

**Waterways Management Committee  
Minutes  
11 August 8pm, Anchor Pub**

**Attendees**

Nick Sampson (Chairman) Peter Higgins  
Miles Thompson

**Apologies**

Richard Dorey (Secretary) Diane Crocombe  
Margaret Bird Louise Robertson

**1. Opening remarks**

The chair noted, and the committee agreed, that it would be inappropriate to proceed to the full business of the meeting with only 3 committee members in attendance. The meeting agreed to consider a slimmer agenda with no substantive business and resolved to meet again in short order, when hopefully more committee members could attend.

**2. Matters arising**

To be carried over to the next meeting.

**3. Resignation of Richard Dorey**

The chair was sorry to report that he had accepted the resignation of Richard Dorey, Secretary to the committee. Richard had felt unable to give his various roles the attention he felt they deserved and wished to stand down. The committee joined the Chair in thanking Richard for his enthusiasm in his roles on the committee, as secretary and on the community room subcommittee.

**4. Resignation of John Lapin from Managing Agent Review and Apartment Block subcommittees**

The chair was sorry also to report that he had accepted John Lapin's resignation from the apartment block and managing agent review subcommittees and thanked John for all his hard work on those bodies. The committee and Chair were glad John had retained his role as Treasurer. The chair noted that John had resigning in protest to what he regarded was a case of the chairman overruling with the managing agents a decision made by a subcommittee. The chair noted that this was potentially a serious matter to which the next meeting should return.

**5. WRA funding**

The WRA have requested this year's funding from the Company, as authorised at the 06/07 AGM. The meeting agreed that the decision to release these funds against the business case provided by WRA should have the support of the full committee but that the decision should be made sooner than the next full meeting.

**ACTION.** Chair to email committee members with proposal to release funds subject to any dissenting views.

**6. Preparations for Annual General Meeting**

The company AGM should be held in November [subsequent note: articles of association require that AGM is held no later than 15 months after the previous one.] but there is some work to be done to ensure we are able to hold the meeting in this timeframe e.g., preparation and auditing of accounts, notification of members, soliciting for new members and resolutions. The chair suggested forming a further subcommittee to liaise with Managing Agents to guide the AGM to a successful conclusion, and thanked both Miles and Peter for agreeing to undertake this role.

**ACTION.** Chair to email Treasurer to alert him to timeframe for preparation and auditing of accounts.

**ACTION.** Chair to send last year's material on preparation of AGM to new subcommittee.

**ACTION.** AGMSC to brief in timeframes and required action to next meeting.

#### 7. **Secretary role**

The meeting agreed that the Chair would take on the Secretary's role of forming the committee meeting agendas, and setting dates and venues of meetings. We should have a volunteer from the committee take the minutes at each meeting, unless we can find an individual whom we could pay to do this for us, the last committee paying for administrative support at £10/hr.

**ACTION.** Committee to try to find somebody to take on minute-taker role at committee meetings.

#### 8. **Items for next meeting's agenda**

Matters arising moved into relevant subcommittee sections of agenda

Agreement of procedures for consent to e.g., building alterations, keeping of pets

#### **ACTION**

Chair to email all committee members with background papers before next meeting.

Requirement to act according to (sub)committee intentions in dealings with Managing Agent.

Subcommittees to submit written reports (minutes of meetings will suffice) rather than presenting orally. Chair to distribute to committee prior to meeting.

**ACTION.** Chairs of subcommittees to submit notes 1 week before next meeting.

#### 9. **Date of next meeting**

To suit committee members, but 2<sup>nd</sup> week in September was mooted.