

**Harrow Agenda 21 Environmental Forum
Minutes of the 13th Annual General Meeting
Committee Rooms 1 & 2, Civic Centre, Harrow
28 July 2010, 7.00 pm**

Present:

Trustees:		
Caroline Burns	CB	Chair and Acting Planning Action Group chair
Pam Gershon	PG	Treasurer
Linda Robinson	LR	Secretary
Marilyn Raymond	MR	Education Action Group Chair
Madan Badale	MB	Founder Member
Mick Campbell	MC	South Harrow & Roxeth Residents Assn.
Bill Phillips	BP	LBH Councillor, Greenhill Ward
Sachin Shah	SS	LBH Councillor, Queensbury Ward
Stephen Wright	SW	LBH Councillor, Pinner Ward (deputy)
Members:		
Eve Swabe	ES	HA21 Administrator
Sarah Kersey	SK	Acting Consumer Group Chair
David Summers	DS	Greener Harrow
Marion Garner-Patel	MGP	Kingsfield Estate Residents Action Group
Jane Galbraith	JG	Roxborough Road Residents Association
Himesh Chavda	HC	Waste & Recycling Action Group
Akil Dhalla	AD	Kenton West Safer Neighbourhood Panel
Dr. Nim Njuguna		Nakuru Environmental & Conservation Trust
Richard Maylan		Harrow U3A Sustainability Group
Phiroza Gan		Zoroastrian Trust Funds of Europe
Bernard Burns		Harrow Friends of the Earth
Jane Skelly		Ethical Consumer Action Group
Yvonne McCulloch		McCulloch Associates
Julian Maw		Hatch End Association
Elizabeth Binney		Ethical Consumer Action Group
Shivakuru Selvathurai		Age Concern (Harrow)
Jacqui Goode		
Joe Hotchkiss		
Guests and New Members:		
Maria Nash	MN	Barnet Environmental Network
Cllr. Stephen Greek		LBH Councillor, Harrow Weald Ward
Karen Carter		

1. Welcome and Apologies

1.1 CH welcomed everyone. Apologies had been received from:

Mick Oliver, Deputy Chair and Waste & Recycling Group Chair;
Gillian Thomson of St. Paul's Church;
Alan Booth;
Brian Kerbey;
Susan Woolf;
Evelyn Donald;
Anthony Wood of Harrow Public Transport Users Association;
Margaret Atwill of St Teresa's RC First & Middle School;
Rabbi Michael Hilton of Kol Chai Hatch End Jewish Community;
Alan Blann;
Chris Messenger;
Charlotte Neville;
Nigel Bradley;
Eileen Wright;
Meghan Zinkewich-Peotti;
Mike Root;
John Goode;
James Mercer of All Saints Harrow Weald;
Martin and Joanne Verden;
Howard Bluston of Harrow East Labour Party
Vera Murray Fowler
Nana Asante of the A-Connexion's Global Village
Cllr. Phil O'Dell, Wealdstone Ward and
Cllr. Susan Hall. Hatch End Ward

1.2 CB pointed out that the long list of apologies might be due to the AGM's timing during the holiday period. Moving the date of future AGMs to increase attendance could be something for the incoming Executive Committee to consider.

2. Minutes of the Previous AGM of 22 July 09

2.1 The previous minutes had been circulated and were proposed as a true record by DS, seconded by JM and agreed.

3. Matters Arising

3.1 Item 5.3. The call for the Annual Report to be made available in alternative formats had been actioned. A copy printed on yellow paper was gratefully accepted by MN.

3.2 Item 6.3. The query about the payment of the Anne Swain prize monies would be covered under item 6.

4. Announcements from the Chair

- 4.1 CB was not up for re-election to the Executive Committee and would remain in the chair until item 8, after which an elected member would take over.
- 4.2 CB requested advance notice of items to be raised under Any Other Business. Two matters were expected.

5. Presentation of the Annual Report 2009-2010

- 5.1 Copies of the Annual Report were available for perusal. CB expressed thanks to LR for producing it and Harrow Council for printing it. Questions and comments were invited.
- 5.2 JG sought clarification about the future of the dormant Planning Group. CB reiterated points from her Chair's Report about changes within Harrow's planning setup, such as the impact of the London Plan. Without a dedicated Chair, no group meetings had been held and the group's limited capacity had been focused on its involvement in Greener Harrow. In response to JG's suggestion that the group's work be seconded to Greener Harrow, CB reinforced the close working relationship between the two bodies whilst differentiating Greener Harrow's wider remit. As Greener Harrow's current Chair, DS stressed the broad environmental interests of its constituent organisations, which fed into consultations on strategies like the London Plan and on major developments within Harrow. Member groups including HA21 were encouraged to present their views independently. Greener Harrow itself was unable to give consultation responses or undertake work on behalf of HA21. A new Chair was being imminently sought for Greener Harrow too.
- 5.3 CB therefore highlighted that the dormant Planning Action Group represented an opportunity for someone to take things forward. Group member MGP offered to take on the role of its chair. This news was welcomed and endorsed by all present, so MGP was accepted as the group's appointed representative to the Executive Committee. CB clarified that appointed action group chairs automatically became trustees of HA21. (See item 7.4 below/)

6. Adoption of the Annual Accounts

- 6.1 CB invited questions to PG on the Statement of Financial Activities in the Annual Report. The full accounts were available for scrutiny if requested. MGP asked about the ongoing status of the council grant. PG confirmed that half of the current £5,730 grant had been received and it was unclear if or when the remainder would be awarded. Councillors present said the decision was in the hands of the Grants Panel which was meeting tonight.
- 6.2 SS sought to know the approximate amount of the expenditure delayed from the previous year's outgoings, as mentioned in the Treasurer's Report. PG confirmed that the £500 Anne Swain award for 2008-9 had not been paid until 2009-10, and explained the late expense claims for telecommunications

contracts dating back to 2008. It was established to SS's satisfaction that such anomalies accounted for the apparent increase in spending over the previous year and the deficit of over £1000.

- 6.3 BB queried the seemingly high expenditure of nearly £500 on website hosting. The explanation was that types of technology costs had mushroomed since the accounts system was first devised and it was becoming increasingly difficult for PG to separate them into existing expenditure categories because of the bundled ways in which they were invoiced by suppliers. For example, the website charges covered domain name registration, email hosting and ability to edit website content. Likewise, office equipment deals had included software licences which could not be discretely itemised and broadband and telephone contracts had sometimes caused confusion. The Executive Committee had already taken steps to prevent such misallocation of costs in the future. BP had offered to help PG reconfigure accounts to more accurately reflect expenditure types.

Action Point: PG to ensure accounts categories are updated and amounts appropriately allocated.

- 6.4 HC wondered why there had been such a decrease in the bank interest earned. It was accepted that this was universally symptomatic of banks responding to the general economic downturn.
- 6.5 PG gave reassurances that expenses were being kept to a minimum. More than previous years had been spent on members' training, which CB described as being in line with the funding application approved by the council.
- 6.6 PG alluded to the mystery Payroll Giver, expressing thanks with an appeal for the anonymous benefactor to make themselves known to her if possible.
- 6.7 Adoption of the Annual Accounts was proposed by MGP and seconded by JG.

The proposal to adopt the Annual Accounts was carried.

7. Election of the Chair and Executive Committee Members

- 7.1 CB referred to the constitutional composition of the Executive Committee and named the newly appointed Council Members as

Phil O'Dell	Labour
Bill Phillips	Labour
Sachin Shah	Labour
Susan Hall	Conservative

- 7.2 CB now resigned, along with all non-councillor Executive Committee members, in accordance with the Constitution.
- 7.3 Nominations had been invited for the Chair's role. Only one had been received and no others were forthcoming:

Nominee: **Mick Oliver** Proposed by CB. Seconded by ES
As there were no other candidates and no objections, Mick Oliver was duly elected unopposed.

- 7.4 The Constitution required a chair to be appointed from each Action Group to represent it on the Executive Committee. In addition to Mick Oliver being Chair of the Waste Management & Recycling Group, those so appointed were:

Marion Garner-Patel Planning Group (see item 5.3 above)
Marilyn Raymond Education

- 7.5 No chair had been appointed by the Consumer group to replace SK, who was still care-taking the group while a new leader was being urgently sought. Any offers to volunteer would be gratefully considered.

- 7.6 Six nominations had been received for up to nine additional places on the Executive Committee:

Mick Campbell suggested role - Deputy Chair
Pam Gershon suggested role - Treasurer
Himesh Chavda
Don Liversedge
Mary John
Shivakuru Selvathurai

As there were more vacant positions than nominees and no objections, all six were elected unopposed.

- 7.7 JG queried the absence of any candidate for the important role of Secretary. LR stated that the Constitution did not require posts to be specified at elections. HC had kindly expressed an interest in taking the minutes for the Executive Committee. The exact division of roles and responsibilities was to be determined at the first meeting of the new committee. Additional members could be co-opted at any time. Existing and new trustees were thanked and welcomed, and further volunteers were warmly encouraged.

- 7.8 CB stepped down and handed over the chair to MC, who called for a show of appreciation for the long service of outgoing Executive Committee members CB, LR, MB and SK. There was a round of applause.

8. **Appointment of Independent Examiner**

- 8.1 PG confirmed that Barry Hieger was happy to continue examining the accounts without charging. She proposed that he continue as Independent Examiner. This was seconded by MC and unanimously approved.

9. **Any Other Business**

- 9.1 MN urged members to support and engage with the volunteering programme of the London 2012 Olympics, which were to be known as the Green Games and would be looking for 80,000 volunteers to be

focussed on local areas like Harrow. Details could be found at www.london2012.com. ES offered to include relevant information in the next *In Contact* newsletter. AD drew attention to Kenton West Safer Neighbourhood Panel's stand at Belmont Community Hall on 10 August, which would feature volunteering opportunities.

- 9.2 MGP updated members on progress by the Kingsfield Estate Residents Association (Krag) in fighting the proposed development of St. George's Field, to which she had first drawn members' attention at the 2008 AGM. Since then, a clerical error had come to light concerning a line drawn on a map of the tennis courts, the Member of Parliament had become involved and the latest appeal hearing had been deferred on a technicality and extended until 17 September. MGP encouraged members speak up against the loss of open space, to write to Stephen Kelly, Harrow's Divisional Director of Planning Services, and join other groups and neighbours in supporting Krag's application for Town Green status for the site, by signing a form available from MGP. More information was at www.stgeorgesheadstone.co.uk or from MGP mariongarnerpatel@gmail.com.
- 9.3 MC reminded members of the Waste Group's planned trip on 05 August to West London Composting's Harefield site, which processed Harrow's brown bin waste. Those interested in attending could obtain details from MC.
- 9.4 MC concluded the meeting by thanking everyone for attending and inviting all to stay for a presentation by CB and subsequent discussion about environmental legislation and its sometimes unintended consequences.

The meeting closed at 8.20pm