

AGENDA

Queensway East Residents Association
(Committee 1)

Date 05-09-20
11:00am – 12:00pm

Meeting called Simeon Brookstone (SB)(Chair)

Attendees: Emma Ley (EL)(Vice-Chair), Anna Watson (AW) (Communication & Marketing), Yusria Barri (YB) (Treasurer) William Nicholson (WN) (Communication & Marketing)

Please read: [Constitution](#), Queensway East Residents' Survey

Please bring: N/A

11:00am – 11:10am [Item 1](#)
Welcome and Introductions | SB

11:10am – 11:40am [Item 2](#)
Due diligence | All

Committee positions – new elections?

Some discussion surrounding appointments. EL confirmed that elections took place at Southchurch Park and awaiting confirmation from Tricia Cowdrey and Matt Dent

Action – Matt Dent (MD) and Tricia Cowdrey (TC) to be contacted again to check whether appointments are official - EL

Agreement to engage wider community prior to sourcing a secretary either through elections if necessary and through volunteering.

- RA registration – associated cost?

Discussion as to whether the RA was registered with the council.

Action – TC to confirm with council – EL

- Indemnity Insurance

Discussions surrounding insurance and the need for it EL confirmed through discussion with Shoeburyness RA that this was an absolute necessity. AW confirmed that this was an absolute necessity. AQ confirmed Liability First as a Southend based company use previously.

- RA postal address

Discussions around whether we have an address. YB suggested a postal address

Action: Find out the cost surrounding the PO Box address - SB

Action: Check whether council have given us a contact postal address EL

- Public e-mail address and access

Discussion around accessing RA E-mail Address. EL confirmed access credentials posted to group

- Bank account

Action: Appointment to be made at Metro Bank to open bank account EL YB

- Confirm Constitution dependent on above

All confirmed satisfaction with constitution

- GDPR(WN Privacy Policy)

WN confirmed that a Privacy Policy is required and agreed to use and adapt company policy for use by RA

AW mentioned Mailchimp send opt in/opt out policy o first contact with individuals

EL also confirmed use of Privacy Policy at work and also volunteered use.

Action: WN to provide privacy policy for adaptations

- Mailchimp

Discussion around what Mailchimp are and how we would use them. Full agreement that we should create an account

Further discussion surrounding whether we should contact other Councilors. EL confirmed working with Matt Dent as local Councilor, however reiterated importance of not following one party. WN highlighted meeting Judith McMahon (JM) as someone with experience who may be able to advise. Also discussed utilizing current powers within the area on a non-party affiliated basis. Simon Cox

Action: EL to either forward JM's contact details to SB or arrange meeting with EL, SB and JM

Action: Draft a letter/email to all local MP's and Councilors to introduce the RA inviting them to work with us, reaffirming that we are not following any party lines. Will circulate list of contacts to committee prior to sending – SB

11:40am – 11:55am [Item 3](#)

Community Engagement | All

- Litterpick-up

Some discussion about whether we could attend party organized litter pick-ups. No issue here as all party's may attend.

- Membership requirement

Discussion around whether we should charge for memberships. YB asked the question as to what people would receive. WN discussed the need for a tangible output if we were to charge, which we agreed we would be unable to currently provide. WN also asked whether funding would be available within the council. EL highlighted potential funding through Matt Dent.

Action: EL to write/speak with Matt Dent specifically from a funding perspective

Further discussion surrounding whether company sponsorship would be the way to go. EL highlighted letting Agents and auctioneers being interested in potentially sponsoring the group. AW mentioned having a business tailored leaflet on hand to drop into businesses as and when we pass. WN mentioned packaging the benefits of sponsorship to businesses for sponsorship. This will be taken forward in subsequent meetings.

- QE Residents Survey

WN and AW highlighted their success in door knocking and talking to people to describe what the RA is and how it will be taken forward. AI agreed that door knocking is the way to proceed, and have divided roads as follows:

Hastings Rd (YB), Kilworth Avenue(WN), Cromer Road (AW) , Hillcrest(SB)
Toledo Road (EL), Quebec Road(SB)

Further discussions surround how to initiate the survey. AW suggested that posting the survey to the Facebook page, Southend Chit Chat , SB suggested drafting a letter to residents introducing the RA, which we agreed could be left with no-answer, door knock addresses.

Action: Draft introduction letter – SB

Action: Print letter by WE 11-09-20

Action: Past survey onto local social media pages inviting local residents to complete – SB

- Future Events / Scheduling

Discussions around adding on open Facebook page as well as a facebook group, and linking Instagram to the Facebook. Also discussion around utilizing technology

Action: Create open Facebook page (in addition to a closed group) -AW

Further discussions surrounding frequency of meeting, with agreement on initially bi weekly meetings of the committee. Agreement to hold setting date for full Residents meeting until we have engaged all residents.

11:55am-12:00pm-
AOB

AW requested follow up with MD in regards to contacting environmental health for house front clearances

AW also requested clarity as to the Social Media strategy, and raised a question surrounding priorities: promote the area or highlight the negative aspects in order to have the problems resolved? SB asked whether it was possible to have the Council act as a result of social media post, which AW and WN showing that it did. Further discussion required

at future meetings as for strategy, however agreement that a balanced approach in regards to positive/negative stories that are publicized.

Further discussion surrounding HMO's local landlords and council infrastructure, that will need to be revisited discussed at subsequent meetings.

Additional Instructions:

Next committee meeting date: 19th September Bi Weekly

Next QE Residents' meeting date: TBC