

## Roman Road Bow Neighbourhood Forum Steering Group meeting minutes

Date	7.30pm, 09 May 2017
Venue	13 Selwyn Road

### Attendees:

Name	Position	Name	Position
Alex Holmes (AH)	Chair	Torange Khonsari (TK)	
Lee Sargent (LS)	Secretary		
Tabitha Stapely (TS)			
Sarah Allan (SA)			
Nadia Wilkinson (NW)			

### Minutes:

Item	Issue	Action
<b>1.0</b>	<b>Apologies/ New attendees / introductions</b>	
	TK apologised in advance and will be 45 mins late. Mike Mitchell (MM) cannot make it due to a prior engagement.	
<b>2.0</b>	<b>Minutes of last meeting approved</b>	
	Minutes of the last steering committee meeting were read and agreed	
<b>3.0</b>	<b>Finances</b>	MM
	MM finance report was noted and the group agreed an action plan was needed for next 6 months before applying for funding as too early at moment. Agreed a draft plan to be drawn up by next group meeting.	

3.1	Opening of Barclays account – LS and MM went to Whitechapel branch to sign documents etc. Awaiting final account details to be sent plus banking login details and debit card.	
4.0	<p><b>Feedback from Forum General Meeting on 25<sup>th</sup> March Inc. meeting notes from small breakaway area discussion groups</b></p> <p>Group felt the public meeting went well – detailed notes from the event available from MM. Going forward it was agreed to progress the search for area ambassadors ASAP</p>	
5.0	<p><b>Common Place and Placecheck</b></p> <p>Nadia to get export for commonplace and MM to liaise with her</p>	MM/NW
6.0	<p><b>Draft Constitution</b></p> <p>Will now incorporate all Carol Morris suggestions and amendments. TS to upload new version to website.</p>	TS
7.0	<p><b>Next Steps in the process</b></p> <ul style="list-style-type: none"> <li>- Resubmit forum application with TK MEOTRA consultation</li> <li>- Input extra postcodes onto forum</li> <li>- Need to find contacts in forum desert areas such as Malmesbury and certain circle housing areas as shown on the google maps</li> <li>- After submitting application there will be a need for area ambassadors for the following areas: Malmesbury, Fairfield, Antill, Chisenhale, Ranwell and Old Ford. MEOTRA and Fairfield already represented.</li> <li>- An action plan is needed for next 6 months</li> </ul> <p>Steering committee agreed a first priority to send a thank you and summary newsletter from public meeting and a call out for area ambassadors and – LS/AH to sort – will involve learning mailchimp.</p>	<p>MM for action plan (see above for finance)</p> <p>LS/AH for newsletter</p>
8.0	<p><b>Job descriptions</b></p> <ul style="list-style-type: none"> <li>- Rolled forward</li> </ul>	TS
9.0	<p><b>AOB</b></p> <p>None</p>	
10.0	<p><b>Next meeting date</b></p> <p>Wed 21<sup>st</sup> June – Venue TBC</p> <p>Meetings agreed to be 3<sup>rd</sup> Wednesday of each Month – dates as follows for 2017</p> <p>19/07, 16/08, 20/09, 18/10, 15/11, 20/12</p>	

