

*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 6<sup>th</sup> representatives' group meeting to be held on Monday 25<sup>th</sup> January 2016 at 7.30pm in Suite 19,  
STANTA Board Room Business Centre, 3 Soothouse Spring, St Albans, Herts AL3 6PF  
Please note 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) 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.

3) Approval of minutes from reps group meeting dated 22<sup>nd</sup> June 2015 copy available here [http://www.lookstalbans.org/uploads/2/7/7/4/27749191/draft\\_minutes\\_reps\\_group\\_meeting\\_monday\\_22nd\\_june\\_2015\\_.pdf](http://www.lookstalbans.org/uploads/2/7/7/4/27749191/draft_minutes_reps_group_meeting_monday_22nd_june_2015_.pdf) Please print out a copy should you need these for the meeting.



We're proud to be one of Skipton Building Society's Grassroots Giving Winners, recognised for supporting our local community.



This initiative is supported by:



Verulam Road Residents' Association

Cunningham Residents Association

FSRA: Fishpool Street Residents Association



Garden Fields Residents



HAA The Hertfordshire Association of Architects



St Albans City & District Council



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#### 4) Chairman's update

#### 5) Treasurer's update

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

#### 7) Arrangements including date for the AGM

Please note as the last AGM was held on Monday 9<sup>th</sup> February 2015, this AGM must be held by or before Monday 16<sup>th</sup> May 2016. Please see extract from Constitution below.

8) Chairman to close meeting. Adjourn to nearest hostelry for refreshments.

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**For your assistance relevant extracts of our constitution pertaining Representatives' Group meetings and AGM**

#### 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

## **8. ANNUAL GENERAL MEETING (AGM) AND OTHER SPECIAL MEETINGS**

(a) *The AGM shall take place no later than three months after the date of the anniversary of the inaugural AGM and subsequent AGMs. At least twenty eight days' notice must be given before the AGM takes place.*

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St Albans Retail Forum

THE CATHEDRAL AND ABBEY CHURCH OF SAINT ALBAN

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EVPE

Ventham Road Residents' Association

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