

Minutes of Downderry and Seaton Residents Association AGM
25 June 2018

Attendees

Name	Role
Clare Glynn (CG)	Treasurer
Dave Gatland (DG)	Vice Chair
Sandra Miles-Taylor (SMT)	Secretary
Tim Jefferies Tina Jefferies Laurence Barnes	
Apologies	
Laura Done Biddy Lloyd Janine Babcock Chris Harding	

1. **Welcome** :the Vice-Chair welcomed everyone

2 Apologies for Absence : see above

3 Approval of Minutes of previous meetings : The minutes of the 2017 AGM were approved

4 Matters arising from Minutes: Richard Pugh (RP) , County Councillor, reported on item 7.2 . The fire brigade will be doing another drive through to test access. There is a concern that parking, particularly in Seaton, is getting more problematic creating concerns regarding emergency access . The partial submergence of one of the car parks does not help and other solutions may be looked at to ease pressure. DG commented that it is also currently exacerbated by the amount of development currently ongoing .

7.3 RP also reported devolution of assets to the Parish council are ongoing

7.5 RP reported pedestrian safety at RocknoseCorner has been improved.

7.6 A member of the public reported the recent bus changes were confusing and lengthened journey times to Liskeard.

RP reported that the figures apparently show only 200 people used the bus service in 6 months and it is a matter of using the service or losing it .

Agreed items for AOB – none were raised

4a Treasurers report - CG

The following figures were presented . CG reported that at June 2018 there are 44 active subscribers .

DOWNDERRY AND SEATON RESIDENTS ASSOCIATION	
ANNUAL GENERAL MEETING 25th JUNE 2018	
TREASURER'S REPORT 1st JULY 2017 - 21st JUNE 2018	£
INCOME	
DCS FUND CASH, CHEQUES AND STANDING ORDERS	4,696.00
EXPENDITURE	
P O CONTRACT	1,560.00
EXCESS OF INCOME OVER EXPENDITURE 1st JULY 2017 - 21st JUNE 2018	3,136.00
BANK BALANCES BROUGHT FORWARD	
GENERAL FUND CASH AT BANK	521.88
DCS CASH AT BANK	3934.00
	4455.88
EXCESS OF INCOME OVER EXPENDITURE 1/7/17 - 21/6/18	3,136.00
BANK BALANCE AS AT 21st JUNE 2018	7,591.88
ASSETS	
GENERAL FUND CASH AT BANK	521.88
DCS CASH AT BANK	7,070.00
	7,591.88
LIABILITIES	
GENERAL FUND MEM GARDENS (B/F)	18.08
NET ASSETS	
GENERAL FUND	503.80
DCS	7,070.00
TOTAL	7,573.80

5 Chairmans Report. by Dave Gatland, Vice Chairman

Thanks to all of you who have come along tonight.

We hope to update you on the activities of the Residents Association over the past year and, more importantly, let you know what we are planning for the next 12 months.

We have found that it is more effective and efficient if we can table items for Any Other Business at the start of a meeting so, if anyone has any specific item that they wish to raise that doesn't appear to be covered by the Agenda, then can they let us know now?

We've received some apologies for absence from Committee members....

Apologies for Absence: Biddy Lloyd, Laura Done, Janine Badcock, Tim & Tina Jefferies.

Minutes of Last Meeting & Matters Arising

Rather than make everyone study the minutes in fine details, a reminder of items covered: -

- Community Fund was running at a surplus but it was agreed that this should be used to build a reserve for the future protection of community assets beyond the Post Office e.g shops, pubs, surgery, open spaces etc.
- David Watters' resignation from the Chair and identification of candidates for replacement.
- Richard Pugh, Cornwall County Cllr, set-out plans for a 3 month closure of the Seaton Valley road and concerns were raised about the duration of the work and the disruption that would result.
- Parking in Seaton and Downderry was seen to be a growing issue especially with regard to the restriction of access for emergency vehicles. Richard Pugh said that the Fire Service would be undertaking a test drive-through to validate acceptable access
- Richard Pugh confirmed that responsibility for Broads Yard car park was in the process of being devolved to the Parish Council
- Concerns were raised over pedestrian safety at Rocknose Point
- Recent planning approvals had resulted in congestion caused by construction traffic and the delivery of building supplies and an appeal was made for better communication from developers to minimise this disruption

Clare Glynn is Treasurer for both Residents Association Funds and the Community Fund and will give us an update on each of these...

Treasurers Report : see **Financial Report 2017/18**

Thank you Clare and for all your hard work in managing these accounts for us.

Chairpersons Report. : What I Plan to Cover:

1. Vacant Chair
2. Post Office
3. Community Fund
4. Constitution and Communication
5. Liaison With Other Organisation & Groups

1.Vacant Chair

David Watters stepped down as DSRA Chairperson at the last AGM (3rd July 2017)

As Vice-Chair I agreed to stand-in for 3 months until nomination of new Chairperson

Three months has turned into twelve and we still have no Chairperson

This will need to be resolved as a priority

I'm optimistic that a new Chair will be appointed within the next few weeks

2. Post Office Services

When it became clear that DOWDERRY STORES would no longer run a Post office service, DASRA asked Post Office Ltd PO for an extended Outreach service (3-4 days p.w) but only a 2-day per-week Outreach service was offered. They said that, based on historic counter receipts, that's all that was justified. DASRA held a Residents meeting this January which identified four options: - Residents preferred the option for a local business to run the post office service but none was prepared to take on the contract. The outcome of the lengthy negotiations is that from 26th June, a 2 day service starts (Tuesdays and Fridays from 1pm until 3pm)
If we want longer openings we need to increase our use of what we have. Conversely, if we don't use the service the PO will cut the hours or even stop the service altogether!!

3. DOWDERRY and SEATON COMMUNITY FUND

The Community Fund was established in February 2016 for the protection of 'Community Assets' under threat. The first 'Community Asset' to be funded was DOWDERRY POST OFFICE.

We have attracted around 50 regular subscribers and as we've heard from Clare, there is more than £7000 in the Fund

Now that the future of the Post Office is set, no further funding is needed for this.

We need an early meeting of Subscribers to decide what now happens to the Fund and specifically to agree 1) if the Fund should continue and 2) if so, to discuss priorities for the Community Fund and consider which Community Assets that potentially could be threatened and could need support, now and/or in the future.

4. Constitution & Communication

We have drawn-up a formal Constitution to guide how the Residents Association shall operate and a Communications Plan that ensures that residents are kept aware of threats to and opportunities for our community.

We shall cover these in more depth later on the agenda but, during 2017, it became obvious that we needed a clear and transparent Constitution as well as a better way of communicating to and from members of our community. We now have a working document which is available to all residents.

5. Liaison with Local Groups

Historically, individual groups and organisations have existed separately with little to link them together. We need to build these strong links to provide residents with a holistic view of the facilities, services and activities available to them. We can do this by electronically linking groups and organisations. Each will maintain its own identity and structure but each will make users aware of their existence

Groups can include Parish Council, PTA, Community Bus, the WI, Village Hall, DASRA etc.

We believe that by working together we will make the community stronger

The Coming Year

- We will Refresh the DSRA Committee under a newly appointed Chairperson
- We will seek to encourage more participation from all age groups (65% of our population is under 60s so we would like to have a proportionately representative spread of ages at meetings and on the Committee)
- Our plan is to move from being a reactive organisation to one that is proactive
- We will move to quarterly meetings of the Committee to which any member of our community is welcome to attend, and we plan to alternate between venues both in DOWDERRY and SEATON
- We will open new and more effective communications channels to and from residents
- We want to encourage residents to use the Residents Association to assist in the resolution of issues which are affecting, or may affect, the community

- We want to build close links to and from other local organisations and groups active in our community and provide a guide to all local groups and services, a useful service to assist those moving into the community
- We will launch the Constitution of the DOWDERRY and SEATON Residents Association
- We will be mindful of the responsibility and accountability in the management of the Community Fund and ensure appropriate measures are in place in open and transparent processes

Tim & Tina Jefferies

Over the past 30 years Tim and Tina Jefferies have been part of the backbone of our community. In addition to the organisation of, and participation in, many local groups and causes they have been pivotal in the running of the Residents Association.

No one can forget their valiant crusade to preserve the red phone box.

Tim and Tina have decided that now is the time to resign from the Residents Association (just as they were getting into their stride!)

On behalf of us all, I would like to sincerely thank them for all the hard work, dedication and guidance they have provided to the Residents Association. We would have been considerably poorer without their input.

Election of Committee

Several members of the Committee have decided to stand-down this year.

I've already mentioned Tim and Tina but we've also received resignations from Biddy Lloyd and Janine Badcock both of whom have competing demands on their time.

I would like to thank all of those who have served on the Committee over the past 12 months for their commitment and support.

Sandra, can you let us know who has been nominated as Committee members for 2018/19?

Are there any nominations from the floor? (self nominations are fine)

Should we go through each individual or, given the numbers, look at nominees as a group? Ask for Proposed?: Seconded?: Agreed?: all by a show of hands.

We will use the next meeting of the DSRA for the new Committee to elect who will respectively fill the roles of Chair, Secretary and Treasurer. This will then be published via the Nut Tree and by e-mail to all those we hold addresses for.

Constitution

DSRA needs to move from a relatively informal group of volunteers to a more structured organisation tasked with listening to and representing the community.

In doing this we are being guided by best practice of other Residents Associations.

We've produced a formal Constitution which sets out objectives and defines how these will be achieved.

This is in final draft form and I've brought along some copies of this for your information.

Anyone wanting a copy, please take one with you. If you want this electronically as a PDF please let me have contact details at the end of the meeting - (your comments are always welcome).

This will be updated as Community circumstances and priorities change and the document will be maintained under formal version control.

We'd considered whether or not to levy a nominal subscription for membership of the RA but decided against this move. For the purposes of our Constitution we consider any full-time or part-time household within DOWDERRY and SEATON to be a member of DASRA.

Communication.

Good communications are fundamental to any effective organisation and a Residents Association is no exception.

The Post Office situation showed the importance of timely and accurate communication. Over the past few months we've produced a communications plan which will include a comprehensive and well maintained website.

During the summer we shall be establishing a Residents Association website (DASRA) which is intended to be both informative and relevant to the needs and concerns of the community. The website will include a definition of the role of, and responsibilities within, DASRA, contact details, updates and other news relating to Community issues as well as links to other local organisations.

It will also contain a guide to local services and organisations for those in the community (both new and established).

End of Chairman's Report

A.O.B.

Date of Next Meeting(s)

AGM I would suggest June 2019

DSRA Committee Meeting - July 2018

Community Fund Subscribers Consultation - July 2018

Remind everyone that any resident is always welcome at DSRA Committee meetings the dates of which will be published in the Nut Tree and online (once the DASRA website is commissioned).

For those of you who are online and haven't recently received e-mails from us but would like to in future, please jot down your contact details on the pad and we'll include you in further DSRA updates.

6. Role out of DASRA constitution and Community Fund update –

DG made it clear that the shop manager receives no money from the community fund. It is planned to hold a meeting of all subscribers in the near future to review Community Assets that could be supported by the fund. This will be set at the next committee meeting. DG raised a concern that an increased age diversity is needed for better engagement with the community. Tim Jefferies thanked DG, LB and David Watters for their work in recent years for DASRA. A discussion followed when need to engage with a wider audience was highlighted. DG stated the new website would go a long way to that. Improving connections with the PTA, the Neighbourhood Development Plan (NDP) team. DG noted it is important to get the NDP plan approved, RP agreed as having a robust plan is something the County Council has to give due regard to and would help him at Planning Meeting. SMT asked is there a best practise locally and RP referred to Lanreath.

Tina Jefferies raised the fact that the new website would be a good way of welcoming new people to the village.

7 Election of Committee Janine Babcock, Biddy Lloyd, Chris Harding, Tim and Tina Jefferies stood down from the committee. Laurence Barnes, Laura Done, Dave Gatland, Clare Glynn and Sandra Miles-Taylor were re-elected. Maura Swabey was elected to the committee. DG proposed a vote of thanks to Tina and Tim Jefferies who have retired for the committee after many years service. This was unanimously supported. There being no other business the Vice chairman declared the meeting closed. The date of the next AGM will be firmed up in the future.

June 2018