

CAWRA Meeting Minutes

Meeting: CAWRA	Chair: Rob Butler
Date: Wednesday 22 nd February 2017	Minutes by: Sue Clark
Members: List available from Membership Secretary. No attendance record was made. To be rectified for next meeting.	
Others in attendance: Councillors John Newton, Jane James, Denis Crawford, Roy Brame	
Apologies: Sue Clark	

Item	Minutes/Action	Action by whom	Action by when
1	Title of the Association		
1.1	The group considered and then agreed the incorporation of St. Andrews in the title of the organisation. This will be incorporated into the logo and presented at the next meeting.	AT	March 17
2	Constitution		
2.1	Wording of the constitution was discussed. Some changes were discussed and agreed. These will be presented at the next meeting.	AT	March 17
2.2	It was suggested that the councillors' presentation could be used to introduce their roles and the roles of the councils they represented relevant to CAWRA and also for wording suggestions.		
2.3	Constitution membership It was agreed that councillors could not be members of the Association, as this was a general rule for councillors.		
2.4	Agreed that minimum age for membership should be 18 year of age.		
2.5	Agreed the association is 'Not for Profit' and also has 'No Political Allegiance'. This wording needs to be added to the constitution and in the information provided to banks.		
2.6	Members need to be residents of the three estates and all will need to complete membership forms. They will need to leave the association if they move out of the area. Membership forms will be available on the CAWRA website.		
2.7	In addition to an AGM there will be provision for an SGM (Special General Meeting), which could be for a variety of reasons. All members will be notified of an SGM via the website, emails and social media.		
2.8	General meetings are open to all members and will be held monthly or often if necessary. The meetings will be held on the 4 th Wednesday of every month and will commence at 8pm.		

3	Funding and finances		
3.1	Membership fee was discussed but it was suggested that providing simple refreshments at the meeting, a raffle and other fundraising activities would be preferable to a fee.		
3.2	Grants – there are grants available to resident’s associations from the Town Council. £300 per annum and (up to) £3,000 for special projects. Breckland (BDC) will provide funds for planting etc.	TBD	Next meeting
3.3	CAWRA will need to have a constitution and a bank account in order to Access Funding	TBD	Next meeting
3.4	There is some funding available from Breckland District Council but this is on a match funding basis but can be used for plants and equipment. There are also some monies available for projects.	TC	
3.5	Contact banks to open a bank account – agreed that TC would investigate Lloyds and HSBC as they offer free banking. We will have three authorised signatures and any payment will require 2 of those 3 signatures.	TC	
4.	Officers and Committee		
4.1	Officers were voted in Rob Butler - Chair Andy Temple - Secretary Tom Cole - Treasurer Tom Duchesne - Membership Secretary		
4.2	Committee members Sue Clark Martin Fancourt Rex Ingles		
5.	Advice and information for residents		
5.1	Residents can report concerns to Thetford Town Council via their website where there is a ‘report it’ section. Concerns are directly forwarded to the relevant departments.		
5.2	CAWRA website will have information for residents giving useful addresses and contacts on a range of issues.		
5.3	Thetford council newsletter and About Thetford are useful publications for information.		
5.4	Thetford Town Council website will have information on the group and will make meeting details available. The CAWRA website will be kept updated with Agendas and minutes of meetings for those that cannot attend meetings.		
6	Current issues		
6.1	Bergamont Park signage, parking and missing gate and fence.		
6.2	Speeding on the estate.		
6.3	Cuttings left by TTC sub-contractor after tree cutting		

7	CAWRA website		
7.1	To be created and to include, general statement on the Aims of the group, documents, links to enable reporting, links to other websites and a gallery.	TC	
8	AOB		
8.1	Vicar to be contacted to book the room for 8pm every 4 th Wednesday of the month.	AT	
8.2	Discussed the benefits of attending meetings of the other residents' associations in Thetford. Dates for these meetings and contacts were shared, and committee members allocated to the different meetings. This also included STAG (Safer Thetford Action Group) meeting on 6.4.17 where the issue of speeding and parking could be raised.	AT, RB, TC	
9	Date of next meeting: 22nd March 2017 at 8pm, Community Centre		