

WGRA Westgate Residents Association, Chichester

Westgate, Henty Gardens, Mount Lane, St Bartholomew's Close, Tannery Close

Notice



There is no Bulletin this month because the Newsletter has been put in every letterbox in the street. However, there are two important events that need to be publicised.

Annual General Meeting

The AGM will be held at St Wilfrid's Church Hall on Saturday morning 25th November 2017 starting at 10.00am.

- There will be a presentation by Louise Goldsmith, our local County Councillor and Leader of the Council on the current position with the Whitehouse Farm Development
- The meeting will be followed by free coffee/tea with cake or doughnuts.

Please try and come and support the Association. The next year is likely to be very important, when work at WHF gets underway.

Three papers are included with this notice which you will need at the meeting, please print them and bring them with you.

1. Amended Agenda
2. Minutes of the last meeting
3. Financial Report

Christmas Party

The Christmas Party will be on **Wednesday 13th December**. You will receive a separate message about this. It will take the form of a Carol singalong in St Bartholomew's Chapel with Alan Thurlow, retired organist from the Cathedral, with mulled wine, followed by a festive buffet supper at the Crate and Apple.

All bookings (including for the Crate and Apple) should be made through:

Nikki Clarke at 42 Westgate – nixclarke@hotmail.co.uk

WGRA Westgate Residents Association Chichester

Westgate, Henty Gardens, Mount Lane, St Bartholomew's Close, Tannery Close

Annual General Meeting

To be held at:

St Wilfrid's Community Hall, Sherborne Road

25th November 2017 at 10.00am

AGENDA

1. Chairman's Introduction and Welcome
2. Apologies
3. Minutes of last AGM – 14th January 2017
4. Chairman's Report
5. Financial Report, adoption of the accounts and confirmation of the External Examiner
6. Election of the 2017 Committee Officers
7. Election of the 2017 Committee Members
8. Report on the current status of the White House Farm
Development from **Cllr Louise Goldsmith** Leader of WSCC
and County Councilor, Chichester West.
9. Street Party
10. A.O.B.

Westgate Residents Association
Financial Report 2017

Dear Members,

You will find our financial statement for 2017 on page 2 of this report; comparison is made to the previous year, and the explanatory notes are on page 3.

The figures reflect the generosity of many individuals in our neighbourhood both in money and time, in particular to

- a) mitigate the adverse effects of the proposed development at White House Farm on our quality of life,
- b) improve the look and feel of our road by great work on the Street Planters
- c) put on a very successful street party, and
- d) make regular communications and additional updates on matters of concern and interest to our community.

There are also other initiatives which are described by my fellow Committee members elsewhere.

Last year the main financial effort went into funding a barrister's fee to provide legal 'ammunition' in our presentation at two District Council Planning Committee meetings. This year the main accent has been on improving the appearance of the Street Planters; expenditure on the planters has been met by a generous grant from the City Council.

As you will see from our balance sheet on page 2, we have been able to expand our General Fund while the planning issues which were prominent last year have gone relatively quiet. However, these issues are expected to become live again soon, and we cannot predict what expenditure on professional advice may be necessary to continue our debate with the developers and local authorities on traffic routing, both during the construction phases and when the White House Farm Development begins to acquire residents with vehicles of their own.

We would therefore urge you to continue to fund our Association by annual membership fees (which also carry voting rights at AGM). Your Committee proposes that the fees will be, as last year, £10 per household for the coming year. (If you wish to make further donation above the £10, that would also be very welcome).

Finally, thank you very much again for your generosity and your financial commitment to the future of Westgate.

Vincent Waldron

Date: 10 November 2017

Treasurer

Westgate Residents Association
Financial Report 2017

<u>Statement of Income & Expenditure</u>	<u>2017(i)</u>	<u>2016(i)</u>
<u>Income</u>		
Cash inherited from old Association		£184
Donations	£250	£699
Membership fees	£610	--
Chichester City Council Grant	£2688	--
Interest Income	£1	£1
<u>Sub-Total</u>	<u>£3549</u>	<u>£884</u>
<u>Expenditure</u>		
Expenses-AGM (mainly hall hire)	(£55)	(£14)
Legal & other expenses re WHFD (ii) Party (iii)	(£14)	(£420) Street (£203) St. Wilfrid's
Hospice (from Street Party donation) (iii)	(£50)	--
Website, domain and cyber security	(£80)	--
Insurance (Public Liability) (iv)	(£281)	
Planters- plants & bulbs, materials, labour etc. (v)	(£2059)	
Other expenses (vi)	(£41)	
<u>Sub-Total</u>	<u>(£2580)</u>	<u>(£637)</u>
<u>Net Income</u>	<u>£969</u>	<u>£247</u>
<u>Balance Sheet</u>		
<u>Assets</u>		
Lloyds bank	£587	
Nationwide account	£629	£450
<u>Liabilities:</u>		
Net loss on Street Party	--	(£203)
<u>Net Assets</u>	<u>£1216</u>	<u>£247</u>
<u>Funds</u>		
General	£868	£247
Westgate Planters (grant funded) (vii)	£348	
<u>Total Funds</u>	<u>£1216</u>	<u>£247</u>

Richard Brownfield
Chairman

Vincent Waldron
Treasurer

Date: 10 November 2017

Notes to the Financial Report 2017

- i. Accounts for 2017 made up to 31 October 2017 (for 2016 to 30 November 2016).
- ii. 2016- cost of barrister prior to CDC Planning Committee meeting on 8 September; £1680 shared by Westgate and 3 other Residents Associations, our share £420.
- iii. Street party for 2017 was self-financing, and was able to donate £50 to the Association to pass on to St Wilfrid's Hospice.
- iv. £10 million Public Liability policy required by West Sussex highways department, so that our volunteers could work on the Street Planters. This policy also covered one-off events and so was used to cover the 2017 street party (previous street parties, including 2016, had needed their own policies at a premium cost of £125).
- v. Costs of restoring Street Planters met from the City Grant of £2688, shown under 'Income'. Breakdown as follows:
- | | |
|----------------|--------------|
| Plants & bulbs | £1174 |
| Compost | £410 |
| Consultancy | £259 |
| Labour | £150 |
| Volunteers | |
| refreshments | £66 |
| <u>Total</u> | <u>£2059</u> |
- vi. Other Expenses- Newsletter 2016 £10
Presentation to S.Young £31
Total £41
- vii. Westgate Planters fund: Nationwide Bank Balance 31/10/17- £629
Less Public Liability Insurance - (£281)
Planters Fund balance - £348

Richard Brownfield
Chairman

Vincent Waldron
Treasurer.

Date: 10 November 2017

INDEPENDENT EXAMINER'S REPORT TO THE OFFICERS AND COMMITTEE OF THE WESTGATE RESIDENTS ASSOCIATION.

I report on the accounts and financial report for the period 1 December 2016 to 31 October 2017, set out on pages 2 & 3.

Respective responsibilities of the Committee and Examiner:

The Association's Committee are responsible for the preparation of the accounts and financial report. The Committee considers that there is no requirement for an audit or report to any regulatory body, as the Association is an unregistered, unregulated small voluntary association. There are therefore no reporting procedures required by law. However, as a matter of good practise they keep such accounts and records as they feel appropriate for an association of this kind and as part of this practise, have requested an examination by a member of the Association who is not a Committee member.

It is the Examiner's responsibility to examine the accounts and to state whether particular matters have come to their attention.

Basis of the Independent Examiner's statement:

My examination includes a review of the accounting records, minutes and information kept by the Association and a comparison of the foregoing with the financial report. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion.

Independent Examiner's statement

In my opinion the Financial Report as presented provides a fair statement of the financial affairs of the Association, and there is no particular matter which has come to my attention requiring special mention.

Westgate Residents' Association (WGRA) 2016 AGM - Minutes of meeting held on Saturday, 14 January 2017 at 14:00 at St Wilfrid's Community Hall, Sherborne Road

Present:

WGRA Committee members - Richard Brownfield (Chairman), Brian Bird, Colin Hicks, Anthony Quail, Brian Raincock, Paula Street, Vince Waldron and Sandy Young

Around 30 other residents were also present.

Apologies for absence:

Kathryn and Sandy Kellagher , John and Jane Davies, David and Lynn Bennett, Mark and Tina McJennett, Brian Hopkins, Bridget Hicks, Fenella and Alan Wilkinson, Vaughan Lowe, Jill Eyears, Sally Wraight, Dionne Venables, Edna Baker, Penny Tomlinson,

1. Welcome by the Chairman

Richard Brownfield, Chairman, welcomed everyone to the meeting and thanked them for supporting the work and activities of WGRA throughout the year. He was also pleased to welcome Peter Budge, The Mayor of Chichester, County Councillor Louise Goldsmith (also leader of the West Sussex County Council), and District Councillors Clare Apel and Richard Plowman.

2. Minutes of last AGM – 7th November 2015

The minutes of the last AGM held on 7 November 2015 were approved as a correct record and signed by the Chairman.

3. Chairman's Report

3.1 The Chairman gave an overview of the work and activities of the WGRA over the past year. He commended the support and generosity of many residents particularly in respect of securing the best possible outcome for the White House Farm development, the adopt a planter project and the Street Party to celebrate the Queen's 90th Birthday.

3.2 Ensuring the views of WGRA were taken into account in the consideration of the White House Farm development and the associated traffic mitigation proposals had absorbed much of the Committee's time. He paid tribute to the Traffic Advisory Group members for the time they had committed to examining all the documentation and advice on the traffic proposals for the development. He was pleased to report that Louise Goldsmith had ensured that meetings between the other residents' associations west of Chichester and West Sussex County Council continued. The developers were to establish a Working Group in the near future to ensure the continued engagement and input to the development proposals, the construction of the southern access road and traffic mitigation measures during the detailed design stage of the development proposals. Residents would be kept informed of progress through the regular news bulletins.

3.3 The regular news bulletins, twice yearly newsletter and the website had proved to be a successful means of communicating the work of WGRA to all residents. All residents were encouraged to sign up for email notification as this was the most efficient means to keep residents informed of issues and events.

3.4 The Chairman was also pleased to report that the Crate and Apple had welcomed the opportunity to help provide a focal point for WGRA's social activities and a number of successful events/activities had taken

place such as the monthly coffee morning, the weekly knit and natter, French conversation, and the Christmas Party. The pub was to launch a locals' night on Wednesdays from 18 January.

3.5 Thanks were paid to Penny Tomlinson for the time she was devoting with Brian Raincock in taking forward the adopt a planter project. Funding sources were currently being explored to undertake a revamp of the planters.

3.6 Tribute was paid to Tony Schofield who had stood down as Treasurer during the year. Tony has previously been Chairman of the former residents' association and had over the years devoted much time to the work of the association.

3.7 Special thanks were also paid to Sandy Young who was standing down from the Committee. Sandy had been instrumental in organising the Street Party over the past few years and a special thanks was extended to her and Peter for their generous contribution to the Queen's 90th Birthday Street Party celebrations to make it a truly special occasion.

4. Financial Report

4.1 Vince Waldron, Treasurer, gave a report of WGRA's financial position and it was noted that the account balance was £247. The Financial Statement and the statement of Gordon Jones who had undertaken an independent examination of the accounts had been circulated to all residents prior to the meeting.

4.2 He reported that WGRA had been entirely dependent on 'ad-hoc' donations to finance its activities. Residents' generosity in donating funds was greatly appreciated. However, to ensure that WGRA could continue to be pro-active in the future in engaging with the developers and local authorities in respect of taking forward the White House Farm development, in fostering social inter-action in the community and in carrying out improvements to the physical environment such as the adopt a planter project, WGRA needed a more predictable source of funds. It was therefore proposed to introduce an annual membership fee of £10 per household. Social events would continue to be self-funded.

4.3 Following a vote on the proposal to introduce an annual membership fee the majority of residents voted in favour of the proposal. Only two residents were not in favour.

4.4 **RESOLVED –**

- (1) That the Treasurer's Statement and the statement of the Independent Examiner be noted;
- (2) That an annual fee of £10 payable in the January of each year be introduced with immediate effect; and
- (3) That the payment of the annual membership fee would entitle a member's household to a vote at future AGMs and EGMs. Those households where the membership fee had not been paid would still be welcome to attend all events, activities, AGMs or EGMS of WGRA but would not be entitled to vote at AGMS or EGMs.

5. Revisions to the Constitution

5.1 The Chairman advised that now that WGRA had been operating for over a year, it had become evident that some minor revisions to the Association's Constitution were required to ensure the proper management of WGRA into the future. The changes required were:

- The changing of the Association's acronym from WRA to WGRA to reflect current usage and avoid confusion with the Whyke Residents' Association

- The ability to include as Associate Members of the Association, any individual residents living on the borders of the geographical area of the Association (such as in Tollhouse Close or Orchard Street) who wished to participate in the activities of the Association
- The raising of an annual membership fee of £10 per household per calendar year or part thereof, but still allowing for other fundraising initiatives
- The establishment of the voting rights of members of the Association who were in benefit
- To bring the 21-day formal notice rule into line with all general meetings and the accompanying publication deadlines

5.2 The revised constitution had been circulated to all households prior to the meeting. Following a vote it was unanimously agreed to adopt the revised Constitution.

5.3 **RESOLVED** – That the published revisions to WGRA’s Constitution be adopted.

6. Appointment of Officers

6.1 Following the request for nominations for the positions of Chairman, Secretary and Treasurer, only one nomination in respect of each position had been received in advance of the meeting as follows:

Chairman – Richard Brownfield (proposed: Vaughan Lowe; Seconded: Penny Tomlinson)

Secretary – Colin Hicks (Proposed: Richard Brownfield; Seconded: Sally Lowe)

Treasurer – Vince Waldron (Proposed: Rosy Turner; Seconded: Paula Street)

6.2 **RESOLVED** – That Richard Brownfield, Colin Hicks and Vince Waldron be appointed to the positions as set out above for the ensuing year.

7. Appointment of Committee

7.1 Following a request for nominations to serve on the Committee, nominations had been received from:

Brian Bird (Proposed: Carole Bisogni; Seconded: G. V. Jones)

Anthony Quail (Proposed: Rosy Turner; Seconded: Nikki Clarke)

Brian Raincock (Proposed: Tommy Lynch; Seconded: Annette Hutcheson)

Paula Street (Proposed: Vince Waldron; Seconded: Penelope Finn)

Cecilia Cole (Proposed: Tim Bunker; Seconded: Nikki Clarke)

Julia Smith (Proposed: Richard Brownfield; Seconded: David Tregear)

7.2 **RESOLVED** – That the above be appointed to serve on the Committee for the ensuing year.

The meeting concluded at 14:40

Paula Street, Minutes Secretary
January 2017