



# Stoughton Community Association

including the Stoughton Community Centre Project (SCCP)  
www.stoughtonca.org

Financially assisted by



## **Minutes of SCA's 2nd Annual General Meeting Monday 24<sup>th</sup> April 2006 at Emmanuel Church, Stoughton, 19:30 - 20.30**

1. Meeting started at 7:30pm with Cllr Pauline Searle as Chair of the meeting and Ian Godfrey as Secretary. Quorum was confirmed with 123 residents signed in.

### **Introductions**

2. **Cllr Pauline Searle** introduced herself as the current Chair of Stoughton Community Association and introduced the following members of the current General Committee who would be standing again:  
**Ian Godfrey** – Honorary Secretary  
**Malcolm Kimber** – Honorary Treasurer  
**Paul Kassell** – chair of the Traffic sub-committee  
**Maureen Bell** – chair of the Community Centre sub-committee  
**Peter Gunner**  
**Dinah Bisdee** (could not attend and has sent her apologies)  
**Cllr Olaf Kolassa** (could not attend and has sent his apologies)  
**Cllr Jayne Marks** – Representative of Statutory Authority, Guildford Borough Council (could not attend and has sent her apologies)  
**Cllr Fiona White** – Representative of Statutory Authority, Surrey County Council
3. Then read out the following names of those members of the General Committee who were elected, nominated or co-opted during the previous year but not standing again, and expressed thanks for the work they did and time so willingly given during their involvement:  
**Mark Lavender** – who contributed greatly to the creation of the Traffic Report  
**PCSO Sheila Willis, Fred Johnson, Alan Noakes** – all present at the meeting.  
**Cllr John Hobrough, Kirstie Wainwright, Jim Alford, Phil Knapp**
4. **Cllr Pauline Searle** asked the audience to give appreciation for the Association's web-site and Ian Godfrey's work producing it.
5. **Cllr Pauline Searle** explained why it is necessary to sign in:
  - Election – voters must be over 18 and live in Stoughton Community Association's area of benefit
  - For newsletters and emails
6. **Cllr Pauline Searle** asked Residents what parts of Stoughton they came from. Residents raised hands to indicate they came from: QE Park, Cardwells Keep, Grange Road area, Cumberland Avenue area, Stoughton Road area, Manor Road, Woodbridge Hill, Worplesdon Road, Worplesdon Road, Bryanstone Road, Sheepfold Road area, Rydes Hill, Shepherds Lane and Shepherds Hill. When asked if any areas were omitted the response was: Tylehouse, Saffron Platt, Johnston Walk, Tylehost, Keens Park area.
7. **Cllr Pauline Searle** explained an AGM is required each year, to report back and hold elections to provide an opportunity for new blood.

### **Previous minutes**

8. The minutes of the previous AGM were not reviewed or approved.  
At the end of the AGM **Grace Blake** asked why the minutes had not been produced or posted on the web-site. **Ian Godfrey** apologised on behalf of the old committee for the oversight and said this would be done.

**Secretary to  
issue**

**Receive the Annual Report of the General Committee**

9. **Cllr Pauline Searle** read out the General Committee's Annual Report:

Last year, residents supported SCA's aim to create a network of community groups and residents throughout the area. This is still a work in progress.

This is residents opportunity to speak with one voice and meet with people who are actively trying to make Stoughton a better place to live in.

As one of the most densely populated areas you contribute a major amount to the GBC coffers and therefore should have your say. I know you want to make Stoughton a more attractive place to live and to make residents proud of their Stoughton address.

Since our last AGM in January last year, SCA have:

- Continued our work on the Stoughton Community Action Plan, which has resulted in the Traffic Report
- Developed a good community spirit with the Traffic Protests in Grange Road
- Commented on the community centre building plans which have now been approved, and started work on the business plan
- Successfully lodged objections to a number of Planning Proposals; unfortunately the planning committee did not agree with a number of objections
- Developed the relationship with Safer Guildford Partnership over traffic and public safety issues.

10. **Cllr Pauline Searle** then asked if that was a fair summary of what SCA has done.

**Ian Godfrey** proposed acceptance of the General Committee's Annual Report, seconded by **Paul Kassell**. The audience were asked if there were any questions or objections. There were none. Then asked for a vote of approval for which there was a clear majority with no votes against.

**Receive the accounts of the Association for the preceding financial year**

11. **Malcolm Kimber** introduced himself as Honorary Treasurer and explained the Association's accounts were for the year ending on June 30<sup>th</sup> 2005, and proceeded to give a summary of the accounts *[attached]*. The audience were asked if there were any questions.

12. A member of the audience asked if the accounts had been audited. **Malcolm Kimber** replied that there was no legal requirement for an audit given the size of the amounts involved, but an audit could be arranged if the members required one.

13. **Michael Andrews** asked for a breakdown of the expenses paid to committee members. **Malcolm Kimber** replied this item was for expenses such as printing, stationery, stamps, rental of rooms and other out-of-pocket expenses reimbursable to members, much of which was represented by the accruals figure on the balance sheet.

14. **Cllr Pauline Searle** proposed acceptance of the Association's Accounts, seconded by **Paul Kassell**. **Ian Godfrey** asked if there were any further questions or objections. There were none. Then asked for a vote by a show of hands. There was a clear majority with no votes against, and 10 abstentions counted.

**Election of Full Member Representatives and other Honorary Officers**

15. **Ian Godfrey** explained:

15 people have nominated themselves for various roles on the General Committee who are also trustees. Lists of nominees are posted around the hall and the nomination forms are on the wall *[pointed to the entrance door]*. The list includes an additional two names for Statutory Authority Representatives.

Prior to the meeting, all nominees, except **Glen Herbert**, had agreed they may be elected en-bloc in the interests of working together as one committee.

The Secretary and Treasurer will be elected later, and the Chair and Vice-Chair are not elected by residents, but by the new committee at its first General Committee meeting.

16. Each nominee then spoke briefly to explain where they lived and why they were standing.

**Ian Godfrey** – standing for Hon. Secretary

**Malcolm Kimber** - standing for Hon. Treasurer

**Cllr Pauline Searle**

**Dinah Bisdee** – not present. Statement read out by Fiona White.

**Gavin Critchley**

**Glen Herbert** – said he would still stand for Treasurer, but withdraw his other nomination as committee member because his opinion was the election process did not comply with the Association's constitution.

**Linda Shefford**

**Maureen Bell**

**Michael Andrews**

**Michael Hanson**

**Cllr Olaf Kolassa** – not present. Ian Godfrey explained that Olaf is a ward councillor for Westborough Ward, living within the area of benefit.

**Paul Kassell**

**Peter Gunner**

**Robin Clinch**

**Wendy May**

**Cllr Jayne Marks (GBC Rep)** – not present.

**Cllr Fiona White (SCC Rep)**

17. A member of the audience asked how many would normally be elected if the nominees had not all agreed en-bloc. **Ian Godfrey** replied the constitution named 8 roles as Honorary Chair, Vice-Chair, Secretary, Treasurer and four Full Member Representatives, but also allowed for a number of other Honorary Officers as decided by the Association, which is why the audience was being asked.
18. **Cllr Pauline Searle** explained SCA needs as many volunteers as possible because there is a lot for everyone to get involved with and people do fall away for one reason or another.
19. **Ian Godfrey** proposed that "All nominees are elected onto the General Committee as Full Member Representatives and other Honorary Officers", seconded by Paul Kassell. **Ian Godfrey** asked if there were any further questions or objections. There were none. Then asked for a vote by a show of hands. There was a clear majority, with 1 vote against and 5 abstentions counted.

**All members to receive a copy of the constitution and sign the minute book - Clause 10(f)**

#### ***Election of Honorary Secretary***

20. **Ian Godfrey** was appointed the uncontested post of Honorary Secretary, with a clear majority, 1 vote against and 5 abstentions counted.

#### ***Election of Honorary Treasurer***

21. **Glen Herbert** was proposed by **Liz Skoda** and seconded by **Eric Cowie**. **Malcolm Kimber** was proposed by **Maureen Bell** and seconded by **Tony Ferris**. Each nominee spoke and answered questions.
22. **Ian Godfrey** asked if there were any further questions or objections. There were none. Then asked for a vote by a show of hands. **Fiona White** volunteered to count. There were **29 in favour of Glen Herbert** and **64 in favour of Malcolm Kimber**. **Ian Godfrey** asked if there were any objections. There were none. **Ian Godfrey** stated that **Malcolm Kimber** had been elected as Honorary Treasurer.

#### ***Note the names of persons serving as Representatives of Statutory Authorities***

23. **Cllr Jayne Marks** to serve as the Representative of Statutory Authority Guildford Borough Council.  
**Cllr Fiona White** to serve as the Representative of Statutory Authority Surrey County Council.

#### ***Remaining AGM Business***

24. **Ian Godfrey** stated there was no further formal business; and the AGM ended at 8:30pm.

**Acronyms**

|              |  |
|--------------|--|
| <b>GBC</b>   | Guildford Borough Council  |
| <b>QEPRA</b> | QE Park Residents Association (qep.residents.sec@ntlworld.com)                     |
| <b>SCC</b>   | Surrey County Council  |
| <b>SCCP</b>  | Stoughton Community Centre Project (a sub-committee of SCA) (sccp@stoughtonca.org) |
| <b>TWG</b>   | SCA Traffic Working Group (a sub-committee of SCA) (traffic@stoughtonca.org)       |

Minutes prepared by Secretary of the meeting Ian Godfrey.

Approval of these minutes was:

Proposed by Edward Tudor .....

Seconded by Maureen Bell .....

Approved at the 3<sup>rd</sup> Annual General Meeting held at Emmanuel Church .....

On 5<sup>th</sup> March 2007 .....

*After the AGM, **Paul Kassell** gave a presentation on Stoughton Traffic Issues and the SCA Traffic Report, with 83 feedback forms handed in after the presentation and more forms sent in subsequently.*

*There was also a raffle which collected £52.50.*

***Maureen Bell** presented a news update about the Community Centre, and asked the audience to complete the survey questionnaire that has been sent out. She also requested professional advice from residents to assist with the development of the community centre.*

***The Association** apologises for there not being sufficient time available for all questions, and thanks everyone for attending. Further news and information is available on the web-site [www.stoughtonca.org](http://www.stoughtonca.org)*

*SCA Accounts attached below.*

## Stoughton Community Association

### Balance Sheet

|  | 30th June 2005        | 30th June 2004        |
|--|-----------------------|-----------------------|
| <u>Note</u>                              | <u>£</u>              | <u>£</u>              |
| <b>CURRENT ASSETS</b>                    |                       |                       |
| Cash at Bank:                            |                       |                       |
| Nat West Advantage Gold                  | 608                   | -                     |
| Nat West Bonus Saver                     | 347                   | -                     |
| Nat West Curr acct SCCP                  | <u>1,749</u>          | <u>1,782</u>          |
| Total Current Assets:                    | <u>2,704</u>          | <u>1,782</u>          |
| <b>CURRENT LIABILITIES</b>               |                       |                       |
| Accruals - committee expenses            | <u>785</u>            | <u>68</u>             |
| Total Current Liabilities                | <u>785</u>            | <u>68</u>             |
| Net Current Assets/(Liab)                | 1,919                 | 1,714                 |
| <b>TOTAL NET ASSETS:</b>                 | <b><u>£ 1,919</u></b> | <b><u>£ 1,714</u></b> |
| <b>ACCUMULATED RESERVES</b>              |                       |                       |
| General fund: Surplus/(deficit) for year | 1      204            | (686)                 |
| General Fund: Brought Forward            | 1      715            | 1,400                 |
| Restricted Funds                         | 2      1,000          | 1,000                 |
| <b>TOTAL RESERVES</b>                    | <b><u>£ 1,919</u></b> | <b><u>£ 1,714</u></b> |
| <br><b>Notes:</b>                        |                       |                       |
| 1. General Funds are designated:         |                       |                       |
| Stoughton Community Association          | 161                   | (44)                  |
| Stoughton Community Centre Project       | 758                   | 758                   |
| 2. Restricted Funds:                     |                       |                       |
| Exhibition space S C C P                 | 1,000                 | 1,000                 |
|  | <u>£ 1,919</u>        | <u>£ 1,714</u>        |

## Stoughton Community Association

### Statement of Financial Activities

|   | Year end<br>30th June 2005 | Year end<br>30th June 2004 |
|---|----------------------------|----------------------------|
|   | £                          | £                          |
| Incoming Resources from<br>Generated Funds:       |                            |                            |
| Voluntary income                                  | 59                         | -                          |
| Incoming Resources from<br>Charitable Activities: |                            |                            |
| Grants  | 1,000                      | 1,000                      |
| Investment income:                                |                            |                            |
| Bank Interest Receivable                          | <u>6</u>                   | <u>-</u>                   |
| Total Incoming Funds                              | <u>1,064</u>               | <u>1,000</u>               |
| Resources Expended:                               |                            |                            |
| Charitable Activities:                            |                            |                            |
| Room Hire   | 273                        | -                          |
| Printing and Stationery                           | 528                        | -                          |
| Telephone & internet                              | -                          | 59                         |
| Post and Packing                                  | -                          | 9                          |
| Bank Charges                                      | 26                         | -                          |
| Newsletter  | 13                         | -                          |
| Subscriptions                                     | 20                         | -                          |
| Legal Fees  | -                          | 825                        |
| Architects fees                                   | <u>-</u>                   | <u>793</u>                 |
| Total Resources Expended                          | <u>860</u>                 | <u>1,686</u>               |
| Net Incoming/(Outgoing) Resources<br>for the year | <u>£ 204</u>               | <u>£(686)</u>              |