**Minutes of the 55th Annual General Meeting of the Maiden Erlegh Residents Association held at 8pm on Thursday 9 May 2019 at the Earley Day Centre, Kenton Road, Earley**

**Executive Committee officers present**

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| --- | --- |
| Colin Mair (Chairman/Area 3) – in the Chair | Peter Woodward (Area 1) |
| Steve Feltham (Secretary)  | Pamela Tames (Treasurer) |
| Jonathan Brown (Magazine/Editorial Team) | Patricia Brown (Magazine/Editorial Team) |
| James Barr (Area 13) | Jean Beck (Area 12) |
| Anne Booth (Area 9) | Celia Smith (Area 6) |
| Siyu Smith (Area 2) | Tim Smith (Area 2) |

**Residents present**

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| --- | --- | --- |
| Melda Baxter | John Booth | M Bowden |
| David Embery | Mary Evans | Helga Evans-Saktreger |
| Brian Hackett | Jean Hackett | A A Henty |
| June Holmes | Ray Jones | John Ledger |
| Margaret Marshall | Paul Meddlycott (nominee) | David Norwood |
| David Rains | Doreen Scott | Brian Smith |
| Steve Tames | Barrie Theobald | Brian Venning |
| Linda Venning |  |  |

**Speakers present**

|  |  |
| --- | --- |
| Martin Heath | Geoff Hislop |

**Apologies received**

|  |  |
| --- | --- |
| Edwin Trout (Magazine/Editorial Team) | Rosemary Cook (Area 11) |
| Pamela Roberts (Area 10) | Barbara Stansfield (Area 8) |
| Peter Soul (EASI) | Mary Bather (ACER) |
| Jenny Lissaman (ACER) | Tim Marsh (ACER) |

**PRESENTATION**

The Chairman welcomed those present and introduced the Speakers for the evening, Martin Heath (Traffic Management, Parking & Road Safety Team Manager) and Geoff Hislop (Parking Manager).

Martin Heath explained the organisational structure and stated that Parking Management was a part of Traffic Management within the Place Directorate. He went on to say that the road network was the council’s most valuable asset and that Traffic Management, Parking Control and road safety were all concerned with ensuring freedom of movement and mobility on the highway network.

The problem of road works and the measures taken to manage the traffic flows when these occurred was a source of frustration that was recognised by the council, and to minimise the disruption caused, all works required a permit from the council, which set out the measures that had to be taken, such as signage, cones and the use of tools and equipment on site. These rules were enforced by inspectors.

The council was responsible for the management of parking, which could be both off-road and on-road. There was no legal right to park on the highway, but this was tolerated, provided that vehicles were parked in a safe position. Parking was managed under the provisions of the Road Traffic Regulations Act, which permitted yellow lines to be added to prevent or restrict parking on public highways. This could be done only where necessary due to a known safety or congestion reason, or where it was necessary to keep traffic moving for other reasons.

Martin Heath then explained the process of establishing measures to be taken under Traffic Management Orders, including public consultation by advertisement (public notices), consideration of objections to the proposals and implementation.

The meeting was informed that highways authorities had a statutory duty to investigate problems with the road network, including all accidents reported, each of which had to be reviewed. Road Safety utilised resources to establish where accidents were occurring and the types of accidents (for example whether they were the result of skidding or whether they tended to happen at night time) and to propose remedies.

The parking enforcement team was not able to deal with matters that were for the police to enforce and could only take action where a parking offence had occurred under any Traffic Regulation Order applicable at that location. The point was made that in relation to population and movement, the accident rate for Earley was low.

The public was able to communicate with the council on these matters through the Wokingham Borough Council website or alternatively, the Traffic Management Team could be emailed directly.

Geoff Hislop explained his role with the council and acknowledged that there had been continual parking issues in the Borough. At car parks, there were 15-year-old ticket machines in place, and he had been looking at a suitable replacement system. Instead of multiple suppliers, under new arrangements, there would be just one supplier with one contract. Delivery of the new parking machines were expected later in the month, and once configured, these would be deployed in all the council’s car parks. It was hoped that this process would be completed by June 2019. There would be a range of payment options under the new system. Motorists would be offered the option of coin, credit or debit card payments, and the Ringo system could also be used if preferred.

Since the parking enforcement service was established last year, enforcement of Traffic Regulation Orders by the council was now in place. A patrol team was now firmly established under a contracted service arrangement and this team was responsible for enforcing the restrictions in force.

Geoff Hislop emphasised that his team was not able to deal with all parking issues because they were authorised only to enforce Traffic Regulation Orders. It was still the case that issues such as obstructions where such orders did not exist were a matter for the police.

At the conclusion of the presentation, members were invited to ask questions. The first related to various parking issues at Allendale Road, which it was stated should be reported to the police, given the absence of parking restrictions. The problems caused by parents taking their children to school by car was also discussed. The meeting was informed that all schools had a travel plan to address this issue. There were also plans to encourage cycling to schools.

A question was raised concerning the Loddon Bridge/Lower Earley Way road works, which were in place for a second time. It was established that the current works related to the dualling of the carriageway, and that further works would begin on the opposite side of the road when the existing works were completed. The project was due to be completed in 2020.

The obstruction of sight lines by hedges at road junctions was also discussed, including at the junction of Betchworth Avenue with Wilderness Road. The Secretary confirmed that this would be taken up with the council by MERA.

It was pointed out that the junction of Gypsy Lane and Rushey Way was often congested, and that a mini roundabout was needed there. Martin Heath advised that his preference would be for traffic lights to be installed, but this was not a solution that was favoured by most of those present.

A point was made that the traffic lights just beyond Loddon Bridge roundabout, leading to Winnersh Triangle, were needed only at rush hour and that at other times, they could be turned off. This was noted, and Martin stated that he would look at this.

It was also mentioned that the Three Tuns crossroads traffic signals appeared to give better priority for Wilderness Road/Church Road traffic than for Wokingham Road. It appeared to be anomalous that a B road was receiving more priority than an A road. In response, it was stated that the reason for this would be related to the volume of traffic at the time. He stated that Seimens was responsible for dealing with traffic light faults.

A question was raised regarding the pressures on the road network in the Borough, and Martin stated that the pressure on the network would increase over the next 20 to 30 years. The Borough Council needed to do what it could to alleviate that pressure and work out solutions. He added that the bus services in the area could be better, and that he would prefer to look at that.

Following questions from the audience, the Chairman concluded the session by thanking Martin and Geoff for their presentation, and members showed their appreciation.

**MINUTES OF THE LAST MEETING HELD ON 10 MAY 2018**

Brian Hackett proposed that the minutes of the meeting held on 10 May 2018 were accepted as a correct record. Anne Booth seconded the motion and upon being put to the vote, the minutes were approved.

**MATTERS ARISING**

There were no matters arising from the minutes.

**CHAIRMAN’S REPORT**

The Chairman advised that a copy of his report of MERA’s main activities over the year had been circulated and were available at the meeting.

**TREASURER’S REPORT**

The Chairman referred to the report of the Treasurer and the audited Statement of Accounts which were available for inspection. Pamela Tames explained that the cost of printing for the GDPR letter and privacy notice amounted to £264.00, and as this was an exceptional expenditure, £220 had been taken from the reserve account to fund it. Further, there were some problems setting up a direct debit for membership of the National Organisation of Residents’ Associations, resulting in two payments being made from one financial year.

The Treasurer confirmed that Don Box had put his name forward to continue his role as auditor for the ensuing year 2019/20. The Chairman proposed that Don Box should be re-appointed as MERA’s auditor, and this was seconded by Jean Hackett. On being put to the vote it was

**AGREED:** That Don Box be appointed as Auditor for the ensuing year.

**ELECTION OF OFFICERS AND AREA REPRESENTATIVES**

The Chairman announced with regret that Jean Beck (serving Area 12) had decided to retire and did not wish to stand for re-election in 2019/20. The Chairman stated that Jean had served MERA for many years and her contribution had been much appreciated. However, he added that he was very grateful also to Jean for organising a nomination for her replacement. Paul Medlycott was introduced to the meeting and he stated that he had made a good contribution at the previous Executive Committee at which it was agreed to put forward his nomination for this meeting.

The Chairman advised that all other existing officers, area representatives and the editorial team who were willing to serve for a further term had indicated their wish to be re-elected. The Chairman therefore proposed that Paul Medlycott be elected to replace Jean Beck as area representative for Area 12 and that all other existing officers standing for re-election be agreed by the meeting. This was seconded by Tim Smith. Having been put to the vote, it was

**AGREED:** That all nominations for election to honorary officer and area representative appointments be accepted.

**RESOLUTIONS AND RULES PROPOSED BY THE EXECUTIVE COMMITTEE**

There were three new rules proposed by the Executive Committee.

**General Data Protection Policy and Privacy Notice**

The Chairman asked the Secretary to introduce the first item, which related to the proposed General Data Protection Policy and Privacy Notice. The Secretary updated the meeting on the present position and advised that due to the number of residents declining to provide their telephone numbers and email addresses, the Executive Committee would consider whether to continue to ask for this information from new members.

He also confirmed that his temporary appointment as Data Protection Officer would now come to an end as the GDPR work had been concluded, subject to an affirmative decision at this meeting. Colin Mair proposed that the new policy and privacy notice be adopted, and this was seconded by Melda Baxter. Upon being put to the vote it was

**AGREED:** That the proposed General Data Protection Policy and Privacy Notice (attached to these minutes) be agreed.

**Proposed revision to Constitution**

The Chairman stated that the Secretary had announced at the previous AGM that he would be reviewing MERA’s Constitution with a view to updating it. The Secretary explained the main changes that had been made and referred to the availability of the document at the meeting. He advised that the Executive Committee had debated the draft Constitution in detail, and the Committee was confident that the amendments proposed would stand the Association in good stead for the future.

In answer to a question, the Secretary confirmed that none of the elected appointments involved payments other than actual expenses incurred and claimed as these were honorary appointments. It was confirmed also that there was a provision relating to the disposal of monies remaining if the Association was dissolved in the future.

Following a brief discussion, the Chairman proposed that the draft Constitution be accepted, and this was seconded by Celia Smith. Tim Smith also proposed a vote of thanks to the Secretary for the work he had undertaken on this matter, which was supported by those present. Upon being put to the vote, it was

**AGREED:** That the proposed revised Constitution (attached to these minutes) be adopted with immediate effect.

**Proposed elected member participation**

The Chairman advised the meeting that the Executive Committee had trialled the involvement at its meetings of an elected representative. It was agreed by the Committee that this was a useful initiative as elected members were able to raise matters of concern to MERA with the council directly and additionally councillors could explain the reasoning behind decisions of the council and provide additional background to matters discussed as appropriate.

It was explained that over the last year, one Conservative member had been invited to attend these meetings because all of Maiden Erlegh had been represented by Conservative councillors, added to which the Borough Council was Conservative controlled. However, following recent local elections, it was appropriate to invite a Liberal Democrat councillor to achieve the correct political balance, and all Maiden Erlegh Borough Councillors were now Liberal Democrats. It was emphasised that MERA was not a political organisation, and the recommended arrangement did not change this.

The meeting was recommended by the Executive Committee to approve an arrangement in which one or more elected members from Wokingham Borough Council were invited to attend Executive Committee meetings as non-voting Honorary Members, taking account of the need to achieve an appropriate political balance, to assist with the business of the Association. Paul Medlycott proposed that the motion be accepted, and this was seconded by Ray Jones. Having been put to the vote it was

**AGREED:** That elected members be permitted as non-voting Honorary MERA Members to assist in the business of the Association as recommended by the Executive Committee.

**ANY OTHER BUSINESS**

There being no further business, the meeting was closed at 9.33pm.

***Date of the next AGM***

Thursday 14 May 2020 at 7.30 for 8pm.

***Date of next Executive Committee***

Thursday 13 June 2019 at 8pm.

**APPENDIX A**

**GENERAL DATA PROTECTION REGULATION POLICY**

**Purpose of policy**

To comply with the provisions of the General Data Protection Regulation (GDPR). This document sets out the measures by which MERA complies with this legislation.

**Responsibilities for data protection compliance**

The Chairman of MERA carries the responsibility as Data Controller, who is responsible for data protection policy, the control over which personal data is processed and how it is processed by the Association. The Data Controller is also responsible for dealing with complaints in relation to MERA’s compliance with the General Data Protection Regulation.

The Secretary of MERA is responsible for ensuring the safekeeping of member consents for the retention of their information and for keeping membership information up to date in line with updates received from Area Representatives.

MERA officers, including the Chairman, Secretary, Treasurer, Editorial Team and Area Representatives perform the role of data processors and are responsible for ensuring that they abide by the Data Protection Policy of MERA in processing the data for which they are responsible, in line with this policy.

**Personal data held by MERA**

MERA collects and retains basic personal data required to ensure the efficient operation of the Association. This comprises names, addresses, telephone numbers and email addresses of members (where consent is received), advertisers and those providing services for MERA. We retain details of subscription payments, invoices and payment information as well as correspondence between MERA and those with whom contacts are made while carrying out its legitimate business, including in relation to its campaigns.

**Lawful basis for processing data**

We collect and use this information as follows:

* **Membership information:** Where the data subject has given consent to the processing of their personal data for the purpose of identifying membership, collecting and recording payment and communicating matters of interest to MERA members. Correspondence with members will also be retained to enable MERA to keep track of issues and past events.
* **Business information:** Where processing is necessary for the performance of a contract to which the data subject is party or to take steps at the request of the data subject prior to entering into a contract. Financial records will be retained in line with its legal obligations.
* **Campaign information:** Where processing is necessary for performance of a task which is in accordance with our legitimate interests as a residents’ association.

**Retention periods**

We hold data for up to 6 years, depending on its importance and having regard to the Statute of Limitations (the Limitation Act 1980). However, minutes of our meetings containing details of attendance and matters discussed with our members will be retained in perpetuity or until it is considered that they are no longer required for record purposes or on grounds of historical value.

The names, addresses and contact details of MERA officers are printed and circulated to members in the MERA Magazine by consent after election and in line with the legitimate interests of the Association. Back copies of these magazines will be retained in perpetuity or until it is considered that they are no longer required for record purposes or on grounds of historical value.

Membership details held solely for collecting subscriptions and distributing magazines and notices will be destroyed within 12 months following a lapsed membership unless the member notifies us in writing that they no longer wish to be identified.

**Subject access requests**

Any person whose records are held by MERA may request information on the nature and use of the data held on them. Requests for such information should be addressed to the Data Controller and they should indicate that the request is made under Data Protection legislation. Requests may be made to the Data Controller by letter, or by email using the askmera@virginmedia.com address.

MERA will respond within a period of one calendar month from the date of receipt of the request and there will be no charge for the response to such requests. However, we reserve the right to refuse or charge for requests that are manifestly unfounded or excessive and we will advise the person requesting such information if this is judged to fall under this criterion. In such cases, the person requesting the information will be required to pay an appropriate fee before the statutory one-month period for a response commences.

**Personal data**

The personal data we hold is limited to the following:

* **Our members:** Names, addresses, telephone numbers and email addresses (by consent). We record subscriptions and magazine distribution information as well as any details necessary to deal with issues raised by them. We record attendance at meetings of the association and appropriate details of matters raised, which may include the name of the individuals raising or commenting on these issues, or otherwise participating at such meetings.
* **Our suppliers and advertisers:** Contact names, addresses, telephone numbers, email addresses and other details specifically required for the purposes of deciding whether to accept anyone as a customer or supplier, keeping records of purchases or service provision and the processing of accounts and records, including details of payments and bank details.
* **Other contacts resulting from our campaign work:** Names, addresses, telephone numbers, email addresses and other details specifically related to the nature of our legitimate activities as a residents’ association.

We will not share the personal data we hold with a third party without the explicit consent of the individual, except to comply with a legal requirement.

**STEVE FELTHAM** (MERA Secretary)

**Dated:** 9 May 2019

**GENERAL DATA PROTECTION REGULATION**

**PRIVACY NOTICE**

**Purpose**

This document explains how MERA uses the personal data it collects for the purpose of carrying out its functions as a residents’ association.

**The categories of personal information that we collect, process, hold and share**

This includes personal information in respect of our:

1. **Members** (referred to in this document as *membership information*, including name, address, telephone number, email address and subscription/magazine/information distribution details).
2. **Advertisers, suppliers and contributors** to our publications and website (referred to in this document as *business information*, including name, address, telephone number, email address, payment information including bank details and details of articles or other information produced for MERA by individuals).
3. **Contacts with organisations and individuals** with whom we have contact as part of the work carried out by MERA (referred to in this document as *campaign information*, including name, address, telephone number, email address and details of the particular matters associated with our work on behalf of our residents).

**Why we collect and use this information**

We use this information to enable us to carry out specific functions for which we are responsible and to manage our financial and contractual arrangements.

**The lawful basis on which we use this information**

We collect and use this information as follows:

* **Membership information:** Where the data subject has given consent to the processing of his or her personal data for the purpose of identifying membership, collecting and recording subscription payments, magazine/information distribution and communicating matters of interest to MERA members. Correspondence with members will also be retained to enable MERA to keep track of issues and past events. We also record attendance at meetings of the association and appropriate details of matters raised, which may include the name of the individuals raising or commenting on these issues, or otherwise participating at such meetings.
* **Business information:** Where processing is necessary for the performance of a contract to which the data subject is party or to take steps at the request of the data subject prior to entering into a contract. In some cases (eg financial records) it is necessary to process and retain information in compliance with a legal obligation.
* **Campaign information:** Where processing is necessary for performance of a task which is in the public interest and/or in line with our legitimate interests as a residents’ association.

**Storing this information**

Personal information records may be paper based or on computer. Paper based records are stored under lock and key and computer records are password protected.

We hold data for up to 6 years, depending on its importance and having regard to the Statute of Limitations (the Limitation Act 1980). However, minutes of our meetings containing details of attendance and matters discussed with our members will be retained in perpetuity or until it is considered that they are no longer required for record purposes or on grounds of historical value.

Membership details will be destroyed within 12 months following a lapsed membership or immediately if a member notifies us in writing that they no longer wish to be identified.

**What are your rights?**

If at any point you believe the personal information relating to you that MERA holds may be incorrect, you can request to see this information and have it corrected or deleted. If you are a MERA member, you may withdraw your consent for us to hold some or all of your personal data at any time, but this may impact on your membership. If it does, we will inform you of the implications there may be if this data is destroyed so that you can make an informed decision.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer, who will investigate the matter, consult with the Data Controller and respond to you as expeditiously as possible.

If you are not satisfied with our response or believe we are processing your personal data in a way that is not in accordance with the law, you can complain to the Information Commissioner’s Office (ICO).

If your personal data held by MERA is based on consent only, you have the right to withdraw that consent at any time, and this will not affect the lawfulness of processing based on consent before its withdrawal.

The Data Controller is MERA’s Chairman (currently Colin Mair) and you can contact him by email – askmera@ntlworld.com. Please mark your correspondence for the attention of the Data Controller.

**STEVE FELTHAM**

MERA Secretary

Dated: 9 May 2019

**APPENDIX B**

**Constitution**

**Name and purpose**

The name of the Association is the ‘Maiden Erlegh Residents’ Association’ (MERA). Membership shall be open to all households listed in the Appendix.

The purpose of the Association is to:

* Promote the interests of all members of the Association and make representations on those issues which affect them.
* Communicate with members on matters both within and beyond the MERA area (as set out in the Appendix) that are likely to be of interest to them.
* Advise on or campaign for issues raised by members.
* To work with local authorities, public bodies and private organisations to ensure that the best interests of residents are pursued, with the objective of ensuring that Maiden Erlegh remains a pleasant and welcoming place in which to live.

**Executive Committee**

The Executive Committee shall be responsible to the Association for the management of its affairs within the terms of policy laid down by its General Meetings. The Executive Committee shall be empowered to create new officer positions and elect members to those positions. The Committee may exercise its discretion to co-opt Members or appoint Sub-Committees as may be necessary. Such new positions, co-options or appointments shall be effective only during the Executive Committee’s term of office.

The Executive Committee shall authorise the opening of a bank account, cheques upon which may be signed by any two authorised signatories drawn from the officers. The Executive Committee shall be authorised to seek the advice of a solicitor in legal matters arising from the activities of the Association.

The Executive Committee shall meet not less than six times per annum. Five members of the Executive Committee shall form a quorum. In the event of a quorum not being present at the commencement of the meeting, the Chairman will decide whether to continue with an unofficial meeting (in which any actions proposed must be recommended to a subsequent meeting to ratify) or terminate the meeting and carry forward the business to be conducted to a subsequent meeting.

If any officer or area representative fails to attend three consecutive Executive Committee meetings, they may be asked by the Executive Committee for their resignation if this is considered to be in the best interests of the Association.

**Nominations for election of officers and area representatives**

All nominations for officers and area representatives shall be put forward by the Executive Committee in line with the process below or received in writing by the Secretary not less than 14 days before the AGM and shall signify that the nominee will serve if elected. Alternatively, a nomination may also be accepted at the AGM provided the nominee is present and agreeable to serve if elected or has signified their willingness to serve in writing.

**Election of officers and area representatives**

All MERA officers and area representatives act in a voluntary capacity and are unpaid. Members of the Executive Committee shall retire annually and shall be eligible for re-election.

The officers elected by the Annual General Meeting shall be a Chairman, Vice Chairman, Secretary, Treasurer, Magazine Editor and the Magazine Team. These officers, together with the Area Representative elected for each area, shall form the Executive Committee. Any temporary new positions or vacancies arising throughout the financial year following the AGM may be dealt with by the Executive Committee for the remainder of the period prior to the next AGM.

The Chairman and Vice Chairman may also undertake the duties of Area Representative in addition to their officer roles.

**Honorary membership**

The Executive Committee shall have power to grant Honorary Membership to any person not otherwise eligible for membership, provided that it is satisfied that such Honorary Membership is in the best interests of the Association. Such honorary members shall have no vote and may not hold office in the Association. Where it is agreed that Honorary Membership is granted to elected political representatives, the Secretary will agree with the Chairman an appropriate political balance to ensure proper representation.

**Roles of officers and area representatives**

**The Chairman** shall preside at all meetings of the Executive Committee and at General Meetings. In the absence of the Chairman, the Vice Chairman shall undertake this role. In the absence of both the Chairman and Vice Chairman the Secretary shall request nominations to undertake the role for that occasion.

The Chairman may authorise urgent action required where it is not appropriate or practical to wait for the next scheduled meeting of the Executive Committee. Such action shall not involve financial expenditure unless agreed in writing with at least two other officers and shall be referred for ratification to the next meeting of the Executive Committee or General Meeting, whichever is the earlier.

The Chairman shall sign the minutes of all official meetings held in the presence of those in attendance at the following meeting to verify that they are a correct record, and the Secretary shall file the signed copy and make it available for inspection as required.

The Chairman shall take decisions on all matters relating to the day to day running of the Association that are not specifically for the membership to decide at its meetings, including the determination of data protection complaints in the Chairman’s capacity as data controller, the appointment of three authorised signatories from the elected officers, and the authorisation of media responses on behalf of the Association.

**The Vice Chairman** shall carry out all the duties of the Chairman when absent but shall consult with the Secretary as appropriate in respect of complaints relating to data protection.

**The Secretary** shall be responsible for the general administration of the Association including the preparation of agendas, minutes and taking any follow up actions from all meetings of the Association. The Secretary shall be responsible also for general correspondence and retaining important paperwork or electronic files including membership details in line with data protection legislation. Additionally, the Secretary shall be responsible for ensuring that queries received on the Association’s email account are dealt with promptly and that the Association’s website is updated as appropriate.

**The Treasurer** shall be responsible for all monies of the Association and present an audited Statement of Account at the AGM in line with this Constitution. The Treasurer’s duties shall also include responsibility for the proper handling of the day to day finances of the Association including the payment of invoices and legitimate members’ expenses as well as for banking subscriptions and all revenue received. All payments made that have not been approved by the Executive Committee or a General Meeting must be approved by the Chairman, or in their absence, the Vice Chairman.

The Treasurer shall maintain a bank or building society account in the name of the Association and may retain a small float for petty cash purposes. In the event that the auditor appointed by the Annual General Meeting is no longer available to audit the Association’s accounts, the Treasurer shall consult with the Chairman (or Vice Chairman if appropriate) to authorise a replacement and report the position to the next meeting of the Executive Committee or General Meeting.

**The Magazine Editor** shall be responsible for the production of the Association’s magazine, writing and assembling articles submitted for publication, editing, sale of advertising space, liaison with printers and distribution to Area Representatives. The Magazine Editor shall ensure that any editorial views expressed are appropriate and reflect the views of the Executive Committee. Articles written by other members and third parties that are included in the magazine shall be approved and edited as appropriate by the Magazine Editor prior to publication. The Editor shall determine the content of the magazine and any disputes arising that cannot be resolved shall be referred to the Chairman, whose decision is final.

**Area Representatives** shall be responsible for the collection of subscriptions from members within their allocated areas and for the distribution of communications from the Association including the regular magazine and notification of general meetings. Area Representatives shall be the principal point of contact for resident members.

**Finance**

The money raised by the Association from membership subscriptions shall be used only to discharge its functions and to provide improved or replacement facilities for residents within budgetary provision and as agreed by the Executive Committee. A bank account shall be opened and maintained in the name of the Association and copies of all relevant invoices and receipts shall be retained for a six-year period to support expenditure and income.

There shall be three authorised signatories including the Chairman and Treasurer. The Chairman is empowered to nominate a third signatory from the officers. No more than one signatory shall be nominated from any one household or family. Authorised signatories shall be able to sign cheques on behalf of the Association and to authorise the Treasurer to instruct the Association’s bankers. Two signatories are required for all cheques and to authorise such instructions including credit transfers.

The annual membership subscription shall be an amount decided annually at the AGM. The financial year shall run for 12 months from 1 March each year.

An audited statement of accounts shall be provided to the AGM by an independent auditor with adequate financial experience to undertake such duties.

**Annual General Meetings**

The Annual General Meeting shall be held within three months of the end of the Financial Year, at least three weeks’ notice having previously been given to members. The business of the Annual General Meeting shall include the receiving of a report and audited statement of accounts; election of officers and area representatives (who shall comprise the Executive Committee); and the appointment of an auditor for the ensuing year.

Additionally, the AGM shall consider any resolution put forward by the Executive Committee, or alternatively by not less than five members of the Association subject to being received by the Secretary in writing not less than 14 days before the date of the AGM.

No new rule shall be made, nor any existing rule be amended or rescinded except at a General Meeting by consent of at least two-thirds of the members present and voting, provided that due notice of the proposed new rule or amendment has been given. Such notice shall be not less than fourteen days before the meeting and received by the Secretary. In the event of a dispute as to the interpretation of these rules, the Executive Committee shall rule on the matter and its decision shall be binding on all members.

Twenty-five members of the Association shall form a quorum. In the event of a quorum not being present within 15 minutes of the time fixed for an Annual General Meeting, the meeting shall stand adjourned and reconvened within 28 days, when those present shall be deemed to constitute a quorum.

**Special General Meetings**

A Special General Meeting shall be called when considered necessary by the Executive Committee or at the written request of not less than ten members, stating the nature of the business to be discussed. At least seven days’ notice of any Special General Meeting shall be given to Members stating the reason for the meeting. The notice periods and voting arrangements as set out for Annual General Meetings above in respect of new or amended rules or resolutions shall apply. Only the business specified may be discussed.

In the event of a quorum not being present within 15 minutes of a Special General Meeting, the meeting shall stand adjourned and reconvened within 28 days, when those present shall be deemed to constitute a quorum.

**Dissolution**

In the event of the dissolution of the Association being agreed by not less than two thirds of the members present at a General Meeting, and providing that proper notice of the intention to propose dissolution shall have been given, the funds of the Association shall, after all outstanding debts have been settled, be made over to a charity or charities approved by the General Meeting.

**APPENDIX TO THE CONSTITUTION**

All households in the following roads within Maiden Erlegh shall be eligible for membership of the Association on payment of the subscription as determined by the Annual General Meeting.

Andrews Road

Bramley Close

Betchworth Avenue

Kennedy Gardens

Lancaster Gardens

Silverdale Road

Allendale Road

Crawford Close

The Parade

Lakeside

Moor Copse Close

Avalon Road

Sevenoaks Road

Kenton Road

Radnor Road

Raggleswood Close

Ashley Close

Squirrels Way

Beech Lane (87-165)

Instow Road

Loxwood

Lind Close

Chelwood Road

Plumtrees

Redhatch Drive (109-113 and 114-120)

Radstock Lane (7-45)

Launceston Close

Woodmere Close

Springdale

Highfields

Byreton Close

Kingsdown Close

Richborough Close

Repton Road

The Orchard

Silverbrook Close