

Threlkeld Quarry Road Management Company

Directors Meeting, 2nd September 2016

Apologies: Richard Siddall, Sally Bickerdyke.

Attendance: Lucy Harrison (Chairman), Ian Hartland (Director), Roger Wildsmith (Director), Kerry Powell (Director), Denis Frost, Kate Garratt and Wendy Thurrell.

Minutes of the AGM on 30th June 2016

The minutes of the AGM as put together by Richard Siddall were approved with some minor amendments.

Company Secretary Duties

Due to illness, Sally Bickerdyke is no longer able to act in capacity as clerk. It was therefore agreed that part of this meeting would be to work out what activities need to take place and who should take them on.

Whilst Denis is hay to take over the company reporting duties for the organisation, and in HMRC eyes will act as the Company Secretary the additional duties of Company Secretary will be divided up between the group as required.

Duties	Who to do?
1.	Minute taking Take turns
2.	Company Reporting Denis Frost
3.	Treasurer Wendy Thurrell
4.	Memberships
a.	Database Denis to create, Wendy to keep
up to date	
b.	Contacts Lucy and Richard to update to
start with	
c.	Certificates To be sent out by Wendy
and Denis	
5.	Communications
a.	Website Plan to be discussed at next
meeting	
b.	Letters/emails Lucy to do with Wendy
and Kate helping	
6.	Main Point of Contact Lucy
7.	Organising meetings Richard
8.	Preparing agendas Lucy
9.	Information store Lucy / Richard / Wendy
10.	Copies of resolutions Kate / Lucy

*Kate offered the lockable filing space at the
Business Units if needed.*

11.

AGM

Lucy

12.

Voting standards

Richard

ACTIONS: As above where noted

Banking

The Bank account signatories are currently Sally Bickerdyke and Martin Sleath. It was agreed that in light of Sally's illness, new signatories would be needed.

SPECIAL RESOLUTION PROPOSED: Wendy Thurrell and Lucy Harrison to become additional signatures on the bank account. Address for bank statements changed to 6 Glenderamackin Terrace, Threlkeld, CA12 4TU.

Proposed – Roger Wildsmith

Seconded – Kerry Powell

ACTION – Lucy to contact the bank to find out procedures.

Lucy passed over additional donations to be banked. Kate confirmed that BEC have donated promised funds which should be in the bank shortly.

Directors

SPECIAL RESOLUTION PROPOSED: Kate Garratt offered to become a Director to represent the interests of the business units as her role in Britain's Energy Coast as the property owners.

Proposed – Lucy Harrison

Seconded – Roger Wildsmith

ACTION: Denis to send out relevant form, Kate to fill and return, Denis to notify Companies House.

Website

A brief discussion over the functionality of the proposed website was discussed. What information should be on there and how accessible should this information be?

ACTION: Website plan to be discussed and agreed at the next meeting

Fundraising Proportions

The agreed proportionality of amounts raised was discussed. Lucy ran through the history of how the proportions came about, that this was the aim to raise from each different area rather than a set in stone amount. These proportions could be amended in the future, depending on how much we are looking to raise.

It was agreed that we would look at this in the future when we know what the project of works is and what we are trying to achieve but that for now we would continue trying to raise as much as possible.

Ian talked about the Quarry undertaking the works as their input rather than finances.

Project plan will dictate what standard the works need to be done to as to whether this is appropriate.

ACTION: Project plan to be put together.

Adoption of the Quarry Road

Iain Henderson and Kate Garratt are lobbying hard from BEC to try and get project agreement in principle from the County Council and to find out if they are adopting any roads, what they will do and how much is needed to do. Lucy handed over previous quotation from the Council and mentioned that Jonathan Smith from County Highways had previously attended meetings, 2011 put together costs and details of what would be needed to bring it up to adoptable standard and suggested that due to the history of the road that it was possible it would be considered for adoption and that the lighting might not be required due to the suitability of the location.

ACTION: Lucy and Kate to look up minutes from previous meeting where Jonathan Smith spoke. Kate and Iain Henderson to continue lobbying to get agreement in principle.

It was discussed whether adoption was feasible. It was discussed that we should look into this to find out whether the organisation should be concentrating purely on maintenance or fundraising for the future to achieve the project, with interim repairs contributing to the future adoption standard.

It was discussed that the area around the houses would still need to be maintained, as this was unlikely to be adopted.

ACTION: Kate to look at funding streams based on adoption and upgrading as a ready to go project that may achieve environmental and growth aims for European and LEP funding.

Chapel Road

What is required to make this road good?

ACTION: Lucy to try and find emails from Sally with quotation for Chapel Road repair and find out about eco road surfacing.

Drainage

Discussion and map shown regarding which drains require work doing to them and how much work needs doing.

It was suggested that we aim to have an independent surveyor come on site to walk through the road with Ian Hartland so as to give us ideas for what could and should be done for the road. This could form the basis of a project plan.

ACTION: Kate to ask Keir Highways

Interim Repairs

It was discussed whether interim repairs should be made to the potholes on Blencathra View and some of Chapel Road using a load of tarmac before the winter makes them worse.

It was agreed to wait until Kate has had a chance to see what is feasible in the next four weeks around funding, projects and adoption so that we can make an informed decision.
ACTION: Decision to be made at the beginning of October when information comes in from Kate.

Date for next meeting

We agreed that the next meeting date would be Friday 4th November at 6 Glenderamackin Terrace.

ACTION: Lucy to send calendar invite.