

**Harlesden Neighbourhood Forum - Committee Meeting**

**Minutes of the Meeting**

<b>Date and time of the meeting</b>	Wednesday 1 <sup>st</sup> July 2020 – 6.00-7.00pm
<b>Location</b>	Online Zoom
<b>Attending</b>	Atara Fridler (AF), Paul Anders (PA), Margaret Cox (MC), Colin George (CG), Madeleine Jennings (MJ), Ilaria Esposito (IE)
<b>Guests</b>	
<b>Apologies</b>	Sandra White (SW)
<b>Absent</b>	James Pawney (JP) Nick Jones (NJ)

<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>• AF welcomes Committee</li> <li>• Minutes and actions from 17/06/2020 meeting adopted</li> </ul>	
2.	<p><b>Updates on COVID -19 Social distance survey</b></p> <ul style="list-style-type: none"> <li>• IE confirms the Survey mid report has been sent to Transport Brent, OPDC, the new town manager, Councillors Mili Patel and Matt Kelcher.</li> <li>• AF thanks everyone that has been working on the Survey.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> IE confirms reminder about the Survey via Newsletter and closing the Survey on 5<sup>th</sup> July to send the final report on 10<sup>th</sup> July.</li> </ul> <p><a href="#">Link to survey mid report</a></p>
3.	<p><b>Planning Applications procedure and forms</b></p> <ul style="list-style-type: none"> <li>• CG has spent some time to develop an internal procedure to select and respond to planning applications. Will share soon.</li> <li>• CG has prepared comments on the planning application submitted by the Salvation Army. CG reported that they were almost ready.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> CG will circulate draft with proposed comments.</li> <li><input type="checkbox"/> CG to share draft internal procedure</li> </ul>
4.	<p><b>Application for Re-designation as Neighbourhood Forum</b></p> <ul style="list-style-type: none"> <li>• Approach &amp; timetable for application discussed and agreed.</li> <li>• AF guides committee discussion on submission to Brent and OPDC before the deadline.</li> <li>• AF shares that OPDC board will include our re-designation request in their January 2021 board meeting.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> IE to report on steps and timeline updates</li> <li><input type="checkbox"/> IE to write to Peter OPDC</li> </ul> <p><a href="#">link to re-designation folder</a></p>

	<ul style="list-style-type: none"> <li>● <b>Committee</b> agrees that forum boundaries must remain the same at the moment but wishes to revise the decision in two years.</li> <li>● <b>CG</b> expresses the intention to explore the inclusion of Church End and Roundwood as soon as HNF is stable gathers enough resources to do so.</li> </ul>	<a href="#">link to the draft timeline</a>
5.	<p><b>Organisational setup</b></p> <ul style="list-style-type: none"> <li>● <b>PA</b> provides updates on the state of implementation: <ul style="list-style-type: none"> <li>a) <i>Employment Status and Payroll sorted.</i></li> <li>b) <i>Public Liability offer is on hold with Case insurance - waiting for ERN from HRM&amp;C.</i></li> <li>c) <i>Set up a Remote working desk for the Coordinator. Ongoing</i></li> </ul> </li> <li>● <b>IE</b> give updates on policies. <b>SW</b> communicated via e-mail that she is finalising the safeguarding policy.</li> </ul>	<ul style="list-style-type: none"> <li>□ <b>IE, SW</b> to report on policies</li> <li>□ <b>Committee</b> to adopt the policies by 07/01/2020</li> </ul> <p><a href="#">Policies and procedures folder</a></p>
6.	<p><b>Internal election of a new Chair</b></p> <ul style="list-style-type: none"> <li>● <b>AF</b> explains the reason for stepping down after a long period. AF will be happy to continue to support HNF being a board member.</li> <li>● <b>AF</b> invites Committee members to put their candidacy forward.</li> <li>● <b>MJ</b> expresses her willingness to take the lead, even though she has been involved for one year. She feels that she can guide the HNF with the support of the Committee and has got time to dedicate to this purpose.</li> <li>● <b>MJ</b> is elected Chair unanimously.</li> <li>● <b>AF</b> invites the Committee to consider the election of a Vice-Chair. <b>CG</b> and <b>SW</b> have expressed interest in this regard.</li> <li>● <b>AF</b> will check with <b>NJ</b> if he still wants to hold the position and if we can have 2 Vice-Chair according to new Constitution.</li> <li>● <b>Committee</b> discussed the procedure and will prepare a <u><i>Call for new trustees</i></u> to come on board.</li> </ul>	<ul style="list-style-type: none"> <li>□ <b>AF</b> will hand over <b>MJ</b> the position of Chair</li> <li>□ To elect the Vice chair(s) in the next meeting</li> <li>□ <b>AF, MJ</b> to come up with a procedure to recruit new Trustees</li> </ul>
7.	<p><b>AOB</b> None</p>	
8.	<p><b>Date and venue of the next committee meeting</b> The Committee is adjourned on 15<sup>th</sup> July 2020</p>	<ul style="list-style-type: none"> <li>□ <b>IE</b> will send Agenda on 13/07/2020</li> </ul>