

*Inspired by the past, picture your future...*

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

*"In the spirit of community-led neighbourhood planning our ethos is to be transparent, proactive, respectful, collaborative, open, diverse, explorative and community-rooted."*  
<http://www.lookstalbans.org/> email [lookstalbans@gmail.com](mailto:lookstalbans@gmail.com) Twitter [@LookStAlbans](https://twitter.com/LookStAlbans)

## **Agenda**

**Look! St Albans 5<sup>th</sup> representatives' group meeting to be held on  
Monday 22<sup>nd</sup> June 2015 at 7.30pm in Suite 19,  
STANTA Board Room Business Centre, 3 Soothouse Spring, St Albans,  
Herts AL3 6PF  
Please note change of venue**

**Map <https://www.google.co.uk/maps/place/STANTA/@51.770441,-0.325983,17z/data=!4m2!3m1!1s0x0000000000000000:0x29714b0b37a76db2>**

**Please print (if required) a copy of this agenda for your use at the meeting**

As per 5.2 REPRESENTATIVES' GROUP POWERS AND MEETINGS the full extract from this section of our constitution is reproduced at the end of this agenda.

**1) Apologies for absence**

**2) Election of officers please see section 5.2 (e)**

The current officers have indicated they are willing to serve for a 2<sup>nd</sup> year.

**3) Conflicts of interest as per 6. of our constitution CONFLICT OF INTEREST**

Should any member of Look! St Albans or the Representatives' Group, or any associate partner or relative of such member, have a pecuniary or potential pecuniary interest in any city centre site of interest to Look! St Albans, that member should declare his or her interest at or before the start of the meeting and not vote on any issue pertaining to that site.

**4) Approval of minutes from reps group meeting dated 24<sup>th</sup> November 2014 (previously circulated). Please print out a copy should you need these for the meeting.**

**5) Chairman's update**

## 6) Treasurer's update

As Chris has to leave early please see his report below.

7) Verbal updates on events and activities from individual Representative Group members acting as ambassadors for Look! St Albans since last group meeting.

8) Chairman to close meeting. Confirm date for next informal gathering as 20<sup>th</sup> July, venue to be decided. (Alternative dates were previously circulated and this date seemed the most popular). Adjourn to nearest hostelry for refreshments.

### **LOOK! ST ALBANS** **Budgeted Expenditure 2015**

#### **Annual costs**

*(i.e. costs likely to be payable annually regardless of whether Look! St Albans is involved in a charrette/workshop)*

|   |                 |
|---|-----------------|
| Indemnity insurance policy premium              | £475.00         |
| Subscriptions to other bodies, e.g. CVA, Flickr | 40.00           |
| Printing, postage and stationery                | 100.00          |
| Website - hosting, domain name                  | 85.00           |
| - maintenance                                   | 250.00          |
| Hire of premises, e.g. AGM                      | 75.00           |
|   | <u>1,025.00</u> |

#### **Likely charrette/workshop costs (per charrette)**

*(i.e. those costs Look! St Albans should expect to have to pay on the occasion of each charrette - assuming a small to medium sized development, one day charrette)*

|   |           |
|---|-----------|
| Publicity and printing costs                    | £250.00   |
| Banner - costs to erect and remove              | 500.00    |
| Venue - hire for charrette                      | 250.00    |
| Venue - hire for public meeting (pre charrette) | 125.00    |
| - hire for public meeting (post charrette)      | 125.00    |
| Refreshments - allow                            | 200.00    |
|   | £1,450.00 |

#### **Guideline costs for independent external facilitators (per charrette)**

*(assumes a small to medium sized development. The majority of such costs would be expected as a contribution from the developer/landowner. However, Look! St Albans might be required to settle any difference)*

|  |                   |
|--|-------------------|
| Two specialists @ £1,000 each per day<br><i>(assume 4 days' preparation, charrette and report)</i> | £8,000.00         |
| One facilitator @ £650 per day<br><i>(assume 10 days' preparation, charrette and report)</i>       | <u>£6,500.00</u>  |
|  | <u>£14,500.00</u> |

**Summary of Receipts and Payments - year ended 31st March 2015**

|                              | <u>2014/15</u> |                | <u>2013/14</u>       |
|------------------------------|----------------|----------------|----------------------|
| <b><u>RECEIPTS</u></b>       |                |                |                      |
| Donations                    |                |                |                      |
| Public collections           | 293.05         |                | 306.76               |
| Individuals                  | <u>660.87</u>  | 953.92         | <u>145.00</u> 451.76 |
| <br>                         |                |                |                      |
| <b><u>PAYMENTS</u></b>       |                |                |                      |
| Public meetings              |                |                |                      |
| Banner                       | 0.00           |                | 25.00                |
| Sound and projection         | 0.00           |                | 50.00                |
| Hire of premises             | 55.00          |                | 120.00               |
| Charrette refreshments       | 170.54         |                | 0.00                 |
| AGM refreshments             | 22.07          |                | 0.00                 |
| Insurances                   | 471.72         |                | 0.00                 |
| Website/social media         | 82.36          |                |                      |
| Subscriptions                | <u>36.34</u>   | <u>838.03</u>  | <u>0.00</u> 195.00   |
| <br>                         |                |                |                      |
| SURPLUS/ (LOSS) for the year |                | <u>£115.89</u> | <u>£256.76</u>       |

**Balance sheet at 31st March 2015**

|                                | <u>2014/15</u> | <u>2013/14</u> |
|--------------------------------|----------------|----------------|
| <b>ASSETS</b>                  |                |                |
| Cash at bank                   | 372.65         | 256.76         |
| <br>                           |                |                |
| Represented by:                |                |                |
| <br>                           |                |                |
| <b>ACCUMULATED FUND</b>        |                |                |
| As at 31.03.14                 | 256.76         | 0.00           |
| Add surplus/(deficit) for year | <u>115.89</u>  | <u>256.76</u>  |
| As at 31.03.15                 | <u>£372.65</u> | <u>£256.76</u> |

## Report by the Treasurer for the period ended 31 March 2015

The Balance Sheet shows that a cash balance of £372.65 was held at the end of the accounting period, and that income exceeded expenditure by £115.89, and these are the bare facts of Look! St Albans' financial situation.

The reality of Look!'s finances is perhaps better shown by the Summary of Receipts and Payments, from which you will see that all Receipts were attributable to donations collected at our public meetings, or from individuals, the latter mainly but not exclusively the paying of bills by officers. Whilst not a desirable state of affairs, it is quite common in the early years of a new voluntary body, and possibly a reflection of the fact that Look! is not only a new body but also a new concept in the field of town planning. This makes it harder to engender public enthusiasm for Look!'s aims other than amongst those sections of the St Albans public from time to time affected by a planning proposal with which Look! is concerned.

The Summary of Receipts and Payments includes items that have been paid directly by individuals to the payee. Those items have therefore not gone through the bank account, but it is considered important to show them within the Summary as an indication of liabilities for which Look! must budget.

Raising funds continues to be a problem, not only for the reason already mentioned, but because Look!'s activities are not sanctioned for funding through the Department for Communities and Local Government. There is however genuine hope that this latter state of affairs may change if proposed new legislation comes into effect; but it would remain to be seen whether that legislation would simply fund neighbourhood bodies in settling new design codes with a local authority (a stage already achieved by Look!), rather than also funding charrettes with developers thereafter.

June 2015

Christopher Debenham, Treasurer

**Look! St Albans - Our Community Voice on Design**



### **For your assistance relevant extracts of our constitution pertaining to this and other Representatives' Group meetings**

#### 5.2 REPRESENTATIVES' GROUP POWERS AND MEETINGS

Members of the Representatives' Group shall individually and collectively promote the Ethos, Purpose and Aims of Look! St Albans

(a) The Look! St Albans Representatives' Group may exercise the powers to:-

(i) invite and receive contributions, and raise funds where appropriate, to finance the work of Look! St Albans and to open a Bank Account to manage such funds

(ii) publicise and promote the work of Look! St Albans and organise meetings, trips, training courses, seminars, workshops or similar events

- (iii) share information locally on good practice, via email, Flickr, Twitter and other low cost social media
  - (iv) work with groups of a similar nature and exchange information, advice and knowledge with them, including co-operation with other voluntary bodies, charities, statutory and non-statutory organisations
  - (v) enlist or employ such staff (who shall not be members of the Representatives' Group) as are necessary to conduct activities to meet the Ethos, Purpose and Aims
  - (vi) take any form of action that is lawful, which is necessary to achieve the Ethos, Purpose and Aims of Look! St Albans
  - (b) The Representatives' Group shall comprise representatives of those groups, organisation or individuals who are referred to in paragraphs 5.1 (b) and 5.1 (d)
  - (c) The Representatives' Group will meet at least twice a year for formal meetings with the expectation that it will meet on at least a further two occasions a year informally
  - (d) At least seven days' notification must be given to its members for a Representatives' Group Meeting
  - (e) The Representatives' Group Meeting will elect a Chairperson, Deputy Chairperson, Treasurer and Secretary, and the procedure for the election of officers will be determined by the Representatives' Group.
  - (f) The Representatives' Group may appoint working parties from within or outside the list of supporters of Look! St Albans to consider and advise on specific matters.
  - (g) Supporters 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 supporters or members of the Representatives' Group 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.
  - (h) At least one third of the then current members of the Representatives' Group (of whom at least two are to be officers also) must be present at the start of any Representatives' Group meeting for it to be declared quorate.
  - (i) Voting shall be by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed Deputy shall make the final decision.
  - (j) It shall be the responsibility of the Chairperson to chair all meetings, or a designated Deputy in his/her absence. All meetings must be minuted and the minutes must be accessible to all who live in the City and District of St. Albans and interested parties.
  - (k) The Representatives' Group may take appropriate steps, including purchasing insurance, to indemnify its members against any liabilities resulting from their work for Look! St Albans.
- In addition

**5.1 LOOK! ST ALBANS - OUR COMMUNITY VOICE ON DESIGN STRUCTURE AND DUTIES INCLUDING REPRESENTATIVES' GROUP**

- (k) The Chairperson shall not be someone who is also the chair of another local organisation unless the Representatives' Group considers that there is no other candidate who would be a suitably effective and appropriate chairperson.