

*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."*

[www.lookstalbens.org/](http://www.lookstalbens.org/) email [lookstalbens@gmail.com](mailto:lookstalbens@gmail.com) Twitter [@LookStAlbens](https://twitter.com/LookStAlbens)

## Agenda

Look! St Albans 13<sup>th</sup> Representatives' Group meeting to be held on Monday 6<sup>th</sup> January 2020 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

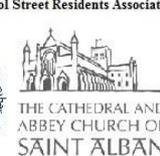
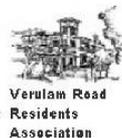
Should any member of Look! St Albans or the Representatives' Group, or any associate partner or relative of such member, have a pecuniary or potential pecuniary interest in any city centre site of interest to Look! St Albans, that member should declare his or her interest at or before the start of the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

### 3) Election of officers please see section 5.2 (e) of our constitution

The current Chair, Deputy Chairperson and the Secretary have indicated they were willing to serve for another year. No other individuals had put themselves forward to serve in these positions. NB Succession planning will be a subject we will have to consider very soon.



This initiative is supported by



**3) Approval of minutes from Reps Group meeting Monday 25th March 2019**, available here <https://www.lookstalbans.org/minutes.html> Please print out a copy should you need these for the meeting.

**4) Treasurer's update** of current Look! financial situation (29<sup>th</sup> November 2019)

The sum available to Look! is £2,003.28.

Since the start of this accounting year commencing 1/4/2019:-

Receipts have totalled £520 - corporate donations £500; private donations £20.

Expenditure has totalled £1,096.42 - premises hire £59; indemnity insurance premium £539.40; subscriptions £90; website/social media £111.02; and Planning Awards ticket refund £297.

**5) Chair's update**

**6) Updates on events and activities from individual Representative Group members acting as ambassadors for Look! St Albans since last group meeting. Preferably a short synopsis should be circulated to Reps Group members ahead of meeting.**

**7) SustFest2020 – 23rd May to 7th June 2020**

Deadline for registration is Sunday 9th February 2020. Plus possible social events.

**8) Fundraising**

Update from Chair on her one to one session with funding officer from The National Lottery Community Fund

**9) Website discussion**

**Look! has received an offer to create a new website for us by Tim Abbott at minimal costs.**

**Chair to close meeting. Followed by informal discussions.**

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For your assistance relevant extracts of our constitution pertaining 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.

