

## *Example of Minutes*

**Springfield Resident's Association**

**The Community House**

**Springfield Crescent**

**Minutes of the meeting held on Thursday 23<sup>rd</sup> February  
2012 at 7.00pm**

**Present:** Patty Bouvier Chair, Edna Krabapple Treasurer, Maude Flanders Secretary, Birchibald Barlow, Jasper Beardley, Homer Simpson, Madge Simpson

**Apologies:** Aristotle Amadopolis, Krusty the Clown

<b>Item</b>	<b>Action</b>
<p><b>1. Minutes of the last meeting</b> The minutes were agreed by BB as a true and accurate record of the last meeting.</p>	
<p><b>2. Matters Arising from the last meeting</b> The newsletter was distributed on 1<sup>st</sup> December 2012. Thank you for every ones help.</p>	
<p><b>3. Chairs Report</b> Patty confirmed that she had attended the funding seminar held by the Big Lottery Fund and found it extremely interesting and explained the handouts were available for everyone to see. Patty also gave an update on the community meetings she attends</p>	
<p><b>4. Correspondence</b> Maude gave an overview into the consultation papers received from the local council on the updated Tenant Participation Compact. It was agreed that this would be a separate agenda item at the next meeting for further discussion. Information has been received from Springfield Community Learning and Development regarding the forthcoming annual conference. The flyer was distributed amongst the group and the list of people wishing to attend was taken by Maude.</p>	<b>MF</b>

## **5. Treasurers Report**

Maude reported that since the last meeting when the bank balance was £109.50 the group had paid out £25.00 for the copying of the newsletter. The bank balance is currently £84.50 and there is £15.20 in petty cash. Copies of the accounts were distributed.

Maude also reported that the annual grant application from Springfield Gates Housing had been completed and returned with the relevant supporting documentation.

## **6. Tenant Participation Report**

Madge explained the following forthcoming training events  
Annual Report on Tenant Participation variety of Tenant Participation Structures Tenant and Resident Survey

## **7. Any Other Business**

None

## **8. Date, time and venue of the next meeting**

Thursday 17<sup>th</sup> May 2012 at 7.00pm in the Community House