



MINUTES	Committee meeting 6pm on 3rd October 2022 held on Zoom
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Item	Subject	
<b>Part A - introduction</b>		
1	Apologies  Present	Manish  Patrick, Ashley, Anne-Marie, Anant. Debbie (15 mins late)
2	Minutes of Meeting held on 1 <sup>st</sup> September 2022	Agreed
3	Dates of future committee meetings;	10 <sup>th</sup> Oct 2022 meeting not needed.
<b>Part B – Main Business</b>		
4	Agree final draft of Consultation Strategy document and decide on leaflet to promote our Vision meeting	Agreed to email the simplified version of Consultation Strategy Document as a Forum Update. <b>Action.</b> (?) The professional/detailed Strategy Document (which had a few minor amendments suggested by Andrew, now updated by Deb Yuill) will go on the Website.

		<p>Agreed the B &amp; W Leaflet can be printed and distributed asap. The colour version can go out on Coldean Social (1000 members) and Coldean Village(400 members) FB and on the website.</p> <p><b>Action.</b> Anant to get two printing quotes and check when Swatdrops can distribute Leaflets and their quote, after checking what the GBP625 marketing Budget covers. The dates of 3/4<sup>th</sup> Nov for the Vision meeting may need to be put back, to 10/11<sup>th</sup> Nov or even 17/18<sup>th</sup> Nov (Hall available) depending on the timing of money in/distribution diary. Anant to revert on this.</p>
5	<p><b>Updates from our previous meeting:</b></p> <p><b>Drop Box – Files to be arranged by issue and date order</b></p> <p><b>Website update re App Fiverr and IT Freelancer</b></p> <p><b>Simon Barrett</b></p> <p><b>Contact Zoe John re HMO article in Coldean Newsletter and send Ashley's HMO report</b></p>	<p>Agreed. <b>Action.</b> Anant and Ashley arranging the Drop Box filing system.</p> <p>Anant advised that Fiverr is not working well. He has an IT freelancer updating his business website who we may be suitable to use for the CNPF website. No-one has time to learn how to update Go Daddy website atm.</p> <p>Ongoing. Patrick still has no success in logging into Council planning information system.</p> <p>The Committee agreed it best to let this go, as a reply might be considered negative. The correct information on numbers of HMOs, prepared by Ashley, will be included on the website instead. It was noted Councillor Martin O was very supportive of the Forum which has been very active since formation.</p>
6	<p><b>Update following Special Meeting dated 1<sup>st</sup> September 2022.</b></p>	<p>The Company CNPF Ltd had been incorporated on 28<sup>th</sup> July 2022 and details given to Metro Bank with the new Agency arrangement endorsed at the Special Meeting by Forum Members on 1st September 2022. The new company Metro Bank account had been opened, and Groundworks informed. Anant confirmed a Remittance Advice for the grant money had been received, but it is not clear if money has been credited to the bank account yet. The Minutes of the Members Special Meeting are available separately, with the details of the Forum Constitution amendment as agreed.</p>

7	<b>Preparation for our Vision meetings</b>	Discussed. To arrive at least 30 mins before (ie 7pm and 10am to set up). Two or three notetakers at each meeting to record all suggestions/discussions, but no names will be attributed. Those bound notebooks will be kept as evidence. A clear introduction is needed about the Vision. Post -it technique was helpful, when used in Nov 2021. Working groups on issues raised may be needed. Tea and biscuits will be provided. As long as details of the Meetings are widely published, it does not matter who/how many attends. A Press Release about the Vision Meeting to the Evening Argus will be done, and Notices on the 6 Coldean Notice Boards ( <b>Action</b> -Debbie to arrange with Heather). To consider targeted FB adverts to all Coldean residents.
8	<b>Arrange date for our AGM</b>	The AGM date is provisionally set for 8 <sup>th</sup> December 2022 at 7pm.  The next Committee meeting date is provisionally set for 15 <sup>th</sup> November, by Zoom, at 7pm.
9	<b>A.O.B.</b>	The Committee agreed we can insert into the Minutes of the Special Meeting, that the Minutes of the full Forum meeting on 10 <sup>th</sup> February 2022 were circulated with no comments raised, thus were approved.  The meeting finished promptly at 7.05pm