



**MINUTES OF THE 40<sup>th</sup> ANNUAL GENERAL MEETING  
HELD ON WEDNESDAY, 25<sup>th</sup> APRIL, 2018,  
IN ST ANNE'S HALL, AYLESBURY ROAD, WENDOVER**

**PRESENT**

Mrs. M. Clayton (Chairman), Mr. A.E. Mogford MBE (Vice-Chairman), Cllr R. Duggan, Mrs W, Gray, Mr J.Mayhead CBE, Mrs S. Potter, Dr G. Williams, Mr. S. Bishop, Mrs C. Harrington

*In attendance:* Mrs. A. German, Miss J. Hacking, Mrs. G. Newman, Mr. M. Ryan, Mr A. Robson

1. **APOLOGIES** : Cllr S. Bowles apologised for his absence.

2. **MINUTES OF THE PREVIOUS MEETING**

The Minutes of the September 27<sup>th</sup> Meeting were approved and signed by the Chairman.

3. **MATTERS ARISING**

**(a) Little Hampden Close Update:** The Chairman advised that the application had been refused some months ago. Initially Mr A Hoy had recommended that a different application, similar to one already approved for a neighbouring property, was submitted but Mr Hoy's new associate had recommended an appeal and had prepared this. The Chairman & Vice Chairman had reviewed this prior to the submission and it is now in the hands of the planners. The Chairman will advise everybody as soon as they receive a response.

**(b) Trustees Photo ID's:** The Chairman proposed that rather than Photo ID's the Trustees' Photos could be on the Website. Mrs Gray expressed some concerns that photos on the website would be available to anybody anywhere, which may be of concern to some of the Trustees. Mrs Gray had prepared a document on "Induction for new Trustees" which had been distributed to all the Trustees earlier in the week but as there hadn't been a lot of time to review & it was a very full meeting it was agreed that both these items will be reviewed fully at the September meeting. All Trustees were asked to provide Mrs Gray with their feedback on her document. Mrs Gray apologised for the late distribution of her report.

4. **CHAIRMAN'S REPORT**

To recognise her service to the Trust over the past 20 years the Chairman invited Mrs G Newman to become an Honorary Trustee which she accepted.

## **5. THE REVISED CONSTITUTION**

The Chairman confirmed that the date had been corrected on the draft circulated and asked if everybody was now in agreement with the revised constitution. Dr Williams said that she had found the Q & A very helpful & just had a couple of additional observations / questions. Firstly she thought it might be beneficial to include a map showing the boundaries either within the constitution or on the website. Mrs Gray said it had originally been on the website & Mr Duggan said he had an updated map from the PC and would let Mrs Gray have this for the website. The next question was concerning absent Trustees not having a vote. Mr Mogford confirmed this was part of the original Deed and it was agreed that any absent trustee should make their points in writing to the other trustees in advance of the meeting so that their opinions could be considered. Mr Bishop felt it was important to hear the debate which absent trustees would not be aware of. It was also agreed that a telephone interview could be used to assess applications where appropriate.

There being no other questions all agreed the changes to the constitution which was agreed unanimously.

## **6. DATA PROTECTION PROTOCOL**

The Chairman had circulated an initial draft on the implications of the new General Data Protection Regulations for the Trust. Mr Ryan advised that the main area of concern was with electronic data and not paper. After discussion the following was agreed:

- The Clerk would ensure she had written approval from all applicants that we can hold & use their data to further their application before a Trustee made contact with them, or advise the Trustee if they need to get the applicant to sign an approval when they visit. The Clerk will keep the approvals for all applicants until a decision had been taken & then destroy securely.
- The Clerk will retain a copy of all files for 6 years. Trustees should securely destroy their copies as soon as a decision has been taken as the Clerk will have a copy if needed.
- All folders to be marked "Confidential"
- Requirement for password was understood to mean into each Trustees computer and was their responsibility to maintain.
- Mr Ryan & the Clerk will propose a method to retain an electronic back up of the Master Copy of files by the September meeting & an efficient method to scan the files & send to the Trustees.
- Any queries concerning Data Protection to be referred to the Clerk or Chairman.

The Chairman will update her document on Data Protection following today's discussion & circulate for approval.

## **7. REPORT OF THE MANAGING AGENT**

Mr Robson's report had already been circulated and he updated the Trustees on recent developments. He updated the Trustees on recent developments with the properties and was thanked for all the work he does.

## **8. TREASURER'S REPORT**

**(i) Update on Loans** was given by Mr Ryan

**(ii) Receive & Approve Accounts**

Mr Ryan advised that the Accounts were still with Ashby's but he wasn't expecting any major changes & would email them to all Trustees once he'd received them.

Mr Ryan talked through the accounts, noting particularly that support activities had to be apportioned by activity on Page 9. Mr Ryan explained he was now accruing for future property repairs through "Notional Reserve".

(iii) **Trust Share Valuation** update given by Mr Ryan followed by general discussion.

## 9. APPOINTMENT OF AN INDEPENDENT EXAMINER OF ACCOUNTS

It was agreed that this be decided at the September meeting.

## 10. GRANTS AWARDED DURING THE YEAR

There were no questions pertaining to these.

## 11. CONSIDERATION OF CURRENT APPLICATIONS FOR GRANTS

A total of 21 applications for grants had been received. Following discussion, a total of **£41,200** in grants was awarded. These were distributed as follows:-

Education:	£ 5,300 plus £400 already granted
Elderly:	£ 2,000
Individual:	£ 500
Medical :	£ 2,900
Organisations:	£30,100

Full details of the grants awarded at the meeting are listed separately.

The Clerk to undertake the following actions concerning the grants:

- Request the school libraries add a sticker recognising the grant from LAST to the books purchased with the grants.

## 12. ELECTION OF CHAIRMAN

Mr Mogford nominated Dr Williams, this was seconded by Mr Duggan & Dr Williams accepted the nomination. There being no other nomination Dr Williams was elected under the new constitution to serve as Chairman Elect for the next 12 months, taking on the role at the beginning of the 2019 AGM. In the interim, she will work alongside Mrs Clayton who would continue for the next 12 months as Chairman.

## 13. APPOINTMENT OF VICE-CHAIRMAN

The Chairman nominated Mr Mogford to serve again and Dr Williams seconded this. There being no other nomination, **Mr Mogford was elected Vice-Chairman nem.con. for one year.**

## 14. TRUSTEE TO SHADOW VICE CHAIRMAN TENANCIES

Mrs Potter felt that the Trust wasn't a conventional landlord & the knowledge that Mr Mogford had on all the background & working with the Agent was invaluable and it would be beneficial if one of the Trustees could work with Mr Mogford to gain a better understanding. Mr Bishop agreed to work with Mr Mogford and Mr Robson during the year on the tenancies.

## 15. ANY OTHER BUSINESS

**Digital Files** : The Chairman explained that the file preparation for the AGM took Glenys & Angela over 3 hours each. It was agreed that a trial would be made for the September meeting where all reports etc. would be sent electronically for the Trustees to print out if required.

- (a) Date of Annual Meeting in 2019 : Wednesday 3<sup>rd</sup> April at 12.30 in St Anne's Hall
- (b) Next meeting September 26<sup>th</sup> 2018 in St Anne's Hall at 2.30 pm.

The meeting closed at 5.50 pm