

Harlesden Neighbourhood Forum

Trustee meeting minutes

Date and time of the meeting	Saturday 13th June 2026 – 11-2.30 pm
Location	Rumi's cafe
Attending	Ilaria Esposito (IE) (Coordinator), Sandra White (SW), Julieta Galarza (JG), Ebrahim Piperdy (EP) (Treasurer), Romael Ferguson (RF), SONYA Stuart (SS), Carol Morris (CM)
Guests	CG (Colin George), Chair of the planning committee, Cllrs Kelcher, Amadi, Donnelly Jackson, Samiah Anderson
Apologies	Duane Pearson (DP)Andrea Burris (AB)
Absent	

Time	Agenda Item	Discussions, Decisions & Integrated Notes	Document/s	Lead	

10 min	1. Welcome, Introductions, Minutes & Conflicts	* Conflicts of Interest: Send the conflict of interest form to Sonya. Noted potential conflict risks regarding Sandra's living/organisational role and Carol. * Minutes Approved: Minutes from the previous session (Trustee meeting minutes 14042026 (1).docx) were formally agreed and approved. * Trustee Elections: Confirmed formal election/re-election status post-April 25th AGM for trustees: Julieta, Duane, Andrea, Romael, Sonya, and Carol. * Board Admin: Add new trustees to LinkedIn (handled by Romael).	Trustee meeting minutes 14042026 (1).docx	Sandra	* Send Conflict of Interest form to Sonya. * Add new trustees to LinkedIn.
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45 min	2. Organisational Status & Development	* Portfolio Allocation: Define trustee portfolios and align with the 2024–2027 Strategy. * Staffing & Capacity: Brief updates from CEO Ilaria on operational capacity; hiring an additional admin role.* Job Description (JD) Criteria: Roles require adaptability in pressurised environments, Development Trust experience, board support capability, event management, and IT proficiency. * Board Governance & HR: Sandra shared good governance practice examples from the CVS model * Strategy Timeline: Social media/Instagram handle updates. Draft strategy renewal targeted for September 2026, heading toward a Referendum in 2027 for the new Neighbourhood plan. Colin George came to introduce planning to the board of trustees and the revision of the neighbourhood plan. Several questions were posed to understand the Forum's role in influencing results.	Agenda Item 2 Notes	Sandra / All	* Onboard a new member of staff to join the Forum for a 2-year term through 2027 Define specific trustee portfolios aligned with the 2024–2027 strategy. * Prepare draft strategy renewal for Sept 2026 targeting a 2027 Referendum.
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20 min	3. Finance & Core Funding	* Financial Overview: Budget review shows £90k allocated to Events/Salary and £73k incoming from LBB (London Borough of Brent) via SBA and grant funds * Bid Capacity: Internal capacity for writing funding bids is currently full. * Core Strategy: Strategic transition required to move away from restricted funding into core capacity building. Applications/rewrites in progress for Cripplegate Trust and National Lottery (rewrite led by Sandra). * Structural Choice: Strategic decision needed on operational framework (HNF vs Development Trust model).	Finance Status Reports	Ebrahim / Sandra	* Rewrite National Lottery grant application. * Finalise Cripplegate Trust funding submission. Decide on the organisational model (HNF structure vs Development Trust).
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35 min	4. Strategic Developments & Capital Projects	* Role of the Forum: Sandra presented on expanding the Forum's role into core capacity building and Neighbourhood Plan (NP) implementation. * CAVA & Onboarding: Updates on CAVA Centre of Excellence (Picture Palace). Establish a structured onboarding process, Trustee Induction Pack, and Strategy Day for newly approved trustees and elected councillors. * Health & Licensing: Assign Health Portfolio. NP Health Strategy focus: education (80 places), alcohol licensing enforcement (Colin to share document library, specifically targeting licensed shops selling alcohol in cups), and combined Council/Business involvement in enforcement and education. * High Street & Masterplan: Strategy for "Take Back Your High Street" and Willesden/Harlesden alignment. Develop High Street identity for leaseholders, address planning/shelter challenges, develop a canal power & infrastructure masterplan, and allocate housing sites (infill and affordable housing renewals).	NP Draft Chapters	Sandra / Ilaria / Colin	Send the document library on alcohol licensing and shops selling alcohol in cups. * Formally assign Health Portfolio. * Establish Trustee Induction Pack and Strategy Day for newly elected trustees and councillors.
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25 min	5. Events, Partnerships, and Projects	Local councillors joined part of the meeting. Cultural Strategy: Tina is leading Cultural Strategy focused on co-creation, community spaces, and piloting BCAP funding. Engagement with Kiln Board (Apollo Club), Battery Studios, heritage routes, and Brent Smart/Triangle (planning Sept/Oct). Excite residents about upcoming funded community events. * Exhibitions & Traveller Advocacy: Roy Mehta exhibition delayed. Advocacy and integration work with BIAS (Brent Irish Advisory Service) and London Gypsies & Travellers (pushing local policy even if sites fall outside core boundaries). * Youth & Safety: Address gang affiliations, anti-social behaviour, public realm committee, and youth mentorship (e.g., Samia's work as a local mentor). Leverage local schools as key points of community pride and connection. * Wellbeing & Infrastructure: Wellbeing strategy requires a dedicated campaigner (Ebony to drive). Progress on Roundwood Park infrastructure (Bowling Green refurbishment, hut renovation, Sport England investment). * Community Power & Governance: Rollout of £20M 10-year investment, Neighbourhood Advisory Boards, and Integrated Neighbourhood Team casework. Sonya is leveraging corporate networks. Active engagement with Cllrs Kelcher and Fleur (Audit & Standards), Labour group	Partnership Briefings	Sandra / Ilaria	* Drive the Wellbeing Strategy. * Lead Cultural Strategy and set Brent Smart / Triangle planning for Sept/Oct. * Leverage corporate networks for funding/support. * Engage Cllrs Kelcher and Fleur on Audit, Standards, and Scrutiny
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		leadership, Accessibility/Disability chairs, and Scrutiny (Matt Plen / Matt Donnelly).			
Ongoing	6. Any Other Business (AOB) & Next Steps	Induction & Strategy: Prepare comprehensive Induction Packs for new trustees and finalise dates for the All-Day Strategic Planning session. Next Meeting: Fix the date, time, and location for the next Trustee and Forum meeting.		All Trustees	Finalise and distribute Trustee Induction Packs. * Confirm date, time, and location for the next Trustee and Forum meeting.