

# **THE FRIENDS OF PALMEIRA AND ADELAIDE RESIDENTS ASSOCIATION**

## **THE 26th ANNUAL GENERAL MEETING**

**The Cornerstone Centre at 10:30am on Saturday 20th April 2024**

**To help us with seating and refreshments, please let us know if you will attend the AGM by emailing to: [info@fopa.co.uk](mailto:info@fopa.co.uk)**

**PLEASE PRINT THESE PAGES AND BRING WITH YOU.  
SOME HARD COPIES PROVIDED AT THE MEETING, BUT NOT MANY.**

Coffee and home made cake after the meeting

### **AGENDA**

- 1) Minutes of the 25th AGM (see below)**
- 2) Comments on the Annual Report (see below)**
- 3) Agreement of the Annual Accounts (see below)**
- 4) Election of the Committee for 2024 and vote on changes to the Constitution**
- 5) Guest Speakers (Andrei Czolak / Jilly Stevens)**
- 6) AOB**

The following Committee member has agreed to remain: George Dean

The following members have joined the Committee: Ted Davis, David Ryan, Annie Mendelow.

Some members have expressed interest in taking up Officer roles.

Others have been invited to the upcoming Friends Committee meeting preceding this AGM.

If no objections are received all will be elected by block vote.

The Chairman for 2024 will be elected by the Committee at its first meeting.

The Committee welcomes new ideas and help with its work

If any members would like to join the Committee please contact the Chair before 8th of April by writing to: [ted@fopa.co.uk](mailto:ted@fopa.co.uk)

# Minutes of the 25th AGM

If you have any objection to the content, please contact the Chairman before 8th April 2024.

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**MINUTES OF  
25<sup>th</sup> ANNUAL GENERAL MEETING OF THE FRIENDS OF PALMEIRA SQUARE AND ADELAIDE held on  
Wednesday 1<sup>st</sup> March 2023 7.30pm at  
Cornerstone Meeting House**

## **PRESENT:**

### **COMMITTEE**

David Ward – Chair

George Dean – Treasurer

Gregor England - Communications

Trish Thompson – Gardens

Notetaker: Sue Hitching

## **1. APOLOGIES FOR ABSENCE**

No apologies for absence were received

The attendance was thirteen including the members of the committee, the meeting was therefore quorate.

## **2. ELECTION OF THE COMMITTEE FOR 2023/24**

David Ward, George Dean and Trish Thompson had all agreed to stand again for the Committee and were all re-elected for the coming year by acclamation.

David Ward (DW) said that Gregor England who had covered communications was now stepping down after being on the committee since July 2021. DW thanked him for all his work. As a consequence there were now four vacancies on the Committee – Secretary, Communications, Business relations and Streetscape. DW encouraged those present to volunteer for these roles which he said were not onerous.

## **3. APPROVAL OF THE MINUTES**

The minutes of the 24<sup>th</sup> AGM were approved by acclamation.

## **4. CHAIR'S REPORT**

DW thanked all past members. He highlighted the role of FOPA in working to conserve this heritage area. He also confirmed that an Accord had been reached with PAG (the Palmeira and Adelaide Garden fund) and said he hoped that going forward the two organisations would now be able to work harmoniously together.

## **5. TREASURER'S REPORT**

George Dean (GD) confirmed that FOPA's accounts had been transferred from HSBC to Lloyds bank. He acknowledged that funds were depleted, with donations of only £70 this year. The main outgoings were £7 a month for the water point in Palmeira Square, and costs for servicing the website. Responding to a question from the floor DW said he would check whether there was still a Donations button on the website. The accounts were approved by acclamation.

## **6. QUESTIONS AND ANSWER**

Following the completion of the main business of the AGM, DW opened the floor to questions and answers.

He thanked both Cllr Phelim McCafferty (PMc), Leader of the Council and Cllr Hannah Allbrook (HA), our ward councillor for attending the meeting.

PMc clarified that the council was responsible for the overall maintenance of the gardens including planning, and big landscaping such as the recent cutting back of the elaeagnus bushes in Adelaide Crescent. He said the FOPA area shares a ranger and they for example, had been responsible for the organising the pollarding last year of the elms on the west side of Palmeira Square.

HA indicated that she had been working with Cityclean and that Communal rubbish bins in the middle area were being increased in size; and there would also be new recycling bins. This would include buffered ones for glass. There would be discussions with community groups before these were installed.

There was some discussion on whether the drainage in Adelaide Crescent could be improved to stop the annual winter lake forming.

PMc indicated that there were plans to put the floral clock back into working order, however his priority was working with Robert Walker to get the pathways in Adelaide Crescent resurfaced, with particular emphasis on the sloping paths on the West side which were now dangerous.

There was a question as to whether a new bench could be installed in Adelaide Crescent. PMc did not think this could be done at the moment. A bench could obviously be installed by private subscription.

PMc confirmed that the gardeners were working on a more coherent plan to control weeds this year, now that chemical control could not be used. The grass slopes in Adelaide and Palmeira would continue to be uncut this year to encourage insects and butterflies.

PMc said the council was intending to provide monies for initiatives in the area for the Coronation and Eurovision, as had been done for the Jubilee. It was noted that a party was already being planned by PAG.

## **7. ANY OTHER BUSINESS**

DW said that removal of graffiti particularly on the Kingsway walls had been swiftly actioned.

It was noted that a number of kerb stones were loose or had fallen over completely around the Square and Crescent; and also that a fridge/freezer had been left on the pavement at the top of the Square. PMc said he would bring these to the attention of the appropriate departments.

## **8. THE NEXT ANNUAL GENERAL MEETING**

The business of the meeting being completed, the meeting concluded. The next AGM would be held on a date to be arranged.

## Annual Report for 2023

A very busy year with much going on behind the scenes in the Friends of Palmeira and Adelaide Residents Association (The Friends)

We thank George Dean for seeing us through his several years of dedication. As treasurer, holding our accounts in good standing and also holding the torch as we all manoeuvred through a year of many changes.

From an already small committee two officers stepped down this past year, Trish Thomson, and David Ward. Trish moved out of Brunswick Town into West Hove, leaving the gardens role open. David Ward leaves us after several years of dedicated effort and guidance as our Chair amongst other roles, and we thank them both for their service to the Friends.

We gained three new officers: Myself, Ted Davis, David Ryan, and Annie Mendelow.

I came onto the Committee in May 2023, stepping into Trish's role first as the gardens representative. then later as co-chair, I adopted the Chairman responsibilities when David Ward our previous chair resigned.

David Ryan returns to us temporarily, managing our website and communications. Since returning, David has completely redesigned, built and renewed our website and branding making all our marketing material new and fresh.

Annie joins us as a committee member and works to take our committee projects forward, helping us to pursue connecting with other groups and liaise with the City Council and local elected representatives.

So with almost an entirely new team in place, the focus this year was to bring the organisation forward after several dormant years and resolving the many difficult relationships that were impeding the group. The Friends enter their 26th year on this AGM, and we are making a concerted effort to work better together as friends and (more importantly), neighbours, to bring about the necessary improvements to our area. By connecting with each other around the square and crescent, we also build our friendships and organisation, in order to make our neighbourhood a better place to be.

Our streetscapes have had several improvements this year. Street lamps have had a full makeover, all of them repainted, and repairs to those not working. Recently, some graffiti has appeared on some lantern glass, and we will reinstate the numbering system in order to be able to report faults more easily.

The composting scheme continues under the leadership of our first volunteer leader, Clive Wedderburn. Leading a team of compost turners and makers, Clive has also been instrumental initiating the garden plan framework, a very complicated initiative to unify the Friends with CityParks. Clive has told us he will likely step down mid to late summer, so we thank him for his service to the community and gardens and wish him well in the future.

The regular Clean and Clear days successfully run by PAG the past couple of years, have now been brought under our responsibility. It continues under Clive's leadership, and more recently under Annie Mendelow and Andrea Martin. Both Annie and Andrea recently had training from the council on managing volunteers when working in the gardens and we look forward to our volunteer gardening program, (with help from resident volunteers) to grow and prosper. We still work under the full guidance of the council rangers for any new planting and garden works being carried out.

After many years of disrepair, we have finally seen the paths in Adelaide gardens re-paved. This was a long struggle to see expenditure on this from the council, but we managed to bring the work order to fruition and see the repairs done. The water collection at the bottom of Adelaide is still an issue caused by blocked soak aways, but we have been able to get regular 'drainings' by always reporting to the council the area as a health hazard.

Our website as mentioned before has had a complete overhaul, as well as our branding. We've moved away from the old logo that emphasised the word FOPA, and we've introduced a much more neighbourly 'Friends' look. We've also done a lot of work in the background bringing our member database into a more secure software, so that it complies with GDPR standards. We have also made it easier to donate to the Friends with a new donation button online.

We continue with a larger more comprehensive 'Plan' for the gardens, initiated in 2021 by PAG. Gardens that were planned and put in by the Friends many years ago, are now looking a bit tired and unkempt. With help from Catherine Mella, an RHS trained garden designer, we've identified what plants are existing and what might be introduced, we are now able to look at a more robust planting list. Thank you Catherine for your many hours of research and work on the garden plan. We also thank our many volunteers who help clean and tidy, and we hope to see many improvements in the gardens over the coming years with our new gardening program underway. The gardens themselves have a lovely design and layout brought in by previous Friends administrations, but just need some more colour, enriching with more perennials, and maintaining by both the council gardeners Lena and Vicky, as well as our team volunteers.

Last autumn, we led a plant fundraising campaign, and raised just under one thousand pounds for new plants and bulbs. Donations of about £700 came directly from our members, with the remaining £300 given to us by the PAG fund. This allowed us to plant 3000 new daffodils, alliums, ferns, tulips, numerous wildflower seeds, as well as 15 new rose bushes. We will again this year be looking to raise funds for planting so watch this space! Every year we enter into the Sussex in Bloom competition, and being awarded a level 3 standing, we hope to increase this to a 4 or even a 5 in the coming years.

We thank our volunteer resident Wendy for keeping our bird feeders full through the winter months for the hungry wildlife, as well as keeping the birdbath clean and full during the summer months. Birdseed and the annual water bill to fill the birdbath is paid for with member donations.

Our relationship with the PAG fund is now on a steady footing and we thank them for running the many garden events such as the easter egg hunt, and table sales. As an independent group themselves, PAG has raised funds from the community towards their own initiatives, and remain independent from the Friends of Palmeira and Adelaide. We thank them for the frequent use of their garden tools, and for the recent donation of £300 towards the garden activities.

Lastly on the gardens, a very special mention and thank you goes to one of our members Stuart Grainger, who works tirelessly in the gardens almost daily, and helps to drive the garden initiative forward with his shared ideas, hard graft, and own personal investment. Thank you Stuart.

Antisocial behaviour is forever on the rise, and sadly we continue to see drug deals, both human and pet defecation, litter and graffiti plague our area. We invite all residents to constantly report any behaviour you see to the council. We of course ask dog owners to please keep dogs on leads in the gardens in keeping with the city byelaws, to reduce any social anxiety about dog attacks, and to enable owners to monitor where their dogs poo, so it can be picked up responsibly. We hope to welcome back the Local Action Team meetings, with more on that from our local representatives.

I firmly believe that well kept spaces dissuade ASB to a degree, so that is the reasoning behind a strong volunteer program to clean and clear debris on select days, or any time you see it, we invite you to pick it up! Graffiti and abandoned bikes seems to be quickly removed by the council when reported, but we must stay vigilant in reporting when we see it, photos always help.

We also wish to thank our two local elected representatives Andrei Czolak, and Jilly Stevens. With their help we have been able to continue with our work in the area and enable all residents to be heard.

The Friends continue to work alongside the other resident groups sitting on the Brunswick Town Association. These include the Lansdowne Area Residents Association (LARA) the Friends of Brunswick Square and Terrace (FBST) and the Waterloo Street Community Garden (WSCG).

We especially welcome new committee officers to join the Friends, through expressions of interest to our current committee. Our group is growing, however we are looking for some more officers to join who could help more specifically with fundraising and organising social events. The commitment is about once a month for meetings, and carrying out tasks and networking to help our area improve.

So that is the rundown for this year! Much has happened, and we look forward to more activity during 2024, and bringing the Friends into a new era of more garden involvement, and more social events. I wish everyone a safe and happy summer of enjoying our wonderful green spaces, as well as each other's good company.

Ted Davis  
Chair of Friends of Palmeira and Adelaide

## **Treasurer's Report for the Year ended 31<sup>st</sup> December 2022**

My report covers the period 1<sup>st</sup> January 2022 to 31<sup>st</sup> December 2022. This is the basis for this Annual General Meeting being held today.

As evidenced by the accounts there was little fundraising undertaken that year and little expenditure as a new Committee began to find its feet.

The result for year to December 2022 shows a deficit of £282.

Unusually therefore I have also included a comparative document showing the improved activity in the Year ended 31<sup>st</sup> December 2023. The deficit for that year was £20.

George Dean  
Treasurer for Friends of Palmeira and Adelaide

Friends of Palmeira and Adelaide						
Receipts and Payments Account						
For the years ended 2022 and 2023						
			Payments	Receipts	Payments	Receipts
Receipts			2,023	2023	2022	2022
Individual Donations				715		None
PAG Fund Donations				265		None
Payments						
Water Point Payments			91		35	
Room Hire			32		48	
Planting and Seeds			458		44	
Wild Flower seeds and plugs			120		None	
Website Maintenance			144		144	
Printng			20		None	
Small items of Equipment			135		10	
			1000	980	281	None
Deficit for the Year				20		281
				1000		281
Represented by						
Bank Balance B/F				1153		1434
Deficit				20		281
				1133		1153
Bank Balance C/f						
Prepared by George Dean BA(Hons)						



## **Proposed Changes to the Constitution**

This year we propose two changes to the Friends Constitution.

1. To reduce the quorum required at meetings from 10% to 5%. This is because our membership has grown to include many not living in the immediate area. This quorum is in line with similar Friends groups, and the Hove Civic Society.
2. To change the minimum required officers from a minimum of four ordinary members, to a maximum of nine members (including to Chair, Secretary, and Treasurer)

Existing wording in the Constitution:

- A Committee shall be elected annually at the Annual General Meeting, consisting of a Secretary and a Treasurer who shall be Officers of the Committee, and a minimum of four ordinary Committee Members.

Proposed wording:

- A Committee shall be elected annually at the Annual General Meeting, consisting of a Chair, Secretary and a Treasurer who shall be Officers of the Committee, and other ordinary members up to a maximum of nine including the Officers.

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RESIDENTS ASSOCIATION FOR THE PALMEIRA AND ADELAIDE AREA OF HOVE  
ESTABLISHED IN 1997 AND FULLY CONSTITUTED  
WEB: [www.fopa.co.uk](http://www.fopa.co.uk) EMAIL: [info@fopa.co.uk](mailto:info@fopa.co.uk)