

Roman Road Bow Neighbourhood Forum Steering Group meeting minutes

Date	7.30pm, 24 th Jan 2018
Venue	Flat 20, 2 Palmers Road, E2 0SX

Attendees:

Name	Position	Name	Position
Alex Holmes (AH)	Chair		
Lee Sargent (LS)	Secretary		
Sarah Allan (SA)			
Daniella Ricci (DR)			

Minutes:

Item	Issue	Action
1.0	Apologies/ New attendees / introductions	
	Nadia Wilkinson (NW) apologised Lucy Sadler (LSAD) will not be attending (see AOB) Ananda Pellerin (AP) no contact	
2.0	Minutes of last meeting approved	
	Minutes of the last steering committee meeting from 13/12/17 were read and agreed with the following updates: <ul style="list-style-type: none">- Steering committee confirmed that they will not be joining the	

	<p>children's Scrap Project for now</p> <ul style="list-style-type: none"> - AH (Chair) sent off letter in support of the Roman Road Trust's application to the 'Good Growth Fund'. 	
3.0	<p>Matters Arising</p> <p>3.1 – There will be an update on the Roman Road Common application put forward by the Roman Road Trust in March</p> <p>3.2 – Confirmed Placecheck is now up and running on the forum website</p>	
4.0	<p>Public Consultation Events</p> <p>Request for DR to write up consultations attended thus far and do a hand over before she leaves so we have a record</p> <p>MM to contact more faith organisations e.g. Roman Road Mosque attendees to come to remaining events</p>	<p>DR to contact TK re write ups</p> <p>MM to contact faith groups</p>
5.0	<p>Finances – MM presented grant budget (available from steering committee as a separate word doc and on slack).</p> <p>It was confirmed groundworks have agreed to us putting the leaflet budget within overall social media budget</p>	
6.0	<p>Communications and Social Media + uploading of minutes to website</p> <p>It was agreed to ask Rosie or Iona for social media help (£350/400 month) for two months.</p> <p>Our East End – MM said would be good to get in next edition (quarterly)</p> <p>AH said would reach out within network for people to help with regular social media (e.g. twitter account)</p> <p>AH to draft newsletter to go out next week</p>	<p>AH to liaise with TS (Tabitha) re contacting Rosie and Iona</p> <p>MM to contact Our East End Life</p> <p>AH to contact his network</p> <p>AH to circulate draft newsletter</p>
7.0	<p>AGM – It was agreed that next months AGM to be moved to March as TK and DR are consulting with Olga Primary School every Monday from 19/02-19/03.</p> <p>New date 21st or 28th March. MM to speak to St Paul's to confirm booking in meeting room.</p>	<p>MM to contact St Paul's re AGM</p>
8.0	<p>AOB</p> <p>Confirmed LSAD standing down.</p> <p>Confirmed that monthly meeting newsletter content would become a regular agenda item starting next month.</p>	<p>AH to check in with AP to see if still part of steering group and 'comms'</p>
9.0	<p>Next meeting 21st Feb, 7,30pm at AH flat</p>	

