

Harlesden, 12th October 2020

CM (2020)1012 Meeting

Minutes **Harlesden Neighbourhood Forum**

**Minutes of the Meeting**

<b>Date and time of the meeting</b>	Monday 12 <sup>th</sup> October 2020– 6.00-7.00 pm
<b>Location</b>	Online Zoom
<b>Attending</b>	Ilaria Esposito (IE), Paul Anders (PA), Colin George (CG), Madeleine Jennings (MJ), Sandra White (SW) Errol Donald (ED)
<b>Guests</b>	
<b>Apologies</b>	
<b>Absent</b>	

<b>Agenda item</b>	<b>Discussion (Key discussion and agreed points)</b>	<b>Actions</b>
1.	<p><b>Welcome / Introduction</b></p> <ul style="list-style-type: none"> <li>• <b>MJ</b> welcomes the Committee</li> <li>• Minutes and actions from Awayday adopted.</li> </ul>	
2.	<p><b>AGM draft Agenda and checklist</b></p> <ul style="list-style-type: none"> <li>• <b>IE</b> introduced the discussion on AGM agenda, annual reporting, communication and checklist</li> </ul> <ol style="list-style-type: none"> <li>AGM announcement: 21 days in advance / done</li> <li>AGM documents: 14 days in advance at the latest/ / done</li> <li>AGM: quorum greater than membership 10% or 8 members</li> <li>AGM chair - <b>MJ</b></li> <li>AGM minutes - <b>IE</b></li> <li>membership ratify the decision by vote</li> <li>Registration: Eventbrite invitation linked with zoom meeting.</li> </ol> <p><u>Delivery:</u> Zoom paid version allows 200 people. We need to have 2 hosts in case the line hosts' drops.</p>	<p><b>IE</b> will cheque the eligibility of the members before they can be allowed at the AGM.</p> <p><b>SW</b> will be co-hosting of the meeting and look after the chat.</p> <p><b>IE</b> will send Annual report to members</p> <p><b>IE</b> will prepare PowerPoint for AGM</p>
3.	<p><b>Trustee Appointment</b></p> <p><b>MJ</b> introduces the two new applicants Nouh Abukar and Margaret Cox. <b>MJ</b> explains the process to vote for Trustees under HNF Constitution. Vote on trustees will need to be ratified at the AGM.</p> <p><b>NA</b> application - discussed. <b>NA</b> appointed trustee by the Committee.</p> <p><b>MC</b> application - discussed. <b>MC</b> appointed trustee by the Committee</p>	<p><b>SW, IE</b> will investigate on training packages available for trustees</p>

	<b>SW</b> suggests having training and induction for trustees after AGM as advised by the Charity Commission. It is essential to explain the new role and the responsibility involved.	
4.	<p align="center"><b>Application for Re-designation as Neighbourhood Forum</b></p> <p><b>IE, CG</b> explained the status of the application. We are not sure if some of the members live in the HNF boundaries. Confirmation needed from members.</p>	<p><b>IE</b> will submit to Brent and OPDC on 14<sup>th</sup> October 2020 as agreed with OPDC. Check-in with Brent and OPDC if they have received it and when they are planning to start the consultation</p> <p>Send a comms to members to clean up the data. <i>Important- reply only if you are not living in Harlesden anymore.</i></p>
5.	<p><b>Planning reform</b></p> <p><b>CG</b> reports on the Planning reform meeting. It does not live enough space for forums to apply their NP, so many forums have paused their NPs. The Committee reflects on this. If so, many Forums paused their neighbourhood plans; we could explore how to become community development trust and continue the implementation of NP. <b>SW</b> lead the discussion on the different understanding between community development trust and land development trust. <b>PA</b> informed the Committee about a local land development trust where he is sitting on the Steering committee.</p>	Dedicate a January meeting to explore Community development trust form
6.	<p><b>VEOLIA community fund</b></p> <p><b>IE, SW</b> had a meeting with Local coordinator James Mason</p>	<p>Veolia funding will be discussed after the AGM. <b>IE</b> contacts the groups in our area that work on a clean environment and clean air programme.</p>
7.	<p><b>Date and venue of the next committee meeting</b> The Committee is adjourned on Tuesday 27<sup>th</sup> October 2020</p>	<p><input type="checkbox"/> <b>IE</b> will draft an Agenda</p>