



Committee Meeting Agenda November 17th 2020, 8pm, Via Zoom

Attendance and Apologies

Present: James Leabeter, Beth Taylor, George Hornby, Jonathon Barry, Robert Holden, Nicholas Paul, Tricia Keracher-Summerfield, John Frankland, Harry Winter, Mike Colvin, Jasia Warren, Ollie More
Apologies: David Taylor

Mike said he did not receive the zoom invite but was able to join.

Check all participants successfully dialled in & able to see/hear/talk

John has audio only but we can all hear him

Declarations of interest

Robert is a member of the Groves Resident's Association who applied for a small grant.

Approval of Minutes for Sept and Oct 20

All agreed they are approved.

Matters Arising

Robert would like "matters arising" to be added to agendas henceforth. He would also like advance warning of the next meeting (the third Tuesday of each month). Nobody objects to having a meeting in December.

ACTION: Jasia to send out the minutes within a week and include the date of the next meeting.

Bank account transfer update

With Ruth's help Jonathan is in the process of acquiring the remaining signatures of past authorised signatories for the bank account. Ruth think Giles is on the mandate and Jonathan will double-check and get him to sign. George says the principle is to clear historic signatories and get the four Officers as signatories on the account. Jonathan agrees and nobody objects.

Station Hall update and funds transfer

Nick explains that the Charity Commission has approved the Station Hall CIO in record time. This news has been received warmly by SE rail who are keen to draw up a tripartite tenancy at will with the CIO as tenant. The legal department require two things: 1) certificate of registration and 2) evidence of Station Hall's address. The latter is tricky as there's nothing yet which names the CIO. Beth congratulates everyone who worked on the CIO application and Nick says it was Hayley's hard work and experience.

Hayley has been researching bank accounts for the new CIO.

ACTION: Nick to put Jonathan and Hayley in touch with each other

ACTION: Jonathan to liaise with Hayley to discuss bank accounts

George reminds the committee that in the summer they extended a grant of £10,000 to Station Hall to the end of the year. To date only £2,500 has been spent and George proposes that the balance be paid to the CIO. Nobody disagrees. It is noted that Station Hall may return to ask the Committee if they need more money.

HHF CIO Structure

George proposes that the Forum should also be a CIO. Steps would be: 1) create CIO as a shell with the four Officers as initial Trustees 2) wind up the Forum and transfer its assets to the CIO 3) populate the CIO with more Trustees. Nobody disagrees. Beth asks if there are any disadvantages and George can't think of any. Trustees have to follow strict rules. Also CIO can register to be VAT exempt. Gerry Evans has confirmed being a CIO makes no difference to her. Nick suggests a CIO may be eligible for more funding streams. James comments that Trustee Insurance is a good idea as there are significant liabilities. He notes that the current constitution states the Forum books be deposited at Lambeth archives in the event of winding up (which would not be desirable in this situation) and he suggests we look at different bank accounts.

Insurance Cover for Forum Activities

Robert is concerned about the insurance and would like Yan to have access to the G-drive to look at the insurance policies. George points out that Yan was involved in attaining the current policy and he had no concerns at the time. He invites Robert to email his concerns to the group.

ACTION: Robert to email George with his concerns about the insurance policy.

G-drive access

Robert had queried why only the Committee had access to the G-Drive. George proposes that Committee members, contractors and select few (Giles and Ruth currently) should have access. Giles set it up and can't be removed, unless we pay for a new G-Drive. Other people can ask for access to individual files. Nick and James agree that whilst we want transparency there must be a degree of data protection. We can publish select documents publicly on the website. Tricia reminds us that access means files can be deleted or altered. After some discussion Harry seconds George's proposal and nobody disagrees.

Small Grants applications

Andy Gray from Junior Open Mic has applied for a grant of £500 so he can buy a mini PA and other musical kit to lend to young musicians at home for one month at a time. This will boost their performance. Committee unanimously agrees. Andy must provide receipts so we can pay him.

ACTION: Jasia to tell Andy he has been awarded a grant and ask for some acknowledgement on social media / website

ACTION: Jasia to send the applications to Committee when they arrive

ACTION: Robert to send Jasia a list of TRAs to contact about the grant

ACTION: Administrator to mention small grants in every newsletter

Brockwell passage

George explains that Brockwell Passage has become an open sewer due to the lack of toilets and a resident has suggested erecting a hoarding to close off the corner with the bench. Cllr Jim Dickson is aware and nobody really knows who owns the land so there's a risk it will be taken down. George says we should write to the pub and BetFred to tell them of the plans which need a budget of up to £1000. Committee approves the proposal. Also the lanterns no longer have an electricity supply since Betfred closed so we will approach the resident and ask them.

Junction and Cycling

Harry has found the Westminster Uni thoughts on the junction but they are not focussed on traffic. James asked 2 other organisations for quotes but neither replied. The LFN grant can contribute to some of the £5000 project fee by Bespoke. Ollie works for Sustrans and is concerned that the Bespoke work will present local people with a solution before there has been

any consultation. Harry, Tricia and George think there's been some consultation in the past and having a vision will help discussions. It won't be presented as a final solution. James explains that Bespoke will offer 2-3 ideas for an internal consultation with the Forum. This can be extended to non-Members who have expressed an interest. Ideas will cover public transport, walking, disabled access as well as cycling. George proposes we proceed with Bespoke and everyone agrees.

Action: Tricia to email relevant documents from the Neighbourhood Plan to Harry for Bespoke.

Robert says Rosendale Rd has a new cycle route but there are problems with the signage.

Lambeth Forum Network (LFN) Grant

George has applied for £5000 that must be spent by the beginning of April: £1K for Brockwell passage, £1K for admin support, £2K for Bespoke and £1K for CIO application. The decision will be made on Thursday at the LFN meeting. Robert offers to attend LFN meetings with George.

Adding Minutes to the Website

George says it was always the intention to publish Committee meeting minutes on the new website but it requires someone to review them for issues with GDPR, confidentiality etc

ACTION: Jasia to send past 6 months of minutes to Beth and James

ACTION: Beth and James to review the minutes and get them approved

Administrator Role

Alison has indicated she does not wish to continue her role as Administrator. George would prefer someone who lives locally than a virtual assistant. George is very grateful to Alison for all of the work she has done. John suggests we get her a present.

ACTION: George to write a job description and send it to Tricia to check over

ACTION: Next newsletter should advertise the job position

ACTION: Give Alison a present to thank her

AOB

George reminds us of the problems with the old Drupal website needing upgrades. George knows someone at Norwood Forum who has experience of Drupal.

ACTION: George to contact Kim at Norwood Forum about Drupal

ACTION: Jasia and Garrett to look at options for the Drupal site

Robert explains it is the 10th anniversary of the formation of Station Square on the 4th December.

ACTION: Robert to scan his booklet about Station Square's formation and send to Committee.

Next meeting: 15th Dec, 8pm, Zoom