

Roman Road Neighbourhood Forum Steering Group meeting minutes

Date	7.00pm, 22nd March 2017
Venue	13 Selwyn Road E3 5EA

Attendees:

	Chair		
Lee Sargent	Secretary		
Tabitha Stapely (TS)	Nadia Wilkinson (NW)		
Mike Mitchell (MM)	Torange Khonsari (TK)		

Minutes:

Item	Issue	Action
1.0	Apologise Sarah Alan (SA), Alex Holmes (AH)	
2.0	New attendees / introductions None	
3.0	Minutes of last meeting were approved Matters arising <ul style="list-style-type: none"> - Leaflet – has been printed and delivered to households - Application is planned for submission in next couple of weeks 	TS to circulate job roles of forum based on what is in the constitution
4.0	Preparations for Forum General Meeting 25th March <ul style="list-style-type: none"> - Agreed we need some A1 printed maps and sign up forms and printed constitutions LS/MM to sort - Plan to have 4 area stations with lead ambassadors for tables - Mike to create / circulate final agenda before Saturday (Torange to lead with aid of NPlan video plus organising breakaway workshops, with Mike talking about application so far. Plan to 	

	<p>adopt constitution at the end)</p> <ul style="list-style-type: none"> - NW to check connections for projector - LS to sort refreshments 	
5	<p>Next Steps</p> <p>Moved forward to after general meeting</p>	
6.1	<p>Finance</p> <p>Update on grant expenditure.</p> <p>The deadline for the 'My Community' grant expenditure is 31st March. Expenditure is broadly in line with budget but there was likely to be some underspend. Any unspent grant will be returned, but be available through a future grant application.</p> <p>Our first grant was £4,050 (£320 underspend returned), and our second grant was £2,098, giving a total of just under £6,000. A total of £9,000 is available, plus a further £6,000 for technical support up to 2020.</p> <p>Mike Mitchell to write and submit report in April on current grant expenditure.</p>	MM to create report
6.2	<p>Proposal to open a bank account.</p> <p>It was agreed to set up a Community Account with Barclays Bank plc.</p> <p>The name of the a/c will be 'Roman Road Forum' and it will be held at the branch at 611 Roman Road E3 2RR</p> <p>The officials and signatories of the bank account will be Mike, Mitchell, Lee Sargent and Tabitha Stapely</p> <p>Instructions to the bank will be given by any two authorised persons, and it was agreed to apply for online banking and a debit card.</p> <p>Appointment of Bankers and Letter of Intention forms were signed by the 3 signatories at the end of the meeting.</p>	LS/MM to arrange date to visit Barclays. TS to check if need to be physically present

7.0	<p>Commonplace and Placecheck</p> <p>NW to negotiate extension on commonplace</p> <p>Placecheck is an accurate map of the area and has been obtained at no charge. We hope to transfer comments onto this from commonplace.</p>	MM/NW to investigate future use of placechecker
8.0	<p>AOB</p> <p>None</p>	
9.0	<p>Next Meeting</p> <p>Wednesday 12th April – 7.30pm – 13 Selwyn Road E3 5EA</p>	