

# Roman Road Bow Neighbourhood Forum

## AGENDA

### The 3rd Annual General Meeting

To be held online via Zoom at 7.00 pm, Wednesday 28<sup>th</sup> October 2020

1. Welcome
2. Formal Business of the AGM (20 mins)
  1. Minutes of the AGM held on 27th April 2019
  2. Matters Arising not covered by other agenda items
  3. Report on Forum activities during the past year
  4. Financial report and statement from treasurer
  5. Election of Forum Committee officers and members (By show of hands)
    - a. Chair
    - b. Treasurer
    - c. Secretary
    - d. Media Officer
    - e. Up to 11 other individuals as committee members
  6. Any Other Business
3. Introduction to Neighbourhood Plan purpose and role, and RRBNP journey (5mins)
4. Two minute presentations of each plan chapter by chapter owner (12mins)
5. Question & Answer time
6. Next steps for public engagement and the plan process, and **dates for online discussion of different themes of the plan: 7-8pm on Wed. 11th and Thurs. 12th Nov. and 2pm on Sunday 15t Nov.**
7. Concluding comments and close

## **Notes on committee roles**

The Chair of the Forum Committee shall be responsible for:

- Calling and chairing meetings of the RRNF Committee, General Meetings and Annual General meetings of the RRNF membership (unless specifically delegated to another Forum Committee member in writing).
- Exercising a casting vote on elections and resolutions at meetings of the Forum and its Committee.
- Taking decisions on day-to-day matters between meetings of the Forum Committee after electronic consulting with other committee member.

The Treasurer shall be responsible for:

- Establishing a RRNF bank account and acting as a joint signatory on the account with one or more other member of the Forum Committee. Maintaining the RRNF financial records.
- Setting out a draft budget in the first year, and ensuring that RRNF stays within its budget
- Preparing and presenting an annual budget, at the RRNF Annual General Meeting
- Submitting a detailed summary of all the RRNF received and spent at every Committee meeting.

The Secretary shall be responsible for:

- Organising all RRNF meeting dates, times and venues.
- Taking and circulating the minutes of all RRNF meetings - making them available to all members.
- Maintaining a register of RRNF and keeping a copy of the RRNF Constitution for inspection by members of the public and RRNF members.

The Media Officer shall be responsible for:

- Maintaining and updating the RRNF website
- Preparing and presenting draft materials for the promotion of RRNF through its organised events and activities, and for promotion in the neighbourhood area e.g. posters and leaflets.
- Actively encouraging promoting and advertising RRNF via social media e.g. Twitter and Facebook.

**All decisions at RRNF meetings shall be made on a show of hands of members who are entitled to vote at the meeting.**