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**Norwood Forum Committee**

**Thursday 17 May 2018 at 7:00pm**

**The Hope pub, 49 Norwood High Street, SE27 9JS**

**Minutes**

**Present:** Su McLaughlin (SMcL), **Gloria Orosungunleka (GO)** (Vice-Chair)**,** Noshir Patel (NP) (Chair) and Sunil de Sayrah (SdS) (Treasurer)

**Apologies:** Ana Capone (AC),Colin Fenn (CF)and Jan Ware (JW); Sandy Nuttgens (SN)

**Also present:** Sarah Coyte (SC) (Lambeth Council); and Tim Stephens (TS) (Administrator)

Noshir Patel in the Chair

1. **Declarations of interest**

There were no declarations of interest.

1. **Minutes of last meeting (12.04.18) and matters arising**

Approved. Action points update:

8.: delete.

NP to liaise with Councillor Anna Birley over possible public meeting on crime.

1. **Environmental issues**

Tony Cullip (Operations Manager, Veolia) had been unable to attend. TS to invite him to attend next meeting for discussion on mutual actions to tackle grot spots and the grot spot list of issues from walkabout (18.04.18).

1. **Streetworks**

The Committee reviewed the recent adverse social media comments on the widened pavements and relocation of car parking, and action now being taken to put together the information to enable the community to better understand the project and its expected positive impact on local businesses.

SdS was working with SC on a financial review for 2017-18 and proposed budget for 2018-19.

1. **Co-ordination of activities: NAG and BID**

NP had invited Anna Crane, Chair of NAG, to join the committee, and others would also be invited to join in order to develop the co-ordination role of Norwood Forum.

1. **West Norwood Heritage and Cultural hub**

SdS would write to FC in order to ensure that proposals were reported to the next meeting for discussion and progress.

NP and SMcL would attend the NPA planning session to be held the next day.

1. **Property c/o 3 Thurlow Park Road and 339 Norwood Road**

To be discussed at the next meeting, following expected discussion at NAG.

1. **GDPR**

The report had been circulated to all committee members, and most had responded to confirm their commitment to the principles of data protection set out in GDPR. The Streetworks Comms. Officer had been asked to advise NP and SC on actions taken to comply with GDPR. Agreed:

1. That all committee members undertake the following in order to ensure the secure storage of personal data:

* Any existing hard copy data lists – e.g. excel spreadsheets of data downloaded from MailChimp, must be destroyed (shredded)
* Any electronic data lists must be destroyed (move to recycle bin and delete from recycle bin; delete any relevant emails and delete from bin). Personal data must not be stored on personal devices
* Any paper slips etc used to collect membership details should be destroyed confidentially (shredded)
* Consider whether there are any other old sources of personal data, and destroy confidentially
* Store personal data only on agreed servers (see above)
* Ensure all passwords for servers and devices with access to personalised data lists are strong, shared only as necessary and reviewed regularly.
* To demonstrate on an ongoing basis support for data protection legislation and to promote a positive culture of data protection compliance across the activites of Norwood Forum, and to abide by the agreed privacy policy.

2. That Data Protection (including the Privacy Policy and passwords) be added to the responsibilities of the Secretary, and the AGM recommended to amend the Constitution accordingly.

3. That the following statement be approved to advise people giving personal data in hard copy format and signing up to join the mailing list via the website (this message will also appear when a recipient clicks on “*Why did I get this*” at the bottom of a Mail Chimp email).

Your privacy is important to Norwood Forum.  We only gather your personal information to contact you about Norwood Forum related activities and news updates and to help Norwood Forum perform its designated role.  We do not share your data with any third party.  You can request to unsubscribe from the mailing list or that your data is deleted at any time.  Our full data policy can be viewed on our website: www.norwoodforum.org.

This message is also to be added to all sign up sheets.

4. That the proposed Privacy policy as set out in the Appendix be approved. This covers the above principles, and includes further information supplied by the Forum website host: MML. This will be added to the website (ideally on a new page).

5. To review the adopted policy and compliance on or before 1 June 2019.

1. **Forum Communications**

The next newsletter would be published on 24 May, and articles were welcome.

1. **Treasurer’s report**

The tabled accounts for 2017-18 were approved for submission to the AGM. The budget for 2018-19 was limited to £5,000 LFN funding. Grant applications for specific projects could be considered, but a commitment would be required by a committee member to undertake the necessary application and subsequent monitoring. NP and SdS to discuss future role with the Administrator

1. **Community awards**

Due to budgetary constraints, and difficulties in successfully monitoring some of the recipients of last year’s community awards (totaling £2,800), the approach recommended by SdS was agreed for this year:

The following organisations had been asked to produce proposals for a specific project:

Black History Month

Rathbone Society: visit to central London (SdS to chase JW for a view)

Mencap: an activity involving four local mental health charities

West Norwood Wonder: support for 10 public events.

Total budget: £1,350

The four organisations would be required to attend the AGM with their supporters to make a presentation on their proposals, and provide photos and other material for subsequent publicity in newsletter etc. SdS to invite representatives of last year’s grants, to attend to talk about the outcomes of their projects.

If this approach proved successful, for next year there should be early publicity around the process and an invitation to pitch for funding.

1. **AGM arrangements**

AGM Documentation and proposed timetable approved, subject to:

* SdS to invite Lambeth’s West Norwood Libraries Manager to attend (TS to add to agenda)
* Constitutional amendments: all agreed except for suggested seconder and winding up amendments, and NP to produce amended wording on notice period.

All committee members to encourage members to attend.

Responsibilities on the day (from 12:30pm; AGM starts 1pm):

Source refreshments for 40 people: NP

Front of house and signing in: GO & JW

Set up: TS

Oversee refreshments: SMcL

Presentations: NP and SdS

Committee nominations: SC

1. **Other business**

LFN Away Day (Saturday, 23 June 2018): NP to attend.

Social media session: Tuesday 26 June 2018 from 12:15pm (venue to be confirmed; note this does not involve the health walk (which is the next day))

Nick Willoughby: SMcL to introduce to NP (18 May NPA session).

Next meeting: Tuesday 26 June 2018 at 7pm at The Hope. Annual cycle to avoid Wednesday’s and second Thursday in the month.

The meeting ended at 9:30pm.

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| **Action Points {xx.xx.xx} dates = meeting when discussed)** | **Who** | **Completed?/**  **when to be discussed** |
| 1. Special meeting actions:{14.09.17 - 11.01.18} }:  * Mission statement * Gipsy Hill representation * Google suite * Photos * Planning applications consultation: TS to check with CF. | SMcL  NP  TS  -  TS>Cf | 31.05.18 |
| 1. Communications: discuss at every meeting (see notes above for specific actions)  * Website * Newsletter * Facebook (see notes for list of specific actions) * Twitter | TS  SdS  JW & SMcL  JW /SMcL/  SdS/NP | At every meeting |
| 1. Social Media review: who is doing what, how media connects and cover: 26.06.18 | All | 26.06.18 |
| 1. West Norwood Heritage and Cultural Hub {11.01.18 & 08.02.18}  * Private briefing for Forum, BID and NPA members etc (07.03.18) | FC & SdS | 26.06.18 |
| 1. Environmental issues: discussion with Veolia | TS | 26.06.18 |
| 1. Building social cohesion: possible public meeting on crime {11.01.18 & 08.02.18} | NP> Cllr Anna Birley | Tbc |
| 1. Thurlow Park Road zebra crossing {11.01.18} | NP> Cllr ABi | Tbc |
| 1. Develop Forum co-ordination role: committee membership {17.05.18} | NP | 26.06.18 |
| 1. Property c/o 3 Thurlow Park Road and 339 Norwood Road {17.05.18} | SdS | 26.06.18 |
| 1. GDPR and data protection: review position {17.05.18} | Secretary | On or before 01.06.19 |
| 1. AGM: {17.05.18}  * Administrative arrangements * Community group grants * Chair’s report * Treasurer’s report | TS  Sds  NP |  |