

Friends of Holders Lane and Pebble Mill Fields Committee

Minutes

Meeting of the committee on Tuesday 18th September 2012 at Christ Church, 963 Pershore Road

<u>Attendees (alphabetically)</u>	<u>Apologies (alphabetically)</u>
Carey B Katy B Matthew B Helen G Joseph K Maggie L Bill M	Linda B Peter B Cath C Ben P

AGENDA

- 1 - Introductions and identifying of skills/interests in the group.
 - 2 - Appointment of Secretary, Vice Chair and Treasurer.
 - 3 - Agree key points on how the committee will function including quorum.
 - 4 - Discussion and agreement of key actions:
 - Constitution
 - Action plan on development proposals
 - Action plan on other field developments
 - Consideration of a mission statement
 - 5 - Dates of next committee and public meetings, and format of next meetings
 - 6 - Discussion and agreement of the statement to councillors
 - 7 - Any other business.
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1. Introductions around the committee members.

2. The following were appointed by unanimous vote of those present:

Deputy Chair: Carey B

Secretary: Helen G

Treasurer: Maggie L – concentrating on funding with assistance from Carey.

3. How the Committee will function including a Quorum:-

- It was agreed that a quorum of the committee would consist of 4 members ie a minimum of 4 people are required to be present to vote and carry a decision. A committee meeting of less than 4 can proceed to discuss matters arising but cannot take any substantive actions.
- It was agreed that any decision of the committee requiring a vote will be taken on a simple majority of those present
- It was agreed that all minutes of the committee and the text of any external communications of the committee would be published online as soon as practically possible

- It was agreed that the committee must agree and authorise any communication with external bodies by members of the committee. In particular, no committee member may communicate with Kingsbridge, University College Birmingham or the Council, whether as an individual or on behalf of the committee, without prior authorisation to do so. In any urgent case requiring a communication, where prior consultation is not possible, the Chair or Deputy Chair may issue a communication in line with the aims of the Group.

ACTION: Bill to set up an online space / blog for the Committee to post information on meetings, minutes, decisions, etc., where documents can be posted by the committee for all to view. Agreed this would be an 'information only' space to start with

ACTION: Bill agreed to look at other 'friends of' sites to see what they do and report back to committee by next meeting as to what the headline policy of the site might be.

4. Discussion and Agreement of key Actions:-

- Agreed that no-one would place anything on line without approval from the committee.
- Discussion on how to send information out to people, i.e. consideration of those not on-line.
- Agreed that the first action of the committee would be to issue a statement of the views of the group to the councillors and request a meeting, if agreed under item 6.
- Agreed that discussion of other ideas from the group regarding the fields would be carried forward to the next meeting.

ACTION: Helen agreed to speak to council about Notice Boards. Can we post on Cannon Hill and Highbury Park Boards? Can we have our own Notice Board? Report back at next meeting.

ACTION: Katy agreed to look at and put together a draft constitution with assistance from Carey. The Committee to look through first draft at the next meeting.

ACTION: Matthew to bring a draft Mission Statement to the next meeting for consideration of committee members.

5. Dates of next committee and public meetings and format, etc.

- Agreed that meetings would be at approximately 3 week intervals with the next meeting to be on Wednesday 3rd October at 7pm – 9pm.

ACTION: Helen to book the meeting at Christ Church (same venue) and notify all.

6. Discussion and agreement of the statement to councillors.

- Agreed that the revised text from MB's email of 13th September will be used.

ACTION: Matthew to send the agreed communication to Karen McCarthy – Birmingham City Council and request a meeting to discuss further with Matthew and at least one other committee member present.

7. A.O.B.

ACTION: Helen to bring information about the Covenant around Holder's Lane woods to the next meeting.