



## Herne Hill Forum Committee Meeting Minutes

Tuesday 19 October 2021, 8pm, via Zoom

### Present

Sian Dragonetti (Chair), George Hornby, Robert Holden, Jim Davidson, Peter Hore, Fred Taggart, Giles Gibson, Jasia Warren, Alice French

### Apologies

Beth Taylor, David Taylor, James Leabeater, Harry Winter, Nick Paul, John Frankland

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

Everyone was able to see, hear and talk

### Declarations of interest

None

### Minutes from the last meeting / Matters arising

The committee approved the minutes from the last meeting on 21 September 2021.

Item	Summary and actions	Responsible
<b>1</b>	<b>Finance update</b> <ul style="list-style-type: none"><li>We have agreed to look for a new Treasurer. Jonathan will stand down as the Treasurer once we have found a replacement. He will do the 2020/21 accounts. The final deadline for the LFN funding application (which requires these accounts) is the November meeting. The committee discussed whether it might be necessary to pay someone to do the daily finance admin, payments etc, and for the Treasurer role to oversee this, rather than doing the work.</li><li>We have been having problems with the Co-op bank account and would like to switch to a charity bank account with HSBC.</li><li>The committee agreed that we need address the finance situation.</li><li>Step 1: Get our accounts up to date and paperwork in order.</li><li>Step 2: Find a new Treasurer.</li><li>Step 3: Switch bank accounts.</li><li><b>ACTION: Jonathan to complete the 2020/21 accounts.</b></li><li><b>ACTION: Alice to circulate the Treasurer advert to committee members and advertise as appropriate.</b></li></ul>	Jonathan, Alice , all committee members
<b>2</b>	<b>Update on CIO application</b> <ul style="list-style-type: none"><li>The CIO application has been sent in to the Charity Commission. We have not heard back yet, other than to say they are busy. It may take a while for our application to be considered.</li></ul>	
<b>3</b>	<b>Reimagining Herne Hill junction</b> <ul style="list-style-type: none"><li>The Bespoke work was presented to the committee at the last meeting in September. At that meeting it was agreed that the next step was to share the designs with local Councillors to get</li></ul>	All committee members,



	<p>their feedback. Becca Thackeray and Richard Leeming have responded positively, and there is no response yet from the other Councillors. It is likely that they won't make many commitments at the moment as there are local elections happening next year.</p> <ul style="list-style-type: none"> <li>The committee discussed what to do next. There was a range of suggestions including: committee members giving feedback to Bespoke who will then re-do the work to make it more robust; Bespoke presenting the work to the committee first, before deciding whether any further work is required; the sub-committee meeting and collating comments from the committee, then feeding back to Bespoke who will then present the work directly to the committee.</li> <li>It was agreed that the sub-committee should meet and collate comments on the proposals. Then Bespoke should present the work to the full committee, taking into account the questions and comments that have been submitted.</li> <li><b>ACTION: All committee members to review the designs and send their comments to James.</b></li> <li><b>ACTION: James to arrange a sub-committee meeting to collate and discuss the comments.</b></li> <li><b>ACTION: James to arrange a meeting where Bespoke present the work to the full committee, addressing the comments which have been submitted.</b></li> </ul>	James
<b>4</b>	<b>Halloween</b>	
	<ul style="list-style-type: none"> <li>Preparations are well underway for the Halloween celebrations, which include in person and online activities. We are doing a Halloween tent as part of Herne Hill market on Sunday 31 October. Volunteers to help on the day are Sian, Mary and Jim. The budget we are working to is £500 (previously approved).</li> <li><b>ACTION: Jasia and Sian to finalise Halloween arrangements.</b></li> </ul>	Jasia, Sian
<b>5</b>	<b>Festoon lighting in Bath Factory Estate</b>	
	<ul style="list-style-type: none"> <li>Proposal that Herne Hill Forum pay for the festoon lighting to be installed at the entrance to Bath Factory Estate, to improve the environment on Norwood Road. Spend up to £500 agreed.</li> <li><b>APPROVED: 6 for, 1 abstain, 0 against</b></li> <li><b>ACTION: Jasia to arrange for the festoon lighting to be installed at Bath Factory Estate,</b></li> </ul>	Jasia
<b>6</b>	<b>Small grants – criteria, spend to date, e-sports application</b>	
	<ul style="list-style-type: none"> <li>Jasia circulated a document summarising all the Small Grants that have been approved so far and what has been spent to date. There is a good variety of community projects.</li> </ul>	
	<ul style="list-style-type: none"> <li>The new e-sports youth club running at Station Hall has made a Small Grant application for £500 towards purchasing new Playstation 5 consoles. We are keen to support this group as they targets late teens, a group we don't usually reach. The committee would like to find out more about the club and how it is run.</li> </ul>	Jasia



	<ul style="list-style-type: none"> <li>• <b>APPROVED</b> (subject to the applicant providing more information about the club): 7 for, 0 abstain, 0 against</li> <li>• <b>ACTION:</b> Jasia to respond to the application.</li> </ul>	
<b>7</b>	<b>Herne Hill Forum strategic planning</b>	
	<ul style="list-style-type: none"> <li>• Work from a preliminary strategic planning meeting was circulated to the committee and discussed. It shows three strategic objectives of Herne Hill Forum: 'Town TLC', 'Environmental Sustainability' and 'Community Building', and how our various projects meet these objectives. The aim of this piece of work is to prioritise projects, to decide where to spend officer and contractor time, and to inform funding applications.</li> <li>• Points raised: It's good to review what we are doing, both to look back on what we've done well in the past and what we are doing now. The strategic planning needs to include funding as a core priority, otherwise we will spend the funds that we do have quite quickly. It is a difficult climate for funding applications at the moment.</li> <li>• <b>ACTION: Committee members to review the diagram and send any comments to George. To be discussed at the next meeting.</b></li> </ul>	All committee members
<b>8</b>	<b>Funding applications</b>	
	<ul style="list-style-type: none"> <li>• The committee discussed funding applications made by Herne Hill Forum to external bodies. These are done as part of our regular work, seeking funding for projects that have been approved by the committee. For example three funding applications were sent in over the summer to pay for improvements to Norwood Road.</li> <li>• Points raised: Writing funding applications is a lot of work carried out by very few people. In the current climate, it is difficult to secure funding (estimate we may need to send in around 20 applications to be successful with 1). Having funds in our bank account gives us credibility when we apply for funding. We only apply for funding when we know how we are going to spend it. Committee members would like to be informed that funding applications are being submitted, but do not need to know all the details or approve each one.</li> <li>• <b>ACTION: Committee members to consider whether they can volunteer some time to work on funding applications, eg researching available funds, or writing applications.</b></li> <li>• <b>ACTION: Jasia to inform the committee when funding applications are submitted – via email or at committee meetings.</b></li> </ul>	All committee members, Jasia
<b>9</b>	<b>Lock-up</b>	
	<ul style="list-style-type: none"> <li>• Herne Hill Forum has two lock-ups in the station underpass. They are in an excellent location however they have leaks, damp and rats. A lot of the things in there are in a deteriorated state and are not being used. The committee discussed other potential storage solutions and what to do with the things that</li> </ul>	Alice, Jasia



	<p>are in there.</p> <ul style="list-style-type: none"> <li>• Step 1: Clear out and rationalise what is currently in the lock-ups. If things are not useable by HHF they can be passed on to new owners or disposed of.</li> <li>• Step 2: Update the asset list and publicise this to see if other community groups want to borrow things that we have.</li> <li>• Step 3: Re-think whether we want to invest in anything more.</li> <li>• <b>ACTION: Alice and Jasia to carry out these tasks.</b></li> </ul>	
<b>10</b>	<b>Herne Hill Forum policies</b>	
	<ul style="list-style-type: none"> <li>• The committee was asked to read the draft policies and send any comments to George. Comments were received from one person. If there are any other comments, please send them to George. The policies will be kept on hold until we become a CIO.</li> </ul>	All committee members
<b>11</b>	<b>Stepping into Stories literature event</b>	
	<ul style="list-style-type: none"> <li>• Stepping into Stories is a five day children's literature festival planned for February 2022 in Herne Hill. They have asked Herne Hill Forum for a grant of £5,000 and for us to be partners of the event. The total budget is £15,000 and they are applying for funding from The Arts Council to cover this. The grant from HHF will be a last resort if not enough other funding is secured.</li> <li>• The event ran in 2019 and 2020 (not 2021 due to lockdown) and was great, it has loads of local support, encourages volunteering, is beneficial for local children, families and schools, and is great for Herne Hill. The committee is keen to support this event.</li> <li>• <b>APPROVED: 7 for, 0 abstain, 0 against</b></li> <li>• <b>ACTION: George to respond to Stepping into Stories.</b></li> </ul>	George
<b>12</b>	<b>Social meet up</b>	
	<ul style="list-style-type: none"> <li>• The first social meet up went well and it was agreed that we would meet up again this month.</li> <li>• <b>ACTION: Jasia to set a date for the next social meet up.</b></li> </ul>	Jasia
<b>13</b>	<b>AOB</b>	
<b>13.1</b>	<b>Brockwell Lido Steering Group (BLSG)</b>	
	<ul style="list-style-type: none"> <li>• HHF has a seat on the BLSG committee, which is attended by Giles. It is the AGM this weekend. Agree that Giles will continue to do this.</li> </ul>	
<b>13.2</b>	<b>Lambeth Forum Network</b>	
	<ul style="list-style-type: none"> <li>• Robert attended the October LFN meeting representing HHF. We have not yet provided our 2020/21 accounts. There is £300 available towards the cost of hustings, accessible once we have provided our accounts. Gerry is leaving the Lambeth Forum Network team for a new job, still within Lambeth.</li> </ul>	
<b>13.3</b>	<b>Hustings</b>	
	<ul style="list-style-type: none"> <li>• The committee discussed arranging hustings next year. If we plan to do this, we need to start early to decide the best date and book people in. Giles is a brilliant host and it would be ideal if he will host the event. The committee agreed to do this and Sian, Peter and Giles volunteered to work on it.</li> </ul>	Sian, Peter, Giles



	<ul style="list-style-type: none"> <li><b>ACTION: Sian, Peter and Giles to start work arranging hustings. First step is to pick an appropriate date.</b></li> </ul>	
13.4	Brixton Advice Centre	
	<ul style="list-style-type: none"> <li>Fred is a Trustee of the Brixton Advice Centre and updated the committee about their plans to sell the current building and move to new premises.</li> </ul>	
13.5	Community Fund	
	<ul style="list-style-type: none"> <li>Fred and Beth have been working on the Community Fund project. Next steps are: set up a second sub-committee meeting, write up something for the website which will be ready to publish soon, advertise for a finance volunteer.</li> <li><b>ACTION: Fred and Beth to carry out these tasks.</b></li> </ul>	Fred, Beth

**Next committee meeting – Tuesday 16 November 2021 at 8:00pm via Zoom**