

MINUTES FOR LEECHWELL GARDEN ASSOCIATION MEETING

Friday 28th May 2010 2.30pm, Ashleigh, Kingsbridge Hill.

PRESENT: Sue Holmes (Chair) Jeannette Willington, David Mitchell, Janet Mitchell, Robert Vint, Jim Carfrae, Ed Vidler, Wendy Reid, Anna Lunk, Shirley Prendergast (Sec). Thanks to Jim and Kate for venue and hospitality.

Sue introduced and welcomed Anna, who has been co-opted onto the LGA Committee.

1. APOLOGIES: Alex Whish

2. MINUTES of LGA MEETING May 10th 2010: agreed.

3. MATTERS ARISING:

Dave reported that the previous mains supply to Midas offices had now been diverted to 10 Heath Way so it would not be possible to provide water to the garden via this route. Dave will take this up this issue with Harrison Sutton.

(Other Matters Arising deferred to next meeting)

4. AGM: Tuesday 29th June, Civic Hall, 6-7pm followed by garden visit

4.1 Booking. Hall booked from 5.30- 7.30. Cost is £ 40 with mike and first 25 chairs set out. LGA will put chairs away at the end of AGM. Plan is for garden to be open by 7.30.

4.2 Notices. Following will be informed at least 21 days in advance of the AGM (before June 8th) and that, *if they wish, they can become Members of the LGA and then stand for the LGA Committee* (see 4.5 below re membership and eligibility to vote).

All those volunteering to work in the garden (Members already, the rest are not)

All those who have expressed interest in the garden and left a contact address

All former DOS members

All members of Community groups mentioned in the Community Spaces Grant Application form

Emails and letters to above will be sent out by the end of next week.

JW

Heath Way residents will be informed of LGA in advance of letters going out.

SH

4.3 PR and publicity. Ed will ask Marianne (TDT) who helped Shirley with last PR to do a piece in the local press about the AGM. This will need to be timed to go into the local press the week before the AGM- ie Totnes Times published 23rd June so copy should be with them by 17th June.

EV

Noted that copy should include * * above which should also be included in any letters, emails and posters about the AGM.

4.4 Agenda and Speakers. Suggested LGA Agenda:

1) Introduction (Sue Holmes, current Chair)

2) Election of Chair for the coming year (run by Dave Mitchell)

3) Election of Secretary and Treasurer for the coming year (run by new Chair)

4) Election of remaining 7 members of LGA Committee. (run by new Chair) Suggested that this is done by (a) proposing that existing 4 members (who have expressed willingness to continue) are re-elected and then (b) holding an election for the remaining 3 vacant places. Mark Chapman and Phillip Warnes will be contacted to see whether they wish to stand for the LGA Committee

SH

(Note that Robert Vint, Anna Lunk and Alex Whish are/will be co-opted not elected members)

5) Vote on proposed changes to LGA Constitution (see 4.6 below) (explained to meeting by Ed Vidler)

6) Treasurers Report (Ed Vidler)

7) The Leechwell Garden today (Charlotte Rathbone, Landscape Architect for the garden)

8) Chair's Report and Community Spaces Grant Application, update and reminder of what it will provide.

9) Questions

10) AOB

Visit to the Leechwell Garden at 7.30pm
(Thanks to Dave for his drafting of 4.4)

4.5 Members/Voting. All those to be contacted in 4.2 above and attending on the night of the AGM will be invited to become members of the LGA. Members will be given a membership card with an individual registered number. Only members of the LGA will be eligible to stand for the Committee and to vote on LGA matters. Voting will be by show of hands. Reminders about eligibility will be sent out 21 days in advance in all letters and emails and in any advance publicity about the AGM.

4.6 LGA Constitution. Suggested changes below are referred to by the relevant paragraph in the existing LGA Constitution:

Par 5: "Fees payable for LGA membership waived for the present". A register of signed up members will be kept (with membership numbers) to facilitate communications and to ensure eligibility to vote on LGA affairs".

Par 6/7: "The LGA Committee will have retirement by rotation, one third of members at each AGM. To be activated at the next AGM in 2011"

Par 8: "Attendance at LGA Committee: Members who fail to attend without apologies/adequate reason to be asked to leave the Committee (adequacy at discretion of the Chair)"

Par 10d. To be broadened as follows "Decisions will normally be by consensus but in the event of disagreement, by a majority decision".

Par 11c. Drop the final sentence (the preceding one already deals with subsequent AGMs).

Par 11e. "Will be by show of hands". Not by ballot as that is impractical.

(Thanks to Ed for his drafting of 4.6)

4.7 Visit to Leechwell Garden after the AGM. If large numbers of visitors attend there may be some problems in giving out information about the garden. Suggested that:

- Those attending the AGM be given a map of the garden with numbers marking key points- particularly the location of items that will (hopefully) be funded by the CS Application, ie.
1.new gates 2.herb garden /pergola 3.pool etc **JC,DM,SP**
- These points be clearly marked (laminated cards on posts) in the garden itself and Committee members be available at each to give information talk about what has and will be done
- Charlotte, Sue, Alex etc to talk about the garden by reference to numbered maps

5. AOB Noted that Janet and Dave Mitchell (Leechwell Cottage) have registered their concern about height, visibility and security issues related to the new Leechwell Garden fence as it borders their property. The fence is too low and they want the fence height raised (as has been agreed with SHDC) before the garden is open to the public.

6 DATE OF NEXT MEETING: This will be to finalise the AGM. Date to be announced- either Thursday am, June 3rd or Friday 2.30pm June 4th at the Mitchell household.

Tasks AGM 29th June 2010	Date completed by	Who will do this
Send out notices by email/	June 8 th 2010	Jeannette

Letter etc 21 days in advance To include reminder of membership and eligib to stand for LGAC and to vote		
Put up laminated posters	June 8 th 2010	Dave, Jim to design All to distribute
Print 2 registers Existing Members (2 doors!) Print numbered and blank membership cards	By 29 th June	Dave
Organise publicity and alert Local press	ie. TTimes Alert week of 14 th June Copy by 17 th June Published 23 rd June	Ed and Marianne
Agendas and finalised and printed. Copies of constitution/changes	By 29 th June	
Numbered garden maps for attendees and laminated numbered cards on posts for key sites /areas of garden	By 29 th June	SP, JC,DM
Brief Charlotte, SHDC	ASAP	
ON THE DAY 1. Arrange tables for speakers, projector etc 2. Set up tables by 2 doors to register existing and new members and give out cards. 3. Set out more chairs for public with papers on seats 4. Large table for garden plan 5. MEETING 6. Close meeting, request help with putting away chairs. Put up numbered key sites in garden. Direct people to the garden LGA Members at key points round garden to give info CLOSE??	5.30pm 6pm- 7pm 7-7.30pm 7.30	
Thanks to Dave for first draft		