

Minutes of COUNCIL 27 November, 2011**5.40pm to 6.30pm**

Item	Subject	Action
1.	Present	
	Brian Sheridan Julian Samuels Judy Weleminsky Patrick Bower, Jason Burns, Josette Cohen, Raymond Hart, Myles Kaplan, Yvonne Mason, Camilla McGill, Colin Mendelowitz, Rachel Ousely, Orli Rhodes, Josephine Urban, Maurice Woolf, David Zell	Chairing to 6.1 Chairing from 6.2 Minutes
2.	In attendance	
	none	
3.	Apologies	
	Ruth Magnus, Melvyn Simonson	
4.	Council Members were welcomed	
	The 15 members elected by the AGM are Patrick Bower, Jason Burns, Josette Cohen, Raymond Hart, Myles Kaplan, Yvonne Mason, Camilla McGill, Colin Mendelowitz, Rachel Ousely, Orli Rhodes, Josephine Urban, Maurice Woolf, Judy Weleminsky	
	The newly elected President is Julian Samuels and the newly elected Vice President is David Zell. Brian Sheridan is continuing Vice President.	
5	Declarations for Register of interests	
	Completed forms given to Honorary Secretary from Raymond Hart, Rachel Ouseley, Judy Weleminsky and David Zell	Other members to complete their forms and return to Hon Sec latest at 7 December meeting
6	Election of Honorary Officers	
6.1	Chair	
	Julian Samuels nominated as interim chair until new Chair is chosen hopefully at 7 December meeting. Julian advised that he would not wish this position to continue beyond 1 month	Agreed Noted
	Job description for Chair to be drawn up in consultation with previous Chairs	Judy to co-ordinate and circulate asap
	Nominations to the position of Chair, Could be a co-option from outside Council Could be a job-share No automatic expectation that Vice Chair will become Chair	All Council Member to consider Noted Noted Noted
	100 word maximum manifesto	To Hon Sec by 4 Dec
	Standing for other Honorary position not to	Agreed

Wimbledon and District Synagogue

	affect possibility of standing for chair. May require further election to consequential vacant post	Noted
6.2	Vice Chair	
	Ruth Magnus has agreed to be nominated and was confirmed in the continuing role of Vice Chair	Agreed
	Proposed that there could be more than one Vice Chair and that further nominations could be considered at a future meeting.	Agreed
	No other nominations for Vice Chair came forward at the meeting	
6.3	Honorary Treasurer	
	Patrick Bower has agreed to be nominated and was confirmed for the role of Honorary Treasurer	Agreed
6.4	Honorary Secretary	
	Judy Weleminsky has agreed to be nominated and was confirmed for the role of Honorary Secretary	Agreed
6.5	Senior Warden	
	Rachel Ousely agreed to be nominated and was confirmed for the continuing role of Senior Warden	Agreed
7.	Co-options	
	Proposed that co-options should be agreed on the basis of identified needs/gaps	Agreed
	Simon Danciger was nominated as a co-optee to meet the continuing need for implementation of the proposed governance developments.	Agreed
	Consideration of further co-options to be deferred until the new Chair is in post	Agreed
8.	Youth Representative	
	Youth group to be asked to propose their representative	Yvonne to consult with Youth Group
9.	Responsibilities	
	Most to be considered at next meeting Brian to continue with responsibility for parking issue	Judy to agenda Brian
10.	Forward Meetings	
	Next meeting 7 December Agenda items to Judy by 30 Nov specifying what action wanted from Council Agenda items to be included in ezine	All All Judy
	Assume meetings monthly on first Wed of month except August until decide otherwise	All for diaries
	Hon Sec to send out papers 7-10days prior to meetings	Judy
	No AOB to be taken unless urgent and has arisen less than 10 days before the meeting	All

Wimbledon and District Synagogue

	AGM to be agreed 1 year ahead	Judy to propose date to next meeting
	Twice a year we will have forward planned part 2 (confidential) meetings following the normal meeting to allow consideration of any issues not appropriate for discussion in open meetings	Judy/Chair to organize schedule
	A	

1. Co-options

To consider co-options

2. Forward meetings

To agree the dates of the forward meetings

3. Any urgent AOB

Non urgent matters to be taken at full meeting on 7 December

For information:

Note re Honorary Secretary role – see below

Trustee Register of Interests:

Nature of interest which may affect your role as Trustee of Wimbledon and District Synagogue	Details of the interested party (yourself, family member or other close connection), the specifics of the interest and how any conflict may arise.
Current employment (or previous employment in which you continue to have a financial interest)	
Other appointments, voluntary or otherwise	
Membership of any professional bodies, interest groups or support organisations	
Significant investments or financial interests in commercial organisations which are directly relevant to the synagogue's business	
Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months over £25 in value	
Any contractual relationship with the synagogue or between any organisations with which you are in a senior position	
Any other potential conflicts not listed above	
Signed Date	
Print name	

Wimbledon and District Synagogue

HONORARY SECRETARY JOB SPECIFICATION

Following discussion with David Zell, this is what I understand the role entails. I would be happy to receive any comments or suggestions.

1. Our constitution states:
 12. The Honorary Secretary shall have the custody of the records of the Synagogue, and shall be responsible for such correspondence as may be directed by the Council and shall keep minutes of proceedings at meetings of the Council and General Meetings. All minutes of Council and General Meetings shall be open to inspection of any Member on application to the Honorary Secretary.
2. In discussion with David, I understand that the Hon Sec is also responsible for
 - a. Producing Council agendas in conjunction with the chair
 - b. Co-ordinating papers linked to the agenda
 - c. Links with subcommittees, promoting good communication
 - d. Line management of senior synagogue support staff
 - e. External relationships (proposed new role)

These roles involve a wide range of communication with the many activists and activities within the synagogue and externally. In order to get a good grasp of what is involved I would like to discuss with each key person:

- How can I assist them to ensure a good two way relationship and good two way communications between their work and the Council?
- What are the key issues in their area which the Council needs to give consideration to over the next year?
- What are the key external relationships which they have and how they maintained?
- What additional relationships need to be considered?

3. Incorporation
 - a. I will lead on this with continued input and support from David for the process towards incorporation.
 - b. As part of incorporation, the Hon Sec will have the formal role of Company Secretary. I undertook this role in my last job, so I am familiar with what it entails. This includes:
 - i. Maintaining the register of Director/Trustees interests
 - ii. Setting up the Companies House website access
 - iii. Entering/maintaining Director details on the Companies House website
 - iv. Input into audited accounts - Directors Report, Directors list, minutes of meetings, evidence of authorisation by Council and actioning of Council decisions, – with Treasurer
 - v. File accounts with Companies House and Charity Commission – with auditors
 - vi. Advise Council/Board on the Memorandum/Articles of Association Maintain and update as required
4. Ensuring compliance with legal requirements – this is often the responsibility of the Hon Sec and I will consider these in conjunction with the Chair.

Judy Weleminsky 24.11.2011

Judy Weleminsky 25/11/2011