



**MINUTES OF  
SENTINEL TENANTS' & RESIDENTS' ASSOCIATION  
ANNUAL GENERAL MEETING HELD AT  
SENTINEL'S FLEET OFFICE  
ON TUESDAY 22 SEPTEMBER 2009**

<b>Present:</b>	Bill Hall	Brian Sanders	Dick Wylie
	George Herbert	Helen Parry	Isla Sutherland
	Kathy Hine	Marion Witts	Molly Parrett
	Tony Mitchell	Arthur Williams	
 <b>Absent:</b>	Dawn Moors		
 <b>In Attendance:</b>	Kari Tourle	Richard Pilbeam	Sandra Crook (Minutes)
 <b>Distribution:</b>	Those Present / In Attendance	Those Absent	
	Val Bagnall	Neighbourhood Managers	

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| <ol style="list-style-type: none"> <li><b>1. <u>Welcome</u></b></li> <li>1.1 Brian welcomed all present to the Annual General Meeting of Sentinel Tenants' &amp; Residents Association (STARA).</li> <li><b>2. <u>Apologies for Absence</u></b></li> <li>2.1 Apologies were received from Dawn Moors</li> <li><b>3. <u>Minutes of STARA's 1<sup>st</sup> AGM held on 23 September 2008</u></b></li> </ol> | <p style="text-align: right;"><b><u>Action</u></b></p> <p>Info</p> <p>Info</p> |
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**Action**

3.1	The Minutes were agreed as a true and accurate copy.	Info
4.	<b><u>Resolutions</u></b>	
4.1	No Resolutions had been received.	Info
5.	<b><u>Chairman's Annual Report</u></b>	Info
5.2	A copy of the Chairman's Annual Report had been circulated with the Notice and Minutes prior to the meeting.	Info
6.	<b><u>The Annual Reports and Grant Requests of any Affiliated Tenant or Resident Associations</u></b>	
6.1	Members of STARA were unsure as to what this referred to. It had been included on the Agenda as it states at 10.5 of the Constitution that this Agenda Item should be included. It was questioned whether it referred to monies given to the Residents Association of Austen Court to help them set up their Association.	Who to resolve?
7.	<b><u>Amendments to the Constitution</u></b>	
7.1	The amendments to the Constitution had been circulated with the Notice and the Minutes prior to the meeting. The changes detailed in blue print on the Constitution were read through and discussed by all present prior to Brian highlighting some additional grammatical changes that he had picked up on. It was agreed by all present that the changes would be made to the Constitution prior to Brian reading it through to ensure that all amendments had been made correctly before signing.  <b><u>Post Meeting Note:</u></b> The amended Constitution has been forwarded to John Barker, Chair of Sentinel, for approval.	Info
	The following Items were discussed in more detail:	
7.2	Item 4.1 – Due to the uncertainty of whether the Fleet office would have a Boardroom it was suggested that the Item be changed to:  All meetings will start from 7.00 p.m. and the venue will alternate between Basingstoke and Fleet as agreed by the Committee.  Dick commented that he had been guaranteed that the Fleet office would continue to have a meeting room large enough for meetings such as this and the monthly Panel meetings following the relocation of most of the departments to the Basingstoke office.	Info
7.3	It was resolved at the meeting that should a STARA member be elected to the independent Board member position they would be expected to resign from STARA.	Info
7.4	Item 15.6 – The question was asked 'do members have to travel more than a certain time to be able to claim a meal allowance?'. After discussion it was agreed to fall in line with what staff are able to claim under these circumstances.  <b><u>Post Meeting Note:</u></b> A Schedule of Allowances was sent to STARA members for consideration at their next meeting to be held on 27 October 2009.	Info

**Action**

7.5 It was felt that Petty Cash in advance was necessary for some where they would have to incur costs as in some cases they were not able to pay out the money themselves. This did create a severe internal audit risk but was necessary in some instances. A receipt for monies spent and the change or the return of the whole amount if not used would be required in all cases. Members wishing to claim Petty Cash in advance should approach the Treasurer rather than Sentinel staff.

Info

7.6 Kathy advised that in the past she had been provided with a travel warrant for a train ticket and a small amount of Petty Cash from Sentinel but this option was no longer available.

Info

7.7 Kathy was concerned that points that had previously been noted in the Constitution i.e. the clarification of payment for members as detailed in 7.4 above, were being missed off. Changes to the Constitution are being lost and points are being overlooked. How do we safeguard that things don't get forgotten?

Who / how to resolve

**8. Amendments to the Code of Conduct**

8.1 The amendments to the Code of Conduct had been circulated with the Notice and the Minutes prior to the meeting. The changes detailed in blue print on the Code of Conduct were read through and discussed by all present prior to Brian highlighting some additional grammatical changes that he had picked up on. It was agreed by all present that the changes would be made to the Code of Conduct prior to Brian reading it through to ensure that all amendments had been made correctly before signing.

**Post Meeting Note:** The amended Code of Conduct has been forwarded to John Barker, Chair of Sentinel, for approval.

Info

**9. Financial Statement**

9.1 George confirmed that the books had been audited by Finance. George handed out to those present a breakdown of the spend to date. George to change SHG to SHA on the handout.

George

**10. Question Time**

10.1 No questions had been received.

Info

**11. Date of Next Meeting**

11.1 The date of STARA's next monthly meeting is scheduled for Tuesday 27 October 2009 at 7.00 p.m. in Sentinel's Basingstoke Office. Brian gave his apologies in advance and confirmed that the Election of Officers would take place at this meeting.

Info

11.2 The date of STARA's next **Annual General Meeting** is scheduled for Tuesday 28 September 2010 in Sentinel's Basingstoke Office.

Info

**12. Any Other Business**

12.1 Kari advised STARA members that the next update from STARA to the Board was to be with Martin Nurse by Friday 9 October 2009. Brian and Dick agreed to meet to take this forward.

Brian / Dick

There being no further business, the meeting closed at 8.35 p.m.