

Inspired by the past, picture your future...

LOOK! St Albans **our community voice on design**

“In the spirit of community-led neighbourhood planning the ethos of Look! St Albans is to be transparent, proactive, respectful, collaborative, open, diverse, explorative and community-rooted. It follows that any information obtained by Look! St Albans from its dealings with any person or body in the performance of its Purpose and Aims must be treated as being in the public domain.”

Agenda for Look! St Albans 2nd representatives’ group meeting to be held on Monday 24th February 2014 at 7:30 The County Constitutional Club (St Albans) Limited, 29 Ridgmont Road, St Albans, Hertfordshire AL1 3AG (*Sat Nav users please enter AL1 3AH*) <http://www.thecountyclub.org/main/index.php/contact>

Meeting to be conducted as set out in our adopted constitution 5.2: Representatives’ Group powers and meetings.

“Members of Look! St Albans may attend as observers any meeting of the Representatives Group and the Chairperson may invite an observer or observers who are not members to attend, but they may not vote. The Representatives’ Group reserves the right to exclude observers where a majority of Representatives’ Group members present deem that this is necessary for the effective conduct of the Group’s business.”

Definitions: A **design charrette** is an intense period of design or planning activity. A **design code** is a set of illustrated design rules and requirements, which instruct and advise on the physical development of a site or area.



Please ensure you purchase a beverage on arrival.

Apologies for absence

Minutes: To confirm the minutes of meeting No. 1 of the representatives group held on 13th January 2014

Signing of approved minutes by chairman

Short updates on matter arising from minutes: *Any substantial items not previously advised to the secretary with wording will be discussed at a future meeting of the reps group.*

Chairman's update

Deputy Chairman's (if required)

Treasurer update: to include a vote to approve banking arrangements please see draft resolutions below

Secretary's update including investigations into insurance

Proposal by Chairman Vanessa Gregory

Community Feedback (short working party)

Aim and Objective; as it is best practice on community engagement to ensure all views are recorded; we should review feedback from the open meeting on 20th March 2013.

Purpose: Ensure all views are recorded in a user friendly manner, published and our supporters advised.

Proposal by Chairman Vanessa Gregory

Can we propose any innovative ways to get our key messages to the community?

Two key messages are:

- 1) Understanding why part funding of charrettes etc by developers is necessary and appropriate.
- 2) Understanding that viability for a new development the issues are not purely economic, *though fundamental*, but also include social and natural/environmental. This is set out in our Community Capital Framework on page 15 of the workshop report.

Proposal by Graeme Eastham

A discussion of the form that consultation with LSA should take. After the discussion LSA should write to SADC expressly setting out its terms of consultation.

Aims, objectives and purpose

To ensure that all members of the Steering Group and SADC understand the form LSA Consultation will take.

Proposal by Graeme Eastham

A discussion as to whether or not distillation of the Design Code document is desirable (brought forward from the previous meeting).

Aims, objectives and purpose

To reinstate for discussion an item that could not be discussed fully at the previous meeting' and 'whilst taking care to acknowledge that the original document has been consulted upon the steering group should decide whether or not a distilled version should be made available to all'

AOB: Any substantial items not previously advised to the secretary with wording will be discussed at a future meeting of the reps group.

Set date and venue for the next reps group meeting

Proposal by Treasurer Chris Debenham to be voted upon under Treasurer's update

Draft Resolutions for opening bank account

Nat West

It was resolved that a banking relationship will be maintained with National Westminster Bank Plc ('the Bank") in accordance with its 'Unincorporated Club, Society or other Community Organisation Mandate' and that:-

- (a) the individuals identified to the Bank as authorised signatories may, in accordance with the signing rules, sign cheques and give instructions for Standing Orders, Direct Debits, Electronic Payments, Banker's Drafts and other payments on the accounts even if it causes an account to be overdrawn or exceed any limit.
- (b) any authorised signatory may give other instructions or requests for information to the Bank in relation to the accounts; opening accounts with the same signing rules and authorised signatories; closing accounts; or other banking services or products.
- (c) the Bank may accept instructions that do not have an original written authorised signature provided the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions.
- (d) Look! St Albans will provide to the Bank a copy of its constitution and any amendment to the constitution, certified as correct by the Secretary.
- (e) this mandate will continue until Look! St Albans gives the Bank a replacement mandate or passes a resolution changing the signing rules and/or adding or removing an authorised signatory in which case this mandate will continue as amended.

Barclays

The Meeting considered the Barclays Customer Agreement and other documents which the Bank has provided and resolved that:-

1. Look! St Albans ("LSA") appoint Barclays Bank PLC ("the Bank") as LSA's bankers;
2. LSA accept the terms of the Barclays Customer agreement and confirm such acceptance to the Bank by completing the Bank's form of Appointment of Bankers;
3. LSA authorise any individual notified to the Bank (an "authorised person") to:-
 - (a) enter into any other agreements with the Bank (including banking facility agreements and indemnities) which they consider to be in the interests of LSA from time to time; and
 - (b) give instructions concerning the operation of LSA's bank accounts and otherwise communicate with the Bank in each case in writing or verbally, in accordance with the Customer Agreement; and
 - (c) register LSA for the Bank's computer and telephone banking services.

We also noted that if LSA has registered for the Bank's computer and telephone banking services, any of the authorised person(s) acting in accordance with the current approval processes for the services would be responsible for amending LSA's 'customer profile' which (among other things) determines:-

- (a) the accounts that can be accessed by computer or telephone;
- (b) security procedures and the number of individuals required to approve each instruction issued to the Bank (approval processes);
- (c) the individuals ("users") allowed to use the service for making payments and other purposes (within any specified limits)

We also noted that the Bank is entitled to act on all instructions given by a User in accordance with the correct security procedures until the company notifies the appropriate computer or telephone banking service that the User is no longer authorised to act for it.