

Minutes of the Eastcote Park Estate AGM 10th May 2023

ITEM	NOTES	ACTION
1 Welcome and apologies	Welcome by Gerry Edwards. Sheila Welch has apologised	
2 Minutes of the 83rd AGM 9th May 2022	Minutes approved as a true record.	
3 Matters Arising	No matters arising	
4 Chairman's Report	Chair thanked Mark Lemon and team for the Coronation organisation. We have had more trees planted on the estate. Within the next 4 years Burwood Avenue MAY have the pavements re-laid. Resident noted that new pavements cracked by delivery drivers so please make drivers aware if noted. Alternatively get a photograph and report damage to the Council. Concrete crossovers are rather like skating rinks during the icy weather.	
5 Social Events	65 plus group – for EPEA members only. 5th Anniversary in October. 10 meetings in 2022 with average attendance of 18. 4 Guest speakers, 1 live music event, quizzes and other events each year. There is capacity for a few new members. Quiz coming up this year on 21st October 2023. ML asked if anyone had any other social events they wanted to run or have run. Ashe suggested an annual street party. Gerry noted that previously this was difficult to get off the ground. Possible venue would be the Glen if residents agreed.	
6 Amendments to the Constitution	Proposed update for the 2023 Constitution read out by Gerry. The existing constitution was rather out of date and the committee have discussed potential amendments. All proposed amendments to the constitution were agreed as tabled subject to the addition of an exclusion of family members of any committee member from being an auditor. The revised constitution is appended.	

<p>7 Adoption of Accounts and nominated charity</p>	<p>The Treasurer reported to the meeting on the Associations finances for 2022 referring to the year's income and Expenditure statement which was made available at the meeting for all present.</p> <p>Major factors effecting the year was as follows:</p> <p>St Lawrence Church now require £200.00 deposit for every event held on the church premises which resulted in a outflow of £400.00 for 2022.</p> <p>Hillingdon Council no longer take money so far in advance for bookings of the Stables which has led to a surplus on the 65 club with fewer bookings being paid for in advance. This is the reason for the £373.54 surplus on the 65+ group activities.</p> <p>Welfare collections of £680.90 were paid to the Acorn Youth Club</p> <p>Public liability insurance was, as usual, a significant cost at £173.99.</p> <p>The Road stewards and committee supper cost £161.96.</p> <p>The Fish and chip quiz supper made a small loss of £43.90.</p> <p>The Closing fund balance was £3,435.14 with an overall deficit for 2022 of £4.04.</p> <p>Subscriptions remain at £3.00 with the last increase being in 2005. No need to increase is envisaged 205 homes out of the 250 subscribed to membership.</p> <p>Thanks go to Bhavini Matthews for auditing the accounts. Thank also go to Coopers Residential Ruislip Office for sponsoring the newsletter</p> <p>The meeting unanimously agreed that the Association's nominated Charity for 2023 should be the Acorn Youth and Social club. The club is a local registered charity based in Eastcote.</p>	
<p>8 Election of Auditor</p>	<p>Appoint Bhavini Matthews – Agreed by all present</p>	
<p>9 Neighbourhood Watch</p>	<p>Mark Lemon reports Not aware of major increase in crime. But antisocial behaviour map shows crime hotspot at the park entrance but this is not a true representation of crime on the estate. ML believes we are under the borough average. ML reported about crime of fraud whereby people sell your house without your knowledge. Look up Vicar of Luton fraud. You can avoid this by registering on Land registry so that any change to your deeds requires your physical</p>	

	signature and you will be altered. Will be reported in the next newsletter. Note Chris Head is still the neighbourhood watch coordinator.	
10 Election of committee	Existing committee members to remain. All in favour. Welcome Kishan new committee member.	
11 AOB	Hillingdon have signed out of pothole reporting website so report direct to Hillingdon contact centre. Gerry commended people to report potholes as soon as seen. Steve noted burglar alarms going off and people do not seem to check. Committee will discuss the issue with Chris Head.	

The meeting ended at 8.47pm

Eastcote Park Estate Association – Constitution and Rules

Updated as agreed at the Annual General Meeting 10.5.2023

1. **TITLE** The Association shall be called the Eastcote Park Estate Association.
2. **OBJECTS** The objects of the Association shall be to maintain, safeguard and improve the amenities of the residents of Eastcote Park Estate and surrounding areas and to protect and further in every legitimate manner their interests in all matters affecting them as a body.

The Association shall be non-political and non-sectarian.

3. **MEMBERSHIP** All households on the Eastcote Park Estate shall be eligible for membership of the Association.
4. **SUBSCRIPTION** The annual subscription, payable in advance, shall be due on 1 January of each year; it shall be such sum as approved at the Annual General Meeting and shall cover all members of one household.

A list of subscriptions and welfare paid will be maintained by the Association's treasurer.

Where subscriptions are paid to a Road Steward the Road Steward will offer a receipt if requested. Road stewards will endeavour to offer receipts at the time of collection. Where subscriptions are paid by bank transfer or direct to the Treasurer, the Treasurer will provide a receipt on request.

5. MANAGEMENT

- a. The Officers of the Association shall be Chairman, Treasurer and Secretary.
- b. The affairs of the Association shall be managed by a Committee consisting of the Officers and up to seven elected members.
- c. The Committee shall meet as necessary, but at least four times a year. Five members, of which at least one is an Officer, shall form a quorum.
- d. The Officers and all Committee members shall retire annually but be eligible for re-election. Officers shall specifically only continue as Treasurer, Chairman or Secretary for more than three years if there are no other nominees to take over.
- e. The Committee shall have the authority to co-opt a maximum of two additional members on to the Committee.

6. GENERAL MEETINGS

- a. Fourteen days' notice of all General Meetings shall be given specifying the business to be transacted thereat. Notice should be considered to have

been given by the delivery of a formal notice to the address at which each member resided at the time when the last subscription was paid.

- b. An Annual General Meeting shall be held before the end of May each year.
- c. After receiving a Requisition signed by at least 20 members and setting out the business to be dealt with at such meetings, the Secretary shall convene a Special General Meeting of the Association to be held within 28 days of receipt of the requisition.
- d. The Committee shall have the power to call a Special General Meeting at any time by giving the requisite notice.

7. VOTING

Voting at General Meetings shall be by show of hands – only one vote for each household membership. This may be followed by a written vote on the same basis at the discretion of the Chairman if the result of voting by show of hands is not clear. Voting papers are to show the address of those voting. A simple majority will be required to carry any motion, except where the rules specifically require otherwise.

However, where the committee deem necessary or appropriate meetings can take place online using products such as Zoom or Skype or other online meeting products that may become available. Voting at such online meetings can be by show of hands or by online voting/comment tools provided by the software as the committee deem appropriate at the time depending on the software available.

8. ELECTION OF OFFICERS AND COMMITTEE

- a. The Secretary shall give with the Notice of the Annual General Meeting a list of those Officers and Members of the Committee who offer themselves for re-election. It shall be open to every member whose subscription is paid to nominate any other member for all or any of these positions. The written consent of any member nominated must be sent with the names of the proposer and seconder to the Secretary not less than seven days before the meeting.
- b. The Annual General Meeting shall elect the Officers and Committee Members from the names submitted in accordance with Rule 8(a).
- c. In the event of insufficient names being before the meeting, nominations may be accepted at the Annual General Meeting, otherwise the Committee shall fill such vacancies at their discretion. The Committee shall also have power to fill any vacancies arising during the year.

9. FINANCE

- a. The Financial Year shall end on 31 December.
- b. All funds received on behalf of the Association other than moneys approved by the Committee to be held as petty cash shall be deposited in an account in the name of the Association with a Bank/Building Society

Share or Deposit Account or as approved by the Committee and cheques or withdrawal authorities shall be signed by any two of the following: Treasurer, Chairman and Secretary.

- c. All expenditure shall be approved by resolution of the Committee, which shall also decide the amount of petty cash to be held by Officers and Committee.
- d. Any funds surplus to immediate requirements may, on the approval of the Committee, be invested in investments authorised by law for the investment of Trust Funds.
- e. The Accounts shall be audited annually and be presented to the Annual General Meeting.
- f. An Auditor shall be appointed each year by the Annual General Meeting. They shall not be Officers or Members of the Committee or members of the same family as any Officer or Committee member.

10. RECORDS

The Secretary shall have custody of the records of the Association, except for the Accounts which shall be maintained by and be the responsibility of the Treasurer.

11. AMENDMENT TO RULES

- a. No amendment shall be made to these Rules except by the Annual General Meeting or a Special General Meeting called for that purpose. The proposed amendment with the names of the proposer and seconder shall be received by the Secretary 28 days before the Annual General Meeting. In the event of a Special General Meeting being requisitioned for the purpose of amending the Rules, the proposed amendment shall accompany the Requisition.
- b. Two-thirds of the vote recorded shall be required to carry any such amendment.

12. DISSOLUTION

The Association shall be dissolved only upon the vote of two-thirds of the votes recorded at a General Meeting called to consider the question of dissolution. Such General Meeting shall also resolve the disposal of the Association's assets upon dissolution.

May 11th 2023