

# Lower Walkley Community Group Meeting Minutes 11<sup>th</sup> Dec 2012

## **Attendees**

Mike Hutchison  
Ken Dorning  
Neale Gibson  
Lori Kitchin  
Peter West

## **Apologies**

Anna Foley

## **Agenda**

- Agree constitution
- Key people identified
- Setting up of accounts
- Next steps
- AOB

## **Discussions**

- Parks funding is being looked at currently by the council – green spaces being looked at to see how to reduce costs e.g. stop cutting grass. This fits in with us applying for land.
- We've not heard back from Ceri yet on the layout/map and what they are prepared to offer us. Anna following up.
- Went through constitution to make minor amendments
- Constitution agreed
- Main positions identified:
  - o Chairperson – Michael Hutchison
  - o Secretary – Anna Foley
  - o Treasurer – Peter West

Other management committee positions agreed

Ken Dorning, Lorraine Kitchen

- Setting up of accounts for the group – discussed a number of potential banks to use – decided upon The Co-Operative Bank. Seen as a more ethical bank and do not charge a fee. Mike to pick up information from the bank to get account set up. Once the account is set up, Neale will put Mike in touch with Rebecca (Community Assembly) to formally apply for the £500 that has been awarded to the group. Signatories (of which two will be required for all withdrawals/cheques) will be:
  - o Peter West
  - o Michael Hutchison
  - o Anna Foley
  - o Lorraine Kitchin
- Insurance was discussed briefly and will be on the next agenda
- When should we advertise us getting the land/what we trying to achieve. Decided that we should wait until we have an offer in principle.
- Catchment area for membership discussed – discuss in more detail at next meeting
- Advertising for members will be done via notice boards/press release/ website. Door to door with only be done for the closest residents to explain what is happening (letter that already drafted to residents). Neale to provide webspace and will send details to Mike for him to set up initially. Will try to get address [www.LWCG.org.uk](http://www.LWCG.org.uk). Mike will write press release. Would be good if we could get Neale along for photo and other local ‘celebrity’.
- Next meeting: 22<sup>nd</sup> Jan, 7:30pm, Hillsborough Hotel. Agenda to follow.

### **Actions**

- Anna to follow up with Ceri on layout/map and offer.
- Neale to type up agreed amendments to constitution and send out to the group.
- Anna to co-ordinate the signing of the constitution by the group management group members.
- Mike to get info on account set-up from The Co-op
- Neale to send Mike contact details for Rebecca (Community Assembly)
- Neale to give webspace details to Mike
- Mike to set up website initially
- Mike to write press release
- Neale to make Joanne Buck aware of our plans to move things forward.