day on **5th September** should proceed, with a sub-group of Friends taking on the main preliminary organisation to ease the Chairman's load. All Friends would be asked specifically in due course for their time and support on the day but were asked to note the date in their diaries now.

7. Any other business

Replacement for the memorial shelter – David reported that he had sent a written illustrated submission to Meike for the requested covered notice board. He was waiting to hear back from her about this.

There being no other business the meeting closed at 9.45pm.

The **next AGM** would be held on **10th January 2011** – it was hoped that by moving it a week further from Christmas and the New Year, attendance might be boosted.

The **next regular meeting** of the Friends would be on **Monday 22nd February 2010 at 8pm** in the Forum as usual.