

15 January 2014

## **YATE COMMUNITY PLAN ANNUAL GENERAL MEETING**

**The Chair of The Yate Community Plan invites you to attend the  
Annual General Meeting of the Yate Community Plan  
To be held on Monday 10 February 2014  
from 6.30pm-7.30pm at Poole Court, Yate.**

**(To be followed by the Yate Community Plan Management Committee meeting  
consisting of elected members at 7.30pm agenda attached see item 10).**

### **A G E N D A**

- 1 Welcome and introductions**
- 2 To receive update on Yate Community Plan from the Outgoing Chair to include:**
  - **In Bloom**
  - **Friends of Yate Station**
  - **Friends of Kingsgate Park**
  - **Fairtrade**
- 3 Apologies for absence**
- 4 To elect Chair, Treasurer and Secretary for the Management Committee, along with up to 4 Committee members (nominations are to be received by the Town Council Office at least 24 hours before the AGM takes place)**
- 5 To receive and approve Yate Community Plan constitution (Appendix 1)**
- 6 To approve annual accounts (Appendix 2)**
- 7 To receive update from Treasurer regarding generic 'Yate Community Plan' public liability insurance to cover individual In Bloom groups**
- 8 To appoint an independent examiner**
- 9 Bank account and signatories**
- 10 To receive any motions for consideration by the meeting which must be received by the Town Council office at least 14 days prior to the AGM**
- 11 Agree next steps**
- 12 To note the Yate Community Plan Management Committee meeting will follow the AGM, agenda attached (Appendix 3)**
- 13 Thanks and close**

**YATE COMMUNITY PLAN****Constitution**

adopted on 30 January 2013

**1 NAME**

The Organisation shall be known as **YATE COMMUNITY PLAN** hereafter referred to as the Organisation.

**2 AREA OF BENEFIT**

The area of benefit of the Organisation shall be Yate and Dodington.

**3 AIMS**

To work with local residents, communities and organisations to promote the sustainable, social, environmental and economic well-being, leading to a confident and thriving community with improved facilities and quality of life for the benefit of Yate and Dodington.

To improve housing conditions and seek to encourage opportunities for employment training and lifelong learning.

**4 POWERS**

- i) to further develop the Community Plan;
- ii) to review progress and to consult and respond to the changing views of residents and encourage them to contribute their views on the future actions;
- iii) to set up sub committees to collect information and produce and record recommendations for future progress and actions;
- iv) to raise funds and open a bank account;
- v) to obtain or hire equipment and premises;
- vi) to appoint trustees to hold property (*if required*);
- vii) to employ staff and recruit volunteers (*if required*);
- viii) Co-operate with and support charities with similar purposes

and to do all such other lawful things as are necessary to further the objects of the organisation.

**5 MEMBERSHIP**

- i) Membership of the Organisation shall be open to:
  - any person that supports the aims;
  - any group which supports the aims of the Organisation or its work. (Groups will nominate a named person to be their representative at the AGM).
- ii) In addition:
  - applications shall be made in writing to the Management Committee;
  - the Secretary shall keep an up-to-date record of both individual and group membership;

- membership may be terminated by the Management Committee on the grounds of a member or group acting against the aims of the Organisation or bringing the Organisation into disrepute.

## **6. MEETINGS OF THE ORGANISATION**

### **6A. ANNUAL GENERAL MEETING**

- i) An annual general meeting shall be held within 15 months of the last annual general meeting. The date, time and place to be determined by the Management Committee.
- ii) Each annual general meeting shall be convened by the Secretary who shall notify all members in writing at least 21 days before the date of that meeting.
- iii) Any motion for consideration at the annual general meeting must be in the Secretary's hands no later than 14 days prior to the date of the meeting.
- iv) The business of the annual general meeting shall include:
  - adoption of annual report and accounts;
  - election of up to 4 committee members and three officers (chair, treasurer and secretary);
  - appointment of an independent examiner.
- v) Nominations for the Committee should be submitted to the Secretary 24 hours before the annual general meeting. If there are more nominations than there are vacancies to be filled, an election will be held. If there are less nominations than there are vacancies, nominations may be accepted at the annual general meeting.
- vi) Every member shall be entitled to one vote.
- vii) The quorum for both the annual general meeting and special general meetings will be 10 members.

### **6B. GENERAL MEETINGS**

- i) Yate Community Plan may hold General Meetings each year to which all members, members of the public and other interested organisations may be invited;
- ii) The purpose of these meetings will be to report on activities, hear from speakers and to review progress of the Plan's priorities and projects

### **6C. SPECIAL GENERAL MEETINGS**

A special general meeting should be convened at the request of at least 5 members, made in writing to the secretary giving 21 days notice. Such a meeting shall be held within 30 days of that request. Agenda and motions submitted should be circulated to all members.

## **7. MANAGEMENT COMMITTEE**

The duty of the Management Committee will be to carry out the aims of the organisation, provide the management and control the affairs of the Organisation.

- i) At the AGM of the Organisation, the members shall elect from amongst themselves a Chair, Treasurer and Secretary (the officers) who shall hold office from the conclusion of that meeting, plus up to 4 committee members;

- ii) In the event of any committee members resigning before expiry of office the committee shall co-opt a member to fill this vacancy. In the event of an Officer resigning, a replacement shall be elected by the committee from amongst its own members;
- iii) The Chair will have a casting vote other than during the election of Chair;
- iv) All members of the Management Committee shall resign at the AGM but shall then be eligible for re-election. (After a period of service of 5 years a committee member must leave a period of one year before standing for re election);
- v) The committee shall meet no less than twice annually;
- vi) There shall be a quorum when at least one third of the number of members of the committee for the time being or 3 members of the committee, whichever is the greater, are present at a meeting;
- vii) The committee shall keep minutes of the proceedings at meetings of the committee and any sub-committee;
- viii) The committee may invite any persons with particular knowledge, experience or skill to attend committee meetings on special issues but without having the right to vote. In addition, advisory non-voting members can be invited to join the group to contribute special expertise, including officers of South Gloucestershire Council;
- ix) The committee may set up sub-committees and working groups from time to time, establishing their terms of reference and any delegated responsibilities as appropriate;
- x) All committee members should be sent written notice and relevant papers of all meetings at least 7 days in advance of such meetings unless, when there is urgent business, shorter notice may be given in agreement with the Secretary;
- xi) All meetings will be open except where discussions relate to personnel or confidential matters.

## **8 FINANCE**

- i) All monies raised by or on behalf of the Organisation should be used to further the aims of the Organisation;
- ii) All expenditure is to be agreed by the Management Committee or relevant Sub-Committee;
- iii) The Treasurer shall keep account of all income and expenditure and provide a report to the management committee at each meeting and shall submit accounts to the annual general meeting;
- iv) A bank or building society account shall be established in the name of the Organisation and withdrawals shall be made in its name on the signature of any two of four named committee members;

- v) Members of the Management Committee may claim reasonable out of pocket expenses whilst on business on behalf of the Organisation which must be authorised by the Management Committee and receipts provided.

**9. ALTERATIONS TO THE CONSTITUTION**

This constitution may be altered by means of a resolution passed by a two-thirds majority of those present and voting at a quorate annual general meeting or a quorate special meeting held for that purpose. Any alterations to this constitution shall take immediate effect, providing that such implementation shall not run counter to any other provision of this constitution.

**10. DISSOLUTION**

The Organisation may be dissolved at any time by means of a resolution agreed by a two thirds majority of those present and voting at any annual general meeting or special meeting called for that purpose. The Organisation's assets will be distributed as voted upon at that meeting, following the satisfaction of all debts and liabilities, to another voluntary organisation with similar objects.

Signed (Chair):.....

Date:.....

**Community Plan Income & Expenditure to 31 March 2013**

**Income**

		2012	2013
In Bloom Income (see attached In Bloom account)		5,579	9,840
Grants: Yate Town Council	1,366		
South Glos Council	950		
Bank Interest Refund	8	1,366	2,324
		5,579	12,164

**Expenditure**

		2012	2013
Administration Community Plan		1,366	1,366
Grant to In Bloom Group		1,000	-
In Bloom (see attached In Bloom account)		2,351	5,958
		4,717	7,324

**Balance Sheet as at 31 December 2013**

**Funds:**

Opening balance 1 March 2012	4,957
Plus income	12,164
Less Expenditure	7,324
	9,797

**Represented By**

**Assets**

Yate Community Plan Bank Account Balance as at 31 March 2013.	9,896
Less cheques not yet presented	99
	9,797

**Made up as follows:**

Yate Community Plan balance of funds	2,687
In Bloom Balance of funds	7,110
	9,797

INDEPENDENTLY CHECKED &  
 VERIFIED AS CORRECT  
 [Signature] 18/11/13

### In Bloom Income & Expenditure to 31 March 2013

#### Income

	2012	2013
<b>Grants:</b>		
Dodington Parish Council	450	
South Glos Council RHS Seminar	90	
Frme Val Area Forum Planters	2,000	
SGC Safer and Stronger Funding	7,000	
Yate Town Council Jubilee Planting	300	
	9,840	9,840
Grant income 2011/2012	5,555	
Sales of goods	11	
Bank charge reimbursed	13	
	5,579	9,840

#### Expenditure

	2012	2013
<b>In Bloom:</b>		
Administration	106	
Training & Development	128	
Protective clothing & development	38	
Judges expenses	26	
Misc.	19	
Exhibition & publicity	29	
Garden Competition	110	
Planters	2,060	
Cranleigh Crt & Mosaic	992	
Station Road Regeneration	2,450	
	5,958	5,958
2011/2012 expenditure	2,351	
	2,351	5,958

Balance of funds available to In Bloom	2012/2013	3,882
Balance of Funds Bought Forward	2011/2012	3,227
Total Balance of Funding Availabel to In Bloom		7,109

# **YATE COMMUNITY PLAN MANAGEMENT COMMITTEE**

15 January 2014

To: Members of the Yate Community Plan Management Committee.

From: Lucy Holtum, Yate Town Council.

**MEETING OF THE YATE COMMUNITY PLAN MANAGEMENT COMMITTEE TAKING PLACE ON MONDAY 10 FEBRUARY 2014 FROM 7.30PM – 8.30PM AT POOLE COURT, YATE (FOLLOWING THE YATE COMMUNITY PLAN ANNUAL GENERAL MEETING).**

## AGENDA

- 1 Apologies for absence
- 2 To receive and approve the minutes of the Yate Community Plan Management Committee Meeting held on Wednesday 20 November 2013 (Appendix 1)
- 3 To receive and note income and expenditure update from the Treasurer (Appendix 2)
- 4 To receive update from Yate and Dodington In Bloom Group
- 5 To receive update re Community Plan for Abbotswood from the Community Engagement Officer
- 6 To receive update re Fairtrade in Yate
- 7 To agree the way forward
- 8 To agree date of next meeting, if required.



## **YATE COMMUNITY PLAN MANAGEMENT COMMITTEE**

**MINUTES OF THE YATE COMMUNITY PLAN MANAGEMENT COMMITTEE HELD ON WEDNESDAY 20 NOVEMBER 2013 FROM 10.00AM-11.10AM AT POOLE COURT, YATE.**

**PRESENT:** Sarah Collins, Judith Cameron, Sylvia Eastwood and Martin Monk (Chair), Management Committee reps.  
Christine Howard.  
Jacqui Ward, Community Engagement Officer (South Gloucestershire Council).  
Lucy Holtum (Administrator).

### **1. APOLOGIES FOR ABSENCE**

**RESOLVED** Apologies for absence be received and accepted from Steph Davies (Treasurer).

### **2. MINUTES OF THE YATE COMMUNITY PLAN MEETING HELD ON 4 JUNE 2013**

**RESOLVED** The Minutes of the Yate Community Plan Management Committee Meeting held on 4 June 2013 were received and approved as a true and accurate record.

### **3. ACCOUNTS**

Income and expenditure update from the Treasurer was received (appendix 1).

It was **NOTED** that 4 additional invoices are still outstanding and are expected in due course.

**RESOLVED** The expenses cheques presented for payment be signed and paid.

### **4. YATE AND DODINGTON IN BLOOM**

An update was verbally reported to the committee. The following was **NOTED**:

- The formal Yate and Dodington In Bloom committee has ceased to exist as no members want to sit on the management committee;
- Individual members want to carry on the work started by the Yate and Dodington In Bloom committee and continue to improve areas using the money from the 'Safer, Stronger' grant from South Gloucestershire Council;
- Approximately 10 neighbourhoods in Yate and Dodington are looking to enter the 'In Bloom' competition in 2014;

- Christine Howard and Paul Hulbert are keen to continue to liaise with the neighbourhoods directly to provide support for the application and judging process;
- It was reported that 'Bright Beginnings' is embarking on a project under the 'In Bloom' banner and may need financial support.

**RESOLVED:**

- Authorisation of 'In Bloom' payments to be made by Yate Community Plan Management Committee;
- Christine Howard to prepare a list of all 10 neighbourhoods ahead of the AGM;
- Treasurer to explore whether it would be possible to have a generic 'Yate Community Plan' public liability insurance which would cover individual neighbourhood In Bloom groups. Report findings to the AGM;
- An offer of a £250 grant to be made to 'Bright Beginnings' towards plants and equipment for the In Bloom project;
- Community artwork to be offered to St Nicholas Youth Initiative in the first instance. If they don't want it, the art work is to be offered to the Armadillo Youth Café and Venue.

**5. COMMUNITY PLAN FOR ABBOTSWOOD**

South Gloucestershire Council's Community Engagement Officer reported details of the preparation of a community plan for Abbotswood. Local residents are being engaged via drop in sessions held on 3<sup>rd</sup> December 2013 to find out what they think and want for their neighbourhood. The process is being led by Abbotswood Action but several other local partners are involved.

It was **NOTED** that a request was made for this to operate under the umbrella of the Yate Community Plan.

**RESOLVED:**

- Abbotswood Community Plan can operate as a sub-group of the Yate Community Plan;
- Yate Community Plan Management Committee to offer a grant of £250 to Abbotswood Community Plan group towards plants and equipment once the plan has been put together.

**6. BANK ACCOUNT SIGNATORIES**

It was **NOTED** that there are currently 4 Yate Community Plan authorised signatories, any two of which are required to sign in order to authorise payments.

**RESOLVED** Yate Community Plan Management Committee is happy to stick with the existing 4 authorised signatories.

**7. TO AGREE THE DATE OF AGM AND NEXT MEETING**

**RESOLVED:**

- The Yate Community Plan AGM to be held on 10 February 2014 at 6.30pm at Poole Court;
- The next Yate Community Plan Management Committee meeting to be held directly after the AGM on 10 February 2014.

Signed.....

Dated.....

J:\Projects\Yate Community Plan\Minutes\2013\Man Com Minutes 20.11.13.LH doc

Yate & West Dodington In Bloom Receipts & Payments to 29 November 2013

			Income	Expenditure	Current Bank Balance available
Funds fwd					7,109.34
<b>Description</b>					
02.04.13	Honeyfield Property Services vegetation clearance	300001		1,824.00	
	cancelled cheque	300002		-	
	cancelled cheque	300003		-	
16.04.13	Bristol City Council - Spring bedding plants	300005		158.40	
16.04.13	SW In Bloom 2013 entry fee	300006		110.00	
16.04.13	Dodington Parish Council - mtg room	300007		9.00	
16.04.13	Dodington Parish Council - mtg room	300008		9.00	
16.04.13	Sylvia Eastwood - Reimburse Iron Acton Garden Centre spend	300009		9.99	
29.05.13	SGC - 1/2 year grant		3,500.00		
03.05.13	Sglos Env Grant Y&D In Bloom project at Jubilee	Income	687.00		
03.05.13	SGC Revenue Grant Y&D In Bloom	Income	255.00		
03.05.13	Income from stall at St Geriges Day Event	Income	88.30		
03.05.13	CoOP Bank - Interest	Income	0.79		
15.13	Honeyfield Property Services - Brass Plaque	300010		304.80	
24.05.13	Bristol City Council - bedding plants	300011		717.00	
24.05.13	Sarah Collins - reimburse Sprint Print printing	300012		6.00	
01.06.13	Esso Garage - Station Rd, Yate	Not on bank statement - cash	100.00		
05.06.13	Interest income		1.61		
19.06.13	Wybone Ltd - Planters	300014		1,045.63	
19.06.13	Avon & Somerset Probabtion Trust	300015		30.00	
03.07.13	Sarah Collins - reimburse Wybone Inv	300016		462.29	
05.07.13	Andy O'Neil - Welcome to Yate	300017		700.00	
05.07.13	Bruten - Display Board costs	300018		23.15	
09.07.13	Cancelled chq	300019		-	
09.07.13	J Cameron portfolio prints	300020		11.00	
03.07.13	Expenditure of Esso Garage Grant	Not on bank statement - cash		100.00	
26.07.13	Sue Bruten - bright beginings plans	300021		30.50	
26.07.13	Jusith Cameron	300022		12.16	
26.07.13	M Monk cash for portfolio offset against JC expenditures for In Bloom refreshments	Not on bank statement - cash	3.00		
07.13	M Monk cash for portfolio offset against JC expenditures for In Bloom refreshments	Not on bank statement - cash		3.00	
26.07.13	Sarah Collins reimburse accessories for payback team	300023		38.74	
31.07.13	CANCELLED CHQ -SW In Bloom - Presentation attendance	300024		-	
01.08.13	Judith Cameron Reimburse stationary	300025		7.50	
01.08.13	Dave Bruten - Reimburse Printing & Display	300026		43.40	
01.08.13	C Howard reimburse refreshments	300027		16.18	
01.08.13	S Bruten - gift for Kath Anderson St Mary's Church	300028		10.00	
05.08.13	Interest income	Income	0.99		
19.08.13	Replacement chq SW In Bloom - Presentation attendance	300029		108.00	
20.09.13	Green Community Travel	300030		58.60	
04.11.13	SGC Safer & Stronger- 1/2 year grant	Income	3,500.00		
18.11.13	C Howard - expenses	300031		25.00	
18.11.13	J Cameron - expenses	300032		25.00	
19.11.13	S Bruten - expenses	300033		25.00	
19.11.13	D Bruten - expenses	300034		25.00	
05.11.13	Interest income		0.94		
			<b>8,137.63</b>	<b>5,948.34</b>	<b>9,298.63</b>

still to be analysed

**Yate Community Plan Receipts & Payments to 29 November 2013**

			Income	Expenditure	Balance available
	Funds fwd.		9,796.66		
	Description				
	Yat & Dodington Income to date see detail below		8,137.63		
	Yat & Dodington Expenditure to date see detail below			5,948.34	
05.04.13	Yate Community Plan adj to close old account	300004		1,464.60	
	Returned cheque (unsigned)			1,365.60	
	Yate Community Plan transfer to Coop to close Barclays ac	100130		9,796.66	
	Yate Community Plan transfer to Coop to close Barclays ac	100131		99.00	
	Yate Community Plan transfer to Coop to close Barclays ac		Income 9,796.66		
	Trans from old bank account to new see chq 300004		Income 1,464.60		
03.05.13	SGC Revenue Grant - Yate Community Plan		Income 150.00		
03.05.13	Balance of funding from old account		99.00		
	Signed chq re-issued and banked		1,365.60		
	YTC reimbursement of event Insurance - relaunch	300013		122.06	
04.06.13	Interest income		Income 1.45		
05.09.13	Interest income		Income 1.00		
04.10.13	Interest income		Income 0.87		
			<u>30,813.47</u>	<u>18,796.26</u>	<u>12,017.21</u>

Less Yate & West Dodington in Bloom Balance  
Yate Community Plan Funds

- 9,298.63  
2,718.58

Balance as per Bank Statement dated 29.11.13

12,017.21

Less Unpresented cheques  
Plus income not yet shown

12,017.21