

## Roman Road Bow Neighbourhood Forum Steering Group meeting minutes

Date	7.30pm, 21 <sup>st</sup> March 2018
Venue	37 Athelstane Grove, E3

**Attendees:**

Name	Position	Name	Position
Torange Khonsari (TK)			
Lee Sargent (LS)	Secretary		
Mike Mitchell (MM)	Finance		

**Minutes:**

Item	Issue	Action
1.0	<b>Apologies/ New attendees / introductions</b> – Apologies AH and SA. NW not confirmed.	
2.0	<b>Minutes from last meeting 21.02</b> Read and agreed.	
3.0	<b>Matters Arising</b> None	
4.0	<b>Daniella Report on Sub Area Consultation Events</b> TK discussed the report. TK to circulate report by email. Confirmed 1 copy to be printed for AGM. 4 Copies to be printed after AGM to allow for additional comments.	Steering committee to send in recommendations from the recent consultation as set out in the report by 31.03.18.
5.0	<b>AGM</b> SA circulated draft timetable. Steering committee Members to email LS confirming if they would like to stand for the following positions :-	

	<p>Continued –</p> <ol style="list-style-type: none"> <li>1) Chair (currently AH)</li> <li>2) Treasurer (currently MM)</li> <li>3) Secretary (currently LS)</li> <li>4) Outreach Officer (not filled)</li> <li>5) Media Officer (not filled)</li> <li>6) Membership and Events (not filled)</li> </ol> <p>Note – If standing must live or work in boundary area.</p> <p>Maps required for AGM. A0 x 1, A1 x 1 (encapsulated). A3 x 8 . LS agreed for Calverts to submit quote for this. MM says invoice needs to be submitted by 31.03.18.</p> <p>MM to liaise with Iona re next newsletter content. TK to send ambassadors list to MM who will call them to see if they would like to join the Steering Committee.</p> <p>Draft Agenda TK Introduction followed by discussion of the report. Workshop SA to conduct tbc Thematic AGM Election of Committee and formal business. AH to conduct tbc.</p>	<p>MM to finalise agenda and send to Steering Committee and then Iona.</p>
<p><b>6.0</b></p>	<p><b>Newsletter</b> It was confirmed that Iona is helping with social media for the 1 month at a cost of £650.</p>	<p>MM, AH to send Iona details of AGM event for newsletter by end of month.</p>
<p><b>7.0</b></p>	<p><b>Finance</b> MM circulated report in advance (Document on Slack)</p>	
<p><b>8.0</b></p>	<p><b>Norman Grove Development</b> SA submitted a letter of objection to the proposed scheme to Tower Hamlets Council on behalf of the Forum.</p>	
<p><b>9.0</b></p>	<p><b>AOB</b> None</p>	
<p><b>10</b></p>	<p><b>Next Meeting</b> Tbc after AGM.</p>	

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