

MINUTES OF THE CRA MEETING
held at 9 Gloucester Road
on Monday 20 April 2015

Present:	Helen Zammett	HZ	Chair
	Gill Bramham	GB	Membership Secretary
	Millicent Brown	MB	
	Steve De'ath	SD	
	Malcolm Dowers	MD	Webmaster and Treasurer
	Naomi Passman	NP	

1. Apologies for absence

Apologies were received from Ron and Janet Berger

2. Minutes of the last meeting

Agreed

3. Treasurer's Report

Please see attached report. All the recommendations 1-4 and 6-7 were agreed with the exception of recommendation 5 as HZ wanted to wait until the signatories had been amended.

4. Membership Report

GB said that there had been no further activity as it was now the run up period before annual membership renewals. She noted that membership was at 24% of CRA households compared to 28% for last year (making it the lowest ever). SD said he believed that much of the membership take up was determined by events which happened on the Estate.

There was an agreement that some of the decline in the number may be due to the fact that there had been a number of changes in house occupation and that we have not published many newsletters in the last year. The Committee

decided to publish at least three newsletters a year, including one before the AGM and one before Christmas. Access to the Tradesman's List was also a definite reason for some people joining, but it was appreciated that this had not been updated since 2012.

5. Conservation Area Signs

It was decided that HZ was to find out what the cost of a metal sign would be as opposed to the plastic ones quoted for. MD gave an estimate cost of £200 for the planning application(s) and £400 for installation of the signs based on noticeboard.

It was agreed that once the total approximate cost was known, then WASRA would be approached to see what their view was on the signs and whether or not the Wanstead Society would split the cost.

6. The Fence between the Cricket Club and the Tennis Club on Nutter Lane

It was agreed to defer an assessment of this until a formal planning application had been made.

7. Planning application for 12 Hereford Road

It was noted that the application to build a two storey side extension, a new porch and a stainless steel flue at the side of the building, was rejected. HZ is to pursue the reason for the rejection and ask for a copy of the rejection letter.

8. City Airport

HZ reported that London Mayor Boris Johnson had rejected the Airport's request to expand, against the wishes of Newham Council. The current shortage of space is curtailing the number of flights which the Airport is permitted to have. If permission were granted the current number of flights would increase from 70,000 a year to 110,000 a year.

9. AOB

CRA Records – it was agreed these be kept for 7 years.

Tradesman’s list – HZ to contact Mark Bentley to obtain this and get any updates available.

AGM – HZ to request the Nutter Lane Football and Cricket Club members’ room for Tuesday 7 July, or if not available then Monday 6 July.

PRE-AGM NEWSLETTER. It was agreed that the content ought to include the notice of the AGM, a membership form, a warning that the CCTV cameras on Wanstead High St are being used to give parking fines and advice on how to deal with No Cold Callers.

Street Signs. HZ to ascertain if Redbridge Highways Department was keeping the agreement that any replacement signs have the words Wanstead Grove Conservation Area under the street name. The poor state of the sign at the corner of Nutter Lane and Leicester Road would be mentioned.

10. Date time and venue of the next meeting

8:00pm on Monday 29 June at 9 Gloucester Road

Approved by the CRA Chair Helen Zammatt on 22 June 2015

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The Counties Residents' Association

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Treasurer's Report - 20/4/2015

Malcolm Dowers took over the Treasurer Role from Mark Bentley on 28/3/2015.

Handover Documentation

Helen Zammett provided some treasurer documentation during the CRA meeting 2/3/15, with other documentation provided by Mark Bentley 28/3/2015. The various folders of paperwork and other documentation were analysed and compiled and some will be handed over to other committee members as follows:-

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|---------------|---|
| Helen Zammett | Barclays Bank folder containing various paperwork related to finances of the Counties Neighbourhood Watch, including a cheque dated 2010 (now expired). This information is outdated and can be archived. |
| Helen Zammett | Pink pocket folder containing various paperwork related to the CRA noticeboard application and installation. This information is sufficiently old that it can be archived. |
| Helen Zammett | A red pocket folder, a blue folder, a yellow folder and a clear folder containing various paperwork related to various grants, some of which were secured/spent/refunded, some of which were not secured/applied for. This information is sufficiently old that it can be archived. |
| Gill Bramham | Blue folder containing a few dozen membership forms. This information can be filed/archived as per membership secretary's procedures. |



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Treasurer's Report - 20/4/2015 - continued

Financial Statement

The CRA has banked funds of £3165.05 as of 1/4/2015.

Incoming membership funds from Standing Orders are as follows:-

Date	Amount	Name	Road	Notes
17/6/xx	£10.00	McDonald	Unkown	1
1/7/xx	£5.00	Tompkins	Buckingham	1
1/7/xx	£20.00	Carey	Hereford	
1/7/xx	£10.00	Carnelly	Warwick	
1/7/xx	£20.00	Downs	Warwick	
TOTAL	£65.00			

Notes:

1. Not currently on Webmaster's email list! Membership secretary to check and advise details if they appear on membership register and/or membership numbers (they may not provide new membership form each year as they pay by standing order).

Financial Projection

The bulk of the financial costs of running the CRA relate to the website and newsletter printing; both are paid by Malcolm Dowers and reimbursed at the end of June to tie up with the AGM.

Helen is owed ~£200 and Malcolm's current "tab" is running at ~£200 (website = £136.00).

This should mean we should be starting the new CRA subscription year with around £2750.00 in the bank.

Bank statements are missing for Jan 2014-July 2014, but it would appear broadly speaking current membership levels approximately meet current expenditure.



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Treasurer's Report - 20/4/2015 - continued

Recommendations

1. Statements are currently delivered to 9 Gloucester Road FAO Mark Bentley on a bi-monthly basis. These should be changed to 43 Leicester Road FAO Malcolm Dowers.
2. Statements should be changed to monthly or quarterly with period end being 30/6/xx to tally with "CRA Subscription Year". Bi-monthly is just plain annoying.
3. Cheque signatories should be changed to Helen Zammett **AND** Steve De'Ath - ie dual signatory.
4. The reserve account should be closed.
5. As Helen has been waiting long enough for her repayment of the WaSRA meeting, before cheque signatories are changed, we should allow Helen to sign her own cheque.
6. Items 1-4 will need a letter and/or a meeting with Nat West to enact, but should be done prior to the AGM so that CRA Subscription Year 2015/2016 is started correctly.
7. Membership funds submitted to the Treasurer from the Membership Secretary should be issued with a statement (A4/A5 size) along the lines of "Funds for period 01/02/15 - 31/03/15 equalling £15.00". The period doesn't have to start/end at beginning/end of a month, but there should be no gaps. The statement need not break down the total into from whom, how much, date etc, but can if that assists, but we need some method of recording funds transfer between the committee members, else there is no audit trail.