

Harlesden Neighbourhood Forum

Trustee meeting minutes

Date and time of the meeting	Tuesday 5 <sup>th</sup> May 2021– 6.00-7.00 pm
Location	Zoom
Attending	Ilaria Esposito (IE), Paul Anders (PA), Colin George (CG), Madeleine Jennings (MJ), Sandra White (SW), Margaret Cox (MC), Nouh Abukar (NA) <b>Committee Members (CM)</b>
Guests	
Apologies	
Absent	

Agenda item	Discussion (Key discussion and agreed points)	Actions
1.	<p><b>Welcome / Introduction.</b></p> <ul style="list-style-type: none"> <li>• <b>MJ</b> welcomed the committee.</li> <li>• Minutes and actions from the 20<sup>th</sup> April meeting adopted.</li> <li>• Conflict of interest register check: none disclosed.</li> <li>• <b>MJ</b> proposed to <b>CM</b> that it would be helpful to receive written updates from each trustee before the meeting. This will save time, help the committee to make informed decisions and ask to formulate relevant questions.</li> <li>• <b>SW</b> mentioned that it would be a good idea to have no more than 5 lines of updates. <b>CG</b> and <b>MC</b> asked which format the reporting should have. <b>MJ</b> explains that it is crucial to understand which kind of work the trustees are doing. <b>IE</b> mentioned that she usually drafts the agenda on a Monday before the meeting, so <b>CM</b> need to send reporting by the weekend.</li> </ul>	<p><b>CM</b> to send writing report in advance of each meeting– bullet points or 2 paragraphs will be enough <b>IE</b> will remind <b>CM</b> to send them by the weekend before the meeting.</p>
2.	<p><b>Next Forum meeting</b></p> <p><b>CM</b> discussed how to support <b>IE</b> in the management of the online meeting. <b>SW</b> informed the <b>CM</b> that <b>Anna Doyle's</b> previous interim town manager contract ended and that Grace Nelson would come back into the post soon. <b>MC</b> reports on the raising concerns of residents around ASB in Park Parade and Harlesden in general, asking to invite someone from Brent to respond to that since previous attempts have not given many results. <b>SW</b> suggested inviting the newly appointed community engagement person at Brent or speaking with Lisa Sharp. However, <b>SW</b> also mentioned that we should try the dialogue approach to solve Harlesden's issues and bring different groups together to find the solutions. The complaint mechanism does not always work because it puts us against each other. <b>MC</b> suggested inviting Tom Welsh to present the Brent Climate Strategy and encourage members to join.</p>	<p><b>IE</b> will be in charge of admitting participants at the beginning. <b>SW</b> will be cohost managing room participants while <b>IE</b> focuses on the presentation of the meeting. <b>MJ</b> and <b>PA</b> will welcome participants and monitor the chat. <b>IE</b> to create a video presentation with music about Harlesden and HNF <b>Observer to invite: Planning aid for London</b> Which might help us in the future with the boundaries extensions <b>IE, SW</b> to get in touch with Grace and Lisa</p>

	<p><b>Date 19<sup>th</sup> 6th May-7.15 pm</b></p> <p>Tentative Agenda:</p> <ol style="list-style-type: none"> <li>1. Intro, welcome, video, house rules (5 min)</li> <li>2. Committee reports (25 min) – membership, ambassadors, wayfinding project, Veolia, clean air and environment, planning application procedure, boundaries extension, call for members help</li> <li>3. Q&amp;A (10 min)</li> <li>4. Guest: HAZ – YBF (5 min) TBC</li> <li>5. Guest: Refugees Support Network(5min)</li> <li>6. Guest: Brent Climate Strategy (5 min)TBC</li> <li>7. Guest: community engagement person from Brent (5 min) TBC</li> <li>8. Guests Q&amp;A (10 min)</li> <li>9. AOB</li> </ol>	
8.	<p><b>Date and venue of the next committee meeting</b></p> <p>Proposal for a meeting on <b>9<sup>th</sup> June 6 pm-7.30 pm</b> on governance and organisational development</p>	<p>The next meeting on <b>9<sup>th</sup> June 6 pm-7.30 pm</b> will be on governance and organisational development. <b>IE</b> will include an agenda item to brainstorm on the HNF meeting agenda and to be discussed at the beginning</p>