

Montpelier Square Garden Committee

DRAFT Minutes of Committee Meeting: version 4

Date: 21 June 2010
Location: 8 Montpelier Square, at 6:30 PM

Committee Members present

Mr Daniel Quirici
Lady Marshall
Mr. Yoshi Nishio
Mrs. Avril Cox
Mr. David Eckhardt
Mrs. Jean Fletcher
Mrs. Jane Bradbury
Mr. Christopher Didizian

1. The Committee appointed Daniel Quirici as Chairman.
2. **Apologies** for absence: Ali Malek, Nicholas Davie-Thornhill and Simon Davenport, who appeared in person for a few minutes to apologise that he could not attend.
3. **Review of minutes** of 29 March Committee meeting: Since no formal decisions were made at that meeting, and in view of the fact that responsibilities had not yet been allocated formally among former and new Committee members, it was agreed that there are no minutes to review or approve.
4. **Appointment of Officers:** It was resolved that the following appointments be confirmed for the year:

Janet Marshall	Garden Chairman
Yoshi Nishio	Treasurer
Jane Bradbury	Secretary
Ali Malek	Legal Advisor
David Eckhardt	Internal Auditor
Avril Cox	Key Monitor
*Roger Hayward	Accountant
*Vivienne Eckhardt	Gate Monitor

*not committee members
5. **Officers' Reports:** Time was not allocated for the Garden Chairman's report.
Treasurer: A revised budget will be presented by Yoshi Nishio via the post or e-mail in the next few days. It was agreed that the budget is aiming at minimal expenditures to help restore the reserve fund.

Signed, Page 1 _____

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Adminstration/Internal Auditor

1. It was resolved that all decisions relating to the Square Garden (costs, design, maintenance, contractors, service providers, etc.) are the collective responsibility of the Committee as a whole and no changes would be made without the Committee's authorization.
2. It was resolved that, notwithstanding paragraph 1 above, in the event of any small items requiring to be authorized, these could be agreed by the sub-committee: Janet Marshall, Yoshi Nishio, David Eckhardt, and Daniel Quirici, subject to:
 - a. No individual expense exceeding £1,000
 - b. That the maximum amount to be authorized by the sub-committee would not exceed £2,500 in any one financial year. (No formal vote was taken.)
3. It was resolved that in the event of additional expenditure being required, or in the event of an emergency, then the committee members can give such authorization by phone or mail.
6. **Committee Guidelines:** A new set of rules entitled "Committee Guidelines for Garden" (attached) have been rewritten by David Eckhardt, with consultation with Janet Marshall. Discussion focused on the issue of allowing ball games for small children and the wording for that item. (A copy of the previous rules was not available for comparison.) These guidelines were approved. (No formal vote was taken.)
7. **A Summer Party** is planned for 16 September in the garden. Jane offered to organise it with the assistance of Francesca Malek. The Garden Committee will provide beverages and food will be contributed by each household participating.
8. **The date of the next AGM** is to be proposed by Yoshi Nishio, taking into account the deadline by which to inform Westminster of the new precept.
9. **Any Other Business:** It was agreed that the new accounting year-end date shall be set at 31 March to coincide with that of Westminster Council, who send the Precept funds to the committee in April. (No formal vote was taken.)


Jane will circulate an updated list of residents' telephone numbers and e-mail addresses for committee members only.

10. There was insufficient time to confirm resolutions passed.

The meeting was closed with an expression of thanks and farewell to Jean who is leaving the Square in August. The members left at about 8 PM.

Minutes prepared by Jane Bradbury, Secretary, with input from Daniel Quirici and David Eckhardt

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MONTPELIER SQUARE GARDEN

COMMITTEE GUIDELINES FOR GARDEN

1. The Garden is private and for the exclusive use of the residents.
2. Ball games, cycles and scooters are not allowed in the Garden except for croquet and games played by young children supervised by an adult.
3. Residents are requested not to take dogs or other pets into the Garden.
4. No parties are allowed without prior agreement with the Garden Committee.
5. Residents are requested to ensure they take their rubbish with them when leaving the Garden and the Garden furniture is not moved onto the grass.
6. Residents are requested to check that the gates are shut after entering or leaving the Garden.
7. Residents are responsible for any damage or accidents incurred by their household.