



Baker Street Area Neighbourhood Association

November 2018 Agenda

Date: Tuesday, 13 November 2018

Venue: Salvation Army, Anstey Road, RG1 7JR

19:00-19:05	Introductions/ Apologies	All
19:05-19:10	Minutes of the last meeting (see Appendix 1)	Monique
19:10-19:15	Matters arising (see Appendix 2)	Monique
19:15-19:45	Administration – non-financial	
	AGM minutes (see Appendix 3)	Monique
	Active Communities Midpoint Monitoring Report (see Appendix 4)	Monique
	Active Communities 18 month Monitoring Report	Monique
	PHT changes – new logo on all materials	Monique
	Event attendance in September and October 2018 (see Appendix 5)	Richard
	Volunteer recruitment/management spreadsheet – update on how it is working and where it is stored	Paul and Richard
	Seeking further funding	All
	Storage of BSANA materials:	Paul and Richard
	(1) Update on discussions with the Oasis to put up shelving	
	(2) Agree date to deliver shelving and arrange storage	
	Amendments to BSANA contractor roles	Monique
	Secretary role	Monique
	Charity Commission application	Tom and Anthony

		Any other non-financial administrative issues	All
19:45-19:50	Administration – financial	BSANA Bank account transfer	Monique
		BSANA expenditure ending in October 2018 (see Appendix 6)	Monique
		Treasurer role	All
		Any other financial administrative issues	All
19:50-20:00	Clean Streets	Winter Spruce 2019 date	Richard
		Summer Spruce 2019 date	Richard
		Agree format for Reading Rescue type events (2 budgeted) – e.g. graffiti cleaning, litter-picking	Richard
		RAYS administration	Richard
		Anstey Road Bin changes	Richard
		Any other Clean Streets issues	All
20:00-20:10	Communication	Newsletter – agree date for next and content	All
		Noticeboard – comments/suggestions	All
		Twitter – comments/suggestions	All
		Facebook– comments/suggestions	All
		Posters – comments/suggestions	All
		Any other communication issues	All
20:10-20:20	Conservation Streets	Verbal update on Hosier Street activities	Anthony
		Verbal update on Conservation Area	Karen
		Any other Conservation Streets issues	All
20:20-20:40	Fun Streets	Event documentation (e.g. risk assessment, event checklist/ timetable) – are we missing any?	Richard
		Call for new events – have we had any suggestions, how can we promote this?	Monique
		Questions regarding formats of any types of events	Paul, Michael and Monique
		<ul style="list-style-type: none"> • Zumba • Book club 	

		<ul style="list-style-type: none"> • Food classes • Artisan Food Fair • Thames Lido • Open meetings with a meal, e.g. the Hosier St event in October • Music at the Castle Tap • Children's art events with Jelly 	
		Any other Fun Streets issues	All
20:40-20:45	Green Streets	IDR bridge planters: Date for spring planting and identifying a lead	Richard
		Any other Green Streets issues	All
20:45-20:55	Safe Streets	Oxford Road Safer Neighbourhood Forum update	Richard
		Any other Safe Streets issues	All
20:55-21:00	Any other business		All
21:00	Date of next meeting:	Tuesday, January 2019, venue to be confirmed	

Appendix 1: Minutes of the last meeting



Baker Street Area Neighbourhood Association May 2018 Minutes

Date: Tuesday 11th September 2018, 7pm-9:30pm

Venue: Rosehill Room, Salvation Army, Anstey Road, Reading

Note taker: Richard Rowlands

Documents: Monique had circulated draft minutes from the May and July meetings and the Agenda for the meeting. There were copies of the main sections of each document at the meeting.

1. Introduction

These are the minutes of the Baker Street Area Neighbourhood Association Management Committee Meeting on Tuesday, 17 July 2018.

2. Attendance

Present: Monique Raats (chair), Anthony Ihringer, Karen Rowland (part of meeting), Paul Ellwood, Richard Rowlands, Roger Lancaster-Williams, Tom Christie

Apologies: Lyn Fariello

3. Administration

Monthly Attendance since July 2017

Month	Year	Events	Running total events	Attendance	Running Total Attendance
July	2017	23	23	470	470
August	2017	19	42	67	537
September	2017	35	77	110	647
October	2017	31	108	160	807
November	2017	37	145	177	984
December	2017	37	182	152	1136
January	2018	30	212	155	1291
February	2018	30	242	127	1418
March	2018	37	279	146	1564
April	2018	32	311	166	1730

Month	Year	Events	Running total events	Attendance	Running Total Attendance
May	2018	43	354	175	1905
June	2018	38	392	147	2052
July	2018	36	428	386	2438
August	2018	31	459	42	2480

Events since the last meeting (BSANA managed in grey)

Date	Event	Location	BSANA residents	Other attendees	Committee	Comments
Tue, 17 Jul 2018	BSANA Management Meeting	Karen's	8	0	Administration	Almost a full house! See minutes for discussion. Includes Monique proposing that we move Management meetings to a public venue as this may encourage more people to attend.
Fri, 20 Jul 2018	BSANA Meetup	The Oasis,	6	0	Fun Streets	
Fri, 20 Jul 2018	BSANA RAYS Zinzan Oxford Baker Litter Pick	Zinzan Meet	2	0	Clean Streets	
Sat, 21 Jul 2018	BSANA Summer Spruce	Meet at the BSANA Noticeboard on Baker Street	20	0	Clean Streets	Went very well. Enough people, but could have had more for gardening. 3 pizzas, 3 garlic bread + 2 wings was (just) enough. We went through 3 bottles of fizzy and 12 bottles of water.
Wed, 25 Jul 2018	BSANA AGM	Salvation Army, Anstey Road, RG1 7JR	14	0	Fun Streets	
Fri, 27 Jul 2018	BSANA RAYS Zinzan Oxford Baker Litter Pick	Zinzan Meet	2	0	Clean Streets	
Fri, 27 Jul 2018	Clifton Street & Goldsmid Road Litter Pick	Clifton Street and Goldsmid Road.	2	0	Clean Streets	
Fri, 3 Aug 2018	BSANA RAYS Zinzan Oxford Baker Litter Pick	Zinzan Meet	2	0	Clean Streets	

Date	Event	Location	BSANA residents	Other attendees	Committee	Comments
Fri, 10 Aug 2018	BSANA RAYS Zinzan Oxford Baker Litter Pick	Zinzan Meet	2	0	Clean Streets	
Fri, 10 Aug 2018	Clifton Street & Goldsmid Road Litter Pick	Clifton Street and Goldsmid Road.	2	0	Clean Streets	
Mon, 13 Aug 2018	Conservation Street Meeting	Salvation Army, Anstey Road, RG1 7JR	14	0	Conservation Streets	
Tue, 14 Aug 2018	Castle Neighbourhood Book Club	Castle Tap, Castle Hill	4	3	Fun Streets	
Fri, 17 Aug 2018	BSANA Meetup	The Oasis, Baker Street	6	0	Fun Streets	
Fri, 17 Aug 2018	BSANA RAYS Zinzan Oxford Baker Litter Pick	Zinzan Meet	2	0	Clean Streets	
Fri, 24 Aug 2018	BSANA RAYS Zinzan Oxford Baker Litter Pick	Zinzan Meet	2	0	Clean Streets	
Fri, 24 Aug 2018	Clifton Street & Goldsmid Road Litter Pick	Clifton Street and Goldsmid Road.	3	0	Clean Streets	
Fri, 31 Aug 2018	BSANA RAYS Zinzan Oxford Baker Litter Pick	Zinzan Meet	2	0	Clean Streets	
Tue, 4 Sep 2018	Tuesday Café at the Oasis	The Oasis, Baker Street	7	0	Fun Streets	
Thu, 6 Sep 2018	Heritage Open Day	The Oasis, Baker Street	12	11	Conservation Streets	Event was a great success. Well attended, easy to set up. Lots of positive feedback from attendees. Terry (walk guide) and Alan a great bonus. Also Councillor attended and the Hosier Street model attracted interest. Tea, coffee and nibbles available and w
Fri, 7 Sep 2018	BSANA Chat & Games night	The Oasis, Baker Street	4	0	Fun Streets	Introducing our new newsletter. Discussing contents, handing

Date	Event	Location	BSANA residents	Other attendees	Committee	Comments
						out to deliverers, putting out on display, collecting old ones, etc.
Fri, 7 Sep 2018	BSANA Meetup	The Oasis, Baker Street	14	0	Fun Streets	Great chance to talk about the bins and problems with the new building replacing the Nisa shop on Baker Street. Also plans for the next Heritage Open Day.
Fri, 7 Sep 2018	BSANA RAYS Zinzan Oxford Baker Litter Pick	Zinzan Meet	2	0	Clean Streets	
Fri, 7 Sep 2018	Clifton Street & Goldsmid Road Litter Pick	Clifton Street and Goldsmid Road.	2	0	Clean Streets	
Mon, 10 Sep 2018	Castle Neighbourhood Book Club	Castle Tap, Castle Hill	5	4	Fun Streets	

- **Document Formats**

- The agenda used to have a list of upcoming events on the front page (before the agenda items) as a reminder for people of upcoming events. This has now been dropped. The actions have been moved from “matters arising, arranged by street” to Appendix 1. This is now followed by a list of each activity in each “street”, followed by AOB and date of next meeting.
- Documents tabled to the meeting (e.g. AGM minutes and Budget Update) also appear as appendices in the agenda.
- The minutes used to also start with a list of upcoming events (now dropped), followed by attendance and (if any) apologies. Then approval of minutes of the previous meeting (now dropped). The matters arising have been moved to appendix 1. The each “street” with new (and carried forward) actions and discussion (discussion being information for which there is no action). Appendix 1 contains completed actions (with work done). Appendix 2 contains the list of events since the last meeting (with numbers, reports, etc.)

- **Event Administration**

- Paul and Richard to update the old document of venues. Where possible to add prices for each space. **ACTION**
- Paul and Richard to find a way to record volunteers for events so that they are secure (GDPR), but ideally visible on the Internet in advance and to people with iPads at events. **ACTION**
- The draft AGM minutes to be updated by Richard to include thanks to Lyn & Karen for exceptional work and to note that the gifts were not accepted. Also to note that chair and treasurer’s report are in the presentation and to note that the meeting was quorate. **ACTION**
- Richard to send the questionnaire data to Monique. **ACTION**

- Roger proposed a loyalty card with bar code and possible regular draw for a prize.
- Richard to send the details of the ELF database structure to Monique. **ACTION**
- Richard to discuss with Richard P Baxter about BSANA storage under the Oasis, specifically regarding tidying and shelving. **ACTION**
- Richard to add the PHT logos onto the web site. **ACTION**
- The charities commission has come back (as expected) asking more questions. Tom to follow up, possible with RVA legal advisor. **ACTION**

4. Administration - financial

- Monique will provide an updated financial report. **ACTION**
- There is an upcoming treasurer's course (free for us), which will include the changed method of accounting (via accrual).
- Reading Lions has a fund where we could get up to £500 of unrestricted funds (e.g. for signage). However no-one at the meeting offered to progress this.
- Monique would ensure that the bouncy castle cost was refunded to Richard. **ACTION**
- We will take Lyn off the accounts. With the co-op bank leaving Reading it would be tempting to move to the Metro. However Monique said that the co-op telephone service provided all the services we needed. **ACTION**

5. Clean Streets

- Richard to draft a response to the Anstey Road bins change and send to Tom. Once edited by Anthony, it should go to RBC (Dave Moore, Yvette Freeman, Gina Frost) and to the Abbey Ward councillors (Karen Rowland, Mohammed Ayub , Tony Page). **ACTION**
- We need to keep in touch with RAYS to avoid duplication of streets.
- We are planning a (new) Winter Spruce. We need a date, a plan and a costing. **ACTION**
- It looks like Reading Rescue has died. We still plan to do something twice a year – it could be a clean-up. We most need graffiti removal, but that would require liaison with the surface owners (e.g. BT cabinets).

6. Communication

- The next newsletter is planned for the end of October. So the earlier we can get articles in the better. The official list of the "Conservation Areas at Risk" is due out in October and would be a good article. Karen to chase. **ACTION**
- The newsletter afterwards is scheduled for the end of the year (possibly Jan 2019).
- Richard still has six streets left to deliver for current newsletter (Castle Hill, Howard Street, Oxford Road, Russell Street, Waylen Street and Zinzan Street). Anthony to confirm which street(s) he will cover and then Karen volunteered to pick up what's left. **ACTION**

7. Conservation Streets

No discussion of note and no actions recorded by the note taker.

8. Fun Streets

- The December social event will include food, but not music. Paul to organise. **ACTION**
- Monique asked if the December Artisan Food Fair could be moved earlier in the month. Paul to check with John (from Nomad). **ACTION**
- Monique confirmed that Michael was still available on the date for the Sushi evening. As the Oasis is unavailable, Paul to find another venue. **ACTION**
- The Hosier Street meeting with a meal would probably consist of a tray (or 2) or sandwiches, fruit and drinks.

9. Green Streets

- We can get the best dates for Winter planting from previous years (or from Lyn). **ACTION**

10. Safe Streets

No discussion of note and no actions recorded by the note taker.

10. Date of next meeting

Tuesday 13 November 2018

Appendix 2: Matters Arising

Action	Responsible	Committee	Update
Paul and Richard to update the old document of venues. Where possible to add prices for each space.	Paul and Richard	Administration	Paul and Richard will provide a verbal update at the meeting.
Paul and Richard to find a way to record volunteers for events so that they are secure (GDPR), but ideally visible on the Internet in advance and to people with iPads at events.	Paul and Richard	Administration	Paul and Richard will provide a verbal update at the meeting.
The draft AGM minutes to be updated by Richard to include thanks to Lyn & Karen for exceptional work and to note that the gifts were not accepted. Also to note that chair and treasurer's report are in the presentation and to note that the meeting was quorate.	Monique	Administration	Done
Richard to send the questionnaire data to Monique.	Richard	Administration	Done
Richard to send the details of the ELF database structure to Monique.	Richard	Administration	Done
Richard to discuss with Richard P Baxter about BSANA storage under the Oasis, specifically regarding tidying and shelving.	Richard	Administration	Richard will provide a verbal update at the meeting.
Richard to add the PHT logos onto the web site.	Richard	Administration	Done. Logos will need to be added to any materials produced going forward, e.g. posters.
Monique will provide an updated financial report.	Monique	Administration - financial	A full financial report will be produced for the 19 month reporting to the PHT in December 2018. The accounts will be fully updated and also presented at the next meeting in January
Monique would ensure that the bouncy castle cost was refunded to Richard	Monique	Administration - financial	Done
We will take Lyn off the bank account.	Monique	Administration - financial	Paperwork being signed at this meeting.
Richard to draft a response to the Anstey Road bins change and send to Tom. Once edited by Anthony, it should go to RBC (Dave Moore, Yvette Freeman, Gina Frost) and to the Abbey Ward councillors (Karen Rowland, Mohammed Ayub , Tony Page).	Richard	Clean Streets	Richard drafted a response which was used by Monique to draft a response from BSANA which was emailed in time to meet the deadline. No response was received from the council for this. Richard will provide a verbal update at the meeting.

Action	Responsible	Committee	Update
We are planning a (new) Winter Spruce. We need a date, a plan and a costing.		Clean Streets	Richard will provide a verbal update at the meeting.
The next newsletter is planned for the end of October. So the earlier we can get articles in the better. The official list of the "Conservation Areas at Risk" is due out in October and would be a good article. Karen to chase.	Karen		Article included in November newsletter
Richard still has six streets left to deliver for current newsletter (Castle Hill, Howard Street, Oxford Road, Russell Street, Waylen Street and Zinzan Street).	Anthony to confirm which street(s) he will cover and Karen to pick up what's left.		Newsletters distributed
The December social event will include food, but not music. Paul to organise.	Paul	Fun Streets	Event in the diary and organised, including catering for 30 people from 7pm.
Monique asked if the December Artisan Food Fair could be moved earlier in the month. Paul to check with John (from Nomad).	Paul	Fun Streets	No event has been organised for December. Efforts are being made to attract more vendors to the November event.
Monique confirmed that Michael was still available on the date for the Sushi evening. As the Oasis is unavailable, Paul to find another venue.	Paul	Fun Streets	The event was cancelled due to lack of interest.
We can get the best dates for Winter planting from previous years (or from Lyn).	Richard and Paul	Green Streets	The planting has successfully happened.

Appendix 3: AGM minutes



Baker Street Area Neighbourhood Association Annual General Meeting Minutes

Date: 25th July 2018

Venue: Salvation Army, Anstey Road, RG1 7JR

Welcome & Introductions: Monique Raats, BSANA chair welcomed attendees.

Councillor's comments: Councillor Karen Rowland gave an overview of the state of the neighbourhood from her perspective as councillor. Councillor Rowland is one of the founding members of BSANA and responsible for instigating the first meeting at which its inception was discussed. Councillor Rowland stood down from BSANA's management committee earlier this year when she was elected councillor. She touched on topics such as personal safety highlighted how residents should where possible report problems to Thames Valley Police via 101, as well as giving the date and time of the incident also providing details as to the impact it has had on you personally (e.g. as a result do you now take a different route?). She also described how the Russell Street / Castle Hill Conservation Area has applied to go on to Historic England's "Heritage at Risk Register". If achieved this will open up opportunities to apply for funding to improve the character of the Conservation Area.

Apologies for absence: Apologies were received from Tony Page, Mohammed Ayub, Kathy Tytler, Peter Bowyer, Marie Arnot. The meeting was quorate.

Approval of last year's AGM minutes: Last year's minutes were distributed and were approved without change.

Chairman's Report: Monique Raats, BSANA Chair, reported on the history, current state and future plans for BSANA. Her report is in the appendix below, pages 2-5.

Treasurer's Report: Lyn Fariello, BSANA Treasurer, presented the Treasurer's report (see the appendix below, in particular the two slides on top right of page 5 of this report) and it was accepted. Lyn stated that she will not be standing for re-election and she was thanks for her years of work.

Election of Officers/Appointment of Trustees: The committee, including chair, secretary and treasurer were not re-elected. However Monique Raats, Anthony Ihringer and Michael Schenk were approved as Trustees and they have the power to co-opt a new management committee and officers.

Thank you to Trustees standing down: Lyn Fariello and Karen Rowland were offered cards and gifts by way of thank you for their services to BSANA. The gifts were declined as it was not made clear at the meeting whether the gifts were from BSANA funds or a personal gift from BSANA members. The opportunity to give back to the community through BSANA was considered to be sufficient reward.

Any other business: The only other business was that Richard Rowland, BSANA Community Organiser, asked people to fill in the PHT questionnaires and the feedback forms.

Appendix. Slides presented at the AGM 2018 Meeting: Report on BSANA Activities from April 2017 to March 2018

 <h2 style="text-align: center;">AGM 2018</h2> <p style="text-align: center;">25th July 2018 Salvation Army, Anstey Road</p>	 <h2 style="text-align: center;">Apologies for absence</h2>
 <h2 style="text-align: center;">Agenda</h2> <ol style="list-style-type: none"> 1. Welcome & Introductions 2. Councillor's comments 3. Apologies for absence 4. Approval of last year's AGM minutes 5. Chairman's Report 6. Treasurer's Report 7. Election of Officers 8. Appointment of Trustees 9. Pitch your idea for monthly event 10. Any other business 11. Close of AGM 	 <h2 style="text-align: center;">Approval of last year's AGM minutes</h2>
 <h2 style="text-align: center;">Our history</h2> <ul style="list-style-type: none"> • In November 2012, a group of some 30 local people met at the Oasis centre in Baker Street and agreed that it would be a good idea to form a "Neighbourhood Association" - such groups have been successful in other parts of Reading, and have made improvements to their local areas. • A group was created, and developed plans for a programme of events in 2013 and beyond with the aim of improving life for those of us who live, work or own property in the Baker Street area. • The initiative had the full support of Reading Borough Council. 	 <h2 style="text-align: center;">Chairman's Report</h2>
 <h2 style="text-align: center;">Councillor's comments</h2>	<h3 style="text-align: center;">Agreed Active Communities Programme Outcomes</h3>  <p>Designed and led by local people To increase individual and community capacity for involvement in the creation, leading and attendance of group activities and initiatives.</p> <p>Stronger connections between people An increased sense of community, people getting to know their neighbours better and reducing loneliness.</p> <p>Doing something positive in their area To empower residents to come together to do something positive in their area.</p>  <p><small>BSANA's activities are supported by our generous grant from the People's Health Trust using money raised by Health Strength Community Interest Company through The Health Lottery.</small></p>

BSANA's aims

"to improve the quality of life for present and future residents of the Area by promoting a sense of community and by action to conserve, protect and improve the character of the Area"



SAFE STREETS

- Working with  **THAMES VALLEY POLICE**
- Proactive membership on the Oxford Road Safer Neighbourhood Forum – chaired by BSANA resident: Peter Bowyer

focus on crime issues, such as drugs and anti-social behaviour

- Exploring Neighbourhood Watch models



GREEN STREETS



- What have we been doing?
- Maintaining the planters on the 10R bridge
 - Free planters and window boxes in the neighbourhood
 - Lobbying for retaining green across the neighbourhood
 - Lobbying for more green across the neighbourhood

CONSERVATION STREETS

- BSANA's 2016 Heritage Workshop Day used to collect neighbourhood data
- Members of the CAAC (Conservation Area Advisory Committee) and BSANA produced a draft update of the Castle Hill/Russell Street Conservation Area Appraisal
- BSANA's 2017 Heritage Day used to share the draft for first time with interested local residents, landlords at the Oasis – some 40 people



CONSERVATION STREETS

- Views of residents and Landlords in the area were sought by way of an On Line Survey which was open until 15 May 2017
- Cllr Page wrote to landlords (many of whom absentees) to engage their input
- Member of Historic England walked the Conservation Area with a CAAC member to provide further advice and guidance
- The draft document proposes that:
 - the Conservation Area be extended along Oxford Road, to the railway bridge.
 - parts of Mansfield Road be added.
 - Body Road, Anstey Road be brought back into the Conservation Area
 - Some of the properties along Prospect Street (towards the Oxford Road)

CONSERVATION STREETS



Proposed areas of addition from 2004 appraisal

- different colours denote each of the 3 different character areas that make up the Conservation Area
- areas in dotted outline marked with stars denote areas that are proposed additions to the 2004 appraisal (conservation area outline)

CONSERVATION STREETS

- Written by Kathy Tytler/edited by Lyn Fariello
- Used for guided walks at BSANA's 2017 Heritage Day
- Booklets available
 - for schools and other organisations
 - to local residents at BSANA events



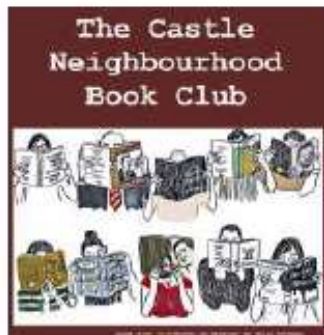
CLEAN STREETS



Since our last AGM:

- BSANA Summer Spruce x 2
- Reading Rescue
- Graffiti removal
- WAYS – "Reading Adopt Your Street" – sign up and collect your kit

FUN STREETS



7:30pm on the second Monday of every month in the back room of the Castle Tap

FUN STREETS

Food events



FUN STREETS

Music events



FUN STREETS

Artisan Food Fair



FUN STREETS



FUN STREETS

- Free tickets for BSANA residents over the age of 18
- Be hosted by a neighbour and then host another neighbour
- Groups of up to 4 residents



FUN STREETS

Aim to develop more events for children and young people



FUN STREETS

Aim to co-host more events in our area with local charities



Media coverage



Website and social media



Gaining charity status



Treasurer's report

- BSANA received funds: £18,578
- BSANA spent: £12,175 in the year April-Mar18

Communications	£1151
Clean Streets	£2432
Fun Streets	£4708
Green Streets	£276
Conservation Streets	£110
Admin support	£3492

- In July 2017, we started a new phase of our grant from the People's Health Trust, enabling us to do more!



Spending for the community

Plus points

- In February we recruited a Community Engagement Officer, a part-time funded role
- The Artisan Food Fair has been working well, and our waffle-making capability has been popular - the machine was a good investment
- The heritage walking trail event in summer 2017 was well-attended, at fairly low cost
- The two annual flagship events: Summer Spruce and the Street Party have brought many people together and improved the neighbourhood

Learning points

- "Spring Fling" - an event for children in Spring 2017 was poorly attended and costly
 - The "Sea Dance" in December 2017 was at a high cost per head
- We continue to learn what works and what doesn't, and adjust our plans*



Membership

Membership of BSANA open to anyone who:

- is interested in furthering its purposes, and
- who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members set out in sub-clause (3) of this clause, and
- who lives, works or has some interest in the BSANA area and which interest is deemed by the trustees to be appropriate for membership

A member may be an individual, a corporate body, or an individual or corporate body representing an organisation which is not incorporated.

Sub-clause 3. Duty of members: It is the duty of each member of the CIO to exercise his or her powers as a member of BSANA in the way he or she decides in good faith would be most likely to further the purpose of BSANA.



Management Committee

- The Trustees will be supported by a Management Committee of up to 6 additional members.
- Where appropriate sub-committees will be formed and report to the Management Committee.
- Management Committee meetings will be held on a bi-monthly basis in public venues. Observers are welcome to attend.
- Open member/resident meetings will be hosted in the alternate months to the Management Committee meetings - food will be available in a similar fashion to this AGM.



Baker Street Area Neighbourhood Association

Paul Ellwood

Community Engagement Officer

- Book event venues
- Recruit event-related volunteers
- Book event experts
- Manage social media accounts
- Keep notice board up-to-date

Richard Rowlands

Community Organiser

- Produce minutes for key BSNH events (e.g. Management Committee Meetings, community meetings)
- Maintain an up-to-date event database for communication and reporting
- Manage production and distribution of newsletter
- Manage BSNH mailing lists
- Maintain event documentation (e.g. risk assessment, event checklist/timetable)
- Maintaining asset register
- Ensure necessary event materials for are purchased or in store



Baker Street Area Neighbourhood Association

Appointment of Trustees



Baker Street Area Neighbourhood Association

Pitch your idea for monthly event



Trustees

Current:

- Karen Rowland
- Monique Baats
- Lyn Fariello

Proposed:

- Monique Baats
- Anthony Ihringer
- Michael Schenk



Baker Street Area Neighbourhood Association

Any other business



Baker Street Area Neighbourhood Association

Monique Baats

- Chair
- Funder liaison

Oversight of:

- Administration - management of Community Organiser
- Finances - Management of bank account
- Communication Streets - newsletter and mailing list
- Clean Streets
- Safe Streets

Anthony Ihringer

- Vice Chair

Oversight of:

- Finances - management of Treasurer
- Communication Streets - website
- Conservation Streets
- Green Streets

Michael Schenk

- Vice Chair

Oversight of:

- Administration - management of Community Engagement Officer
- Administration - management of Community Organiser for event related activities
- Communication Streets - social media
- Fun Streets

Appendix 4: Emails relating to Active Communities Midpoint Monitoring Report

7034 Baker Street Area Neighbourhood Association (BSANA)_Mid Point Monitoring Queries

Monique Raats <mm.raats@gmail.com>

14 September 2018 at 09:20

To: Lily Davies <lily.davies@peopleshealthtrust.org.uk>

Cc: Anthony Ihninger <anthony.ihninger@gmail.com>; Michael Schenk <Michael.P.Schenk@hotmail.com>

Dear Lily

Thank you for your email and apologies again about the delay. I am coping in the other two trustees. Below please find my responses to your queries.

Delivery: The bulk of our resources are being used to deliver our own activities which are all shaped by local residents. I have stressed the importance of this with our two contractors. Although we will continue to focus building the links. As we are dependent on the use of local venues we in all cases have to negotiate and maintain a relationship with the organisations who own or run the venue. As a secular organisation one of the challenges is overuse of particular religious venues which might discourage some local residents from attending particular events. The same is the case with regard to use of pubs.

Regular Participants: We will do some further analysis to understand our regular attendees. Because we mainly have a range monthly, biannual and annual events we have a larger number of people that attend things approximately every other month. We will be trying out some new formats (e.g. monthly small group senior trips) to see whether they are of interest.

Outcomes measures: I have attached a copy of the event feedback form that we currently use. We will explore whether to adapt it. Below please find an overview of responses received

Did the event help you to meet new people?

- 83.9% Yes
- 9.8% Fewer than expected
- 7.3% More than expected

Responses to the request for suggestion for new events (all of which we have or will endeavour to action):

- Wine tasting, Games evenings
- Evening music casual
- More live music
- Jumble sales to enable de-cluttering
- Crafts
- Cultural events, food events, chocolate making, etc.
- Food, traditions, culture, languages
- Book Launches
- Book groups, Food events (2x)
- Events that that get people to know other people that live in the area
- Annual celebration 1st July
- International event to highlight cultural event within BSANA
- Supper clubs, themed dinners, cinema nights, zumba, yoga
- More music and dancing
- Music is specific welcome. Books would be too

Positive responses to "How was the event?"

- Just my kind of music. Great atmosphere
- Love the music
- Good drinks, band, atmosphere :-)
- Enjoyed the evening
- Great to meet up with friends for a drink
- The Silver Heels are always excellent
- Brilliant
- Very interesting and family friendly group
- Very generous gift to the community
- I am now a confident sushi maker
- Love trying something new. Easier than expected, which is surprising
- The sushi experience was lovely itself. A special mention to all the kind people involved.
- Excellent. Everyone has been very welcoming and friendly
- Really enthusiastic chef
- Love the music and company
- Loved the music. Good company for comments
- A few more items of sale would be nice, like cheese or fruit juices (organic) etc.
- Nice to meet local people I haven't met before
- Company and music were perfect
- Amber and the Professors are always wonderful
- We should have more of it
- More food
- Very welcoming :-)
- It was a very informative meeting
- Fun night out
- Great people. Keep it going, please. Lush music.
- Lovely to see neighbours talking and meeting in one place.
- Is lovely to see people get involved and organise events for the community
- Fantastic. Keep it up
- I think this is an amazing initiative. Well done
- It's a great mix of people
- Quality band and singer
- A lovely community event. Thank you!

Less positive responses to "How was the event?" (which we are seeking to address for future

- A good publicity of upcoming events would be welcome as a lot of people in the area do not know that BSANA exists
- Artisan Food Fair
 - More vendors
 - A few more items of sale would be nice, like cheese or fruit juices (organic) etc.
- AGM (when the food suppliers (local food business) were late delivering the food)
 - Events need to be run on time and finish at an appropriate time
 - Please run on time

Extension & Budget reallocation: Thank you for this. Can I please send you the revised budget over the weekend.

Logo reminder: We have included this in the newsletter (please see: <http://bsana.org/wp-content/uploads/2018/08/BSANA-Newsletter-201809-web.pdf>) that was delivered this week. We will be looking to add more detail about this on our website and in the footer of the emails that go out to our mailing list (currently 161 subscribers).

With best wishes, Monique

Monique Raats

Chair, Baker Street Area Neighbourhood Association (BSANA)

7034 Baker Street Area Neighbourhood Association (BSANA)_Mid Point Monitoring Queries

Lily Davies <lily.davies@peopleshealthtrust.org.uk>
To: Monique Raats <mm.raats@gmail.com>
Cc: Anthony Ihninger <anthony.ihninger@gmail.com>, Michael Schenk <Michael.P.Schenk@hotmail.com>

17 September 2018 at 16:10

Dear Monique,

I hope this finds you well? Many thanks for your emails and the revised budget. Just a few brief responses from me below

Regular Participants:

I understand this can be more challenging to measure when you're running a range of different events. The priority for our funding is to support groups of people coming together regularly to build stronger links and ties. Generally we would count a 'regular participant' as someone attending at least monthly over a period of at least 6 months.

Do let me know if it would be useful to chat more about this although it sounds like you're doing lots of activity and also considering varying this to meet the needs of the participants which is good.

Outcomes measures:

Thanks for the additional information. It's clear that you're getting good answers to your survey. I'd suggest you add in our sample monitoring questions which I sent with my last email. These will help you report directly against our outcomes. At the moment you're not really collecting info to answer Outcome 1 'Collective Control'.

We'll ask you to provide an update against the KPI's at your next monitoring report so please do let me know asap if you need any more support with this.

Extension & Budget reallocation:

I found your budget quite complex! But if I've read it correctly it broadly looks like you're reallocating approx. £900 from the community engagement officer to the part time community organiser, and an additional £800 towards venue hire from a range of underspends, including on the volunteer expenses and admin and equipment.

Do let me know if I've misunderstood, otherwise that looks fine and I'll agree this and the extension.

All best wishes

Lily

Lily Davies
Grants Officer
T: 020 7749 9138
W: www.peopleshealthtrust.org.uk



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7034 Baker Street Area Neighbourhood Association (BSANA)_Extension & Monitoring Dates

Lily Davies <lily.davies@peopleshealthtrust.org.uk>
To: Monique Raats <mm.raats@gmail.com>

4 October 2018 at 17:08

Dear Monique,

I hope this finds you well? I'm just emailing to let you know that your monitoring report was signed off by a manger here - many thanks for taking the time to supply all of the extra information, especially when I know you've only recently taken over this role.

Your next payment was not released due to the large underspend on the project, which we discussed. But please do get in touch if you are in needs of funds at any point and/or before your next scheduled payment.

As I said, I've granted the three month extension so the end of your project will now be 30/09/19 and the rest of your monitoring / payment schedule is as follows (payments are released on receipt of satisfactory reporting):

01/01/19: 18 Month report (including an update on your KPI's)

30/09/18: End of Funding report

Do give me a shout if you have any queries or need any support at any point.

With all best wishes

Lily

Lily Davies
Grants Officer
T: 020 7749 9138
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Appendix 5: Event attendance in September and October 2018

Repeat Attendance since 1 July 2017 (16 months)

Number of Events Attended	People attended this many events	People attended this many events or more
2	211	348
3	44	137
4	19	93
5	10	74
6	6	64
7	8	58
8	4	50
9	7	46
10	2	39
11	2	37
12	1	35
13	1	34
14	1	33
15	1	32
16	1	31
17	1	30
19	4	29
21	1	25
22	2	24
27	1	22
29	1	21
30	2	20
31	3	18
36	1	15
38	1	14
47	1	13
48	1	12
52	3	11
59	1	8
64	1	7
66	1	6
70	1	5
81	1	4
112	1	3
133	1	2
147	1	1

Our target was to have 30 people attend monthly which we achieved in June 2018, this has grown by one

Events since the last meeting (BSANA managed in grey)

Date	Event	Location	BSANA residents	Other attendees	Committee	Comments
Wed, 12 Sep 2018	Oxford Road Safer Neighbourhood Forum	The Oasis	5	0	Safe Streets	Police, a councillor and local businesses met local residents to discuss crime and other issues. Subjects discussed included drugs on Prospect Street, Hosier Street development, bins on Anstey Road and local police patrols. We also raised the problems with
Fri, 14 Sep 2018	BSANA hosts Drum 4 Fun at the Castle Tap	Castle Tap	13	2	Fun Streets	We have been drumming. There were over 15 of us and everyone joined in! This would be great for our street party.
Fri, 14 Sep 2018	BSANA Meetup	The Oasis	8	0	Fun Streets	
Sat, 15 Sep 2018	Heritage Open Day	The Pavilion	7	12	Conservation Streets	The tour will sort, with guide books, newsletters, tour guide. Seen on their way. We did everything to get the Pavilion, including sending in a signed booking form, phoning them, emailing them, agreeing to just use the area while they were already open
Mon, 17 Sep 2018	BSANA Hosier Street Development meeting	Salvation Army, Anstey Road	5	1	Conservation Streets	A good range of both BSANA and local people helped bring lots of interesting feedback regarding the Hosier Street Development. There were lots of concerns, particularly around tall buildings and the lack of green space. This can now be thought through and
Tue, 18 Sep 2018	Tuesday Café at the Oasis	The Oasis	7	0	Fun Streets	
Fri, 21 Sep 2018	BSANA Meetup	The Oasis	8	0	Fun Streets	
Tue, 25 Sep 2018	Tuesday Café at the Oasis	The Oasis	6	0	Fun Streets	

Date	Event	Location	BSANA residents	Other attendees	Committee	Comments
Fri, 28 Sep 2018	BSANA Chat & Games night	The Oasis	4	0	Fun Streets	
Fri, 28 Sep 2018	BSANA Meetup	The Oasis	8	0	Fun Streets	
Sat, 29 Sep 2018	Artisan Community Food Fair	The Oasis	20	3	Fun Streets	Quite popular. Some new people attended and a new volunteer who could contribute greatly to BSANA. We will be looking into getting different vendors for next month in addition to Nomad.
Thu, 4 Oct 2018	BSANA Hosier Street Development meeting	Salvation Army, Anstey Road	31	12	Conservation Streets	
Fri, 5 Oct 2018	BSANA Chat & Games night	The Oasis	3	2	Fun Streets	A good chat with Richard, Sabine and BSANA discussing each of our roles. Sabine is collating the list of all handouts in the Reading area, which may make a good poster for the noticeboard or newsletter article. Richard helped by saying what the Oasis / Ca
Mon, 8 Oct 2018	Castle Neighbourhood Book Club	Castle Tap	2	0	Fun Streets	
Thu, 11 Oct 2018	BSANA Chat & Games night	The Oasis	2	1	Fun Streets	
Fri, 12 Oct 2018	BSANA Chat & Games night	The Oasis	4	0	Fun Streets	
Fri, 19 Oct 2018	BSANA Chat & Games night	The Oasis	14	8	Fun Streets	
Sat, 27 Oct 2018	Artisan Community Food Fair	The Oasis	17	2	Fun Streets	A good discussion on how to promote future events. BSANA offers Facebook, web site, newsletters, community board, NextDoor and Mailchimp. BSANA to add Twitter. Nomad to also promote to its audience. Get more

Date	Event	Location	BSANA residents	Other attendees	Committee	Comments
						vendors and get them to promote the event.
Fri, 2 Nov 2018	BSANA Chat & Games night	The Oasis	3	1	Fun Streets	
Sat, 3 Nov 2018	BSANA Winter Planting on the IDR	Planters on the IDR / Oxford Road bridge	9	0	Green Streets	

Appendix 6: BSANA expenditure Sept-Oct 2018

Date	Expenditure	Debit	Running Balance	Type	Payee	Committee
04/09/2018	Community Liaison Officer work in August 2018 (invoice: BSANA201808)	271.25	13,427.78	BACS	Tania Thornton	Administration
05/09/2018	September newsletter printing	242.00	13,185.78	Purchase with DD card	0380 Www.Instantpr	Communication
05/09/2018	September newsletter printing	242.00	12,943.78	Purchase with DD card	0380 Www.Instantpr	TO BE REMOVED
06/09/2018	Food at AGM 2018 on 25 July 2018.	150.00	12,793.78	BACS	Mr Richard Rowland	Administration
06/09/2018	Community Organiser in August 2018 (invoice BSANA201808)	271.25	12,522.53	BACS	Mr Richard Rowland	Administration
17/09/2018	Drinks at Drum 4 Fun at the Castle Tap at the on 14 Sep 2018	69.18	12,453.35	BACS	Trelowen Mor Ltd	Fun Streets
17/09/2018	Street Party18-bouncy castle	100.00	12,353.35	BACS	Mr Richard Rowland	Fun Streets
17/09/2018	Performer at Drum 4 Fun at the Castle Tap at the on 14 Sep 2018 (Invoice no 2018090)	100.00	12,253.35	BACS	Kate Cooper	Fun Streets
04/10/2018	Community Liaison Officer work in September 2018 ((invoice: BSANA201808)	262.50	11,990.85	BACS	Tania Thornton	Administration
04/10/2018	Community Organiser work in September 2018 (invoice BSANA201809)	262.50	11,728.35	BACS	Mr Richard Rowland	Administration
08/10/2018	Hotel costs for speaker at the BSANA Hosier Street Development meeting on 4 Oct 2018	105.00	11,623.35	Purchase with DD card	Pentahotel Reading	Conservation Streets
30/10/2018	Venue hire cancellation charges for Shushi event that was cancelled	18.00	11,605.35	BACS	Reading Association for the Blind	Fun Streets
31/10/2018	Performer at music event at the Castle Tap on 19 October 2018 (InvoiceNo01 191018)	130.00	11,475.35	BACS	Mr N F Stephenson	Fun Streets
31/10/2018	Evening meal at for attendees at the BSANA Hosier Street Development meeting on 4 Oct 2018 (invoice#001 041018)	300.00	11,175.35	BACS	Bench Rest - Laura	Conservation Streets