**Croxley Green History Group First General Meeting**

Held on 15th May 2019 at the Parish Council office

Attended by Barry Grant BG, Lynn Withington. LW, Ryan Bennett. RB, Luke Bennett. LB, Ross Humphries. RH

Apologies from Tony Munroe, Julia Matheson and Margaret Pomfret.

1. It was agreed that the Croxley Green History Group be formed. Proposed by Ryan Bennett and seconded by Lynn Withington. Agreed by all.
2. It was proposed by Ryan Bennett that Barry Grant stand as chairman. Seconded by Lynn Withington. Agreed by all. It was proposed by Ryan Bennett that Tony Munroe stand as Secretary. Tony Munroe had provided prior confirmation of his willingness to stand as secretary. Seconded by Ross Humphries. Agreed by all.
3. It was proposed by Lynn Withington that the Management Committee of the Group comprise the Chairman, Secretary, Lynn Withington, Julia Matheson, Luke Bennett, Margaret Pomfret and Ross Humphries. Seconded by Luke Bennett. Agreed by all.
4. It was proposed by Luke Bennett that the draft constitution presented at the meeting (and pre-circulated to all) be adopted by the Group. Seconded by Lynn Withington. Agreed by all.
5. The Chairman summarised the following tasks requiring attention prior to the next meeting:
6. Obtaining approval for the formation of the Group by the Croxley Green Residents’ Association “CGRA” on the basis that the formerly unconstituted group had, up until now, been working under the supervision of the CGRA. Responsibility: BG
7. Resolution of specific copyright issues relating to photos provided by the families of certain WW1 soldiers. Responsibility RH
8. Provision of “crash course” presentation on the loading of data onto the website. Responsibility: RH
9. Drafting of a procedure covering a) the gathering, checking / proof reading of data to be loaded onto the website and b) post website loading check. This will be a 4 eyes process that is interchangeable amongst members of the Management Committee. Responsibility LW
10. Drafting of an action plan that will include the components of website operation and operation that can be shared with third parties such as the Parish Council with the view to collaboration between the Group and a third party. Responsibility: BG
11. Date of next meeting: Wednesday 5th June 2019 at the Parish Council office.
12. AOB: BG raised the issue of permitting website photos to be passed to third parties for manipulation and publication. BG advised this was a positive step that could be used to highlight the website and significantly increase website visits. However, the Group would insist on proof reading the draft narrative accompanying any such photo being sent for publication to a specific organisation in order that the integrity of the Group was not compromised. The proof reading to be undertaken and permission provided prior to submission to the publisher. BG asked that the Management Committee consider this point and provide individual concurrence to the Chairman and Secretary by email as a matter of urgency. RH to obtain photo / postcard owner permission for images to be used in this way.
13. It was agreed that inviting potential collaborators - Pat Ashby and Dave Hutchinson - to our next meeting would be a positive and transparent move. RH to arrange.