

FitzWest

Fitzrovia West Neighbourhood Forum

www.FITZWEST.ORG/wordpress

MEETING SHADOW EXECUTIVE COMMITTEE
DATE | TIME WEDNESDAY 25 MARCH 2015
LOCATION FITZROVIA COMMUNITY CENTRE
FACILITATOR SB
NOTE TAKER AM

PRESENT

| | |
|------------------|----|
| Sharon Banoff | SB |
| Ian Milne | IM |
| Wendy Shillam | WS |
| Nick Bailey | NB |
| Gwilym Harbottle | GH |
| Ali Matthews | AM |

MINUTES

1. 5mins **Welcome and apologies** Presenter Facilitator
Apologies received from Yoram Blumann and Brian Weaver
2. 5 mins **Questions from the forum** Presenter Facilitator
None
Action
3. 5 mins **Minutes of last meeting** Presenter Facilitator
 - Minutes of the last steering group meeting 4th March 2015 amended to show WS and not AM on penultimate action point at item4 and approved.**Action** ws
4. 20 mins **Matters arising** Presenter Facilitator
None
Action
5. 5 mins **Chair's report** Presenter Wendy Shillam
Westminster City Plan – agreed that recent notification by WCC of its intention to change its City Plan would require our attention. Agreed we should arrange meeting with new Head of Planning Policy at WCC to find out what their intentions are before drafting comments and posting them

FITZWEST
c/o Fitzrovia Community Centre
2 Foley Street
London W1W 6DL
info@fitzwest.org

on website

Action – WS to contact WCC to arrange meeting for after AGM

AGM- funding

Refreshments, leaflets etc will be paid for by WCC. Invoice to go to IM to be reimbursed later by WCC

– NB to ensure invoice sent to Ian

AGM - notifications

To members have gone out. Businesses to be circulated with separate version of flier using Kompass list. Committee members to deliver fliers door-to-door, in envelopes with flat numbers on, to residents

Action – IM to send out business email

– WS to get 2000 fliers printed, envelopes, and allocate delivery areas to committee members for circulation w/c 30 March

AGM agenda -

To run broadly as per Wendy's draft but condensing categories into 4. Introduce councillors, present programme of work to date, timeline, then topics, break, resolutions, AGM business

Action – WS to revise agenda to group topics for discussion into 4 topics as below otherwise as per draft. Post agenda (plus link to supporting papers eg Nick's note of issues) on website

- WS, NB, GH and AM to prepare and present our thoughts to date on what the plan should cover under the 4 topic headings we used for our workshop. Liaise through email on content**
- WS to put slideshow together**
- SB to take the minutes of the AGM**
- GH to present CIC**
- AM to ask Ian Barnes to take photos of the meeting – needed for funding application**
- GH to draft resolutions on topics, constitution, CIC, funding application**
- NB in charge of venue, refreshments etc**
- GH to supply membership list for ticking people off at the door, WS to approach Mike (and others?) to sign people up and in at the door, provide membership forms.**

AGM elections

BW has resigned as cannot attend meetings and AM is not standing for re-election because she will be away too much over the coming year.

Members have already received invitations to stand with contact details.

Candidates may put themselves forward up to and including on the day.

Ballot paper will include those who have put themselves forward beforehand plus blank spaces for additional candidates on the day.

Candidates to have business, resident, and/or organisation by their name and be invited to say a few words on the floor before the election. Voters to be given 10 votes and reminded that there should be an equal balance of residents and business/organisation on the committee. Votes to be counted the following day and announced on the website not on the night.

Action – Every current committee member to approach at least one person to try to get them stand.

- GW to prepare ballot paper
- AM to count votes and act as scrutineer of elections
- Wendy to speak to DC to see if he wants to continue.

6. **CIC**
 GW explained the purpose of a CIC, and the proposal to set up a CIC that would act as a management/service company for Fitzwest. It would be answerable to the Forum but would not be equal to it: its directors and members would be the Executive Committee. It was agreed to insert a new line into the existing Constitution to put it beyond doubt that this was within the Forum's powers, and put this with the rest of the Constitution to the AGM for ratification.
Action- GW to draft an appropriate sentence, AM to amend constitution on website and notify WCC.
 - WS to send GW copy of CIC recently set up using this model
 - GW to draft articles, submit application (after AGM)
7. 5 mins **Secretary's report** Presenter Nick Bailey
 Nothing to report
Action
8. 5 mins **Treasurer's report** Presenter Wendy Shillam
 YB is away. Funding application will be drafted after the AGM by Wendy and YB. AGM to seek approval in principle of funding application.
Action WS and YB to draft DCLG and Ward funding applications after AGM
9. 5 mins **Communications report** Presenter Comms Officer
 Nothing to report
Action
10. 5mins **Membership report** Presenter Gwilym Harbottle
 2 new members and 1 resignation
Action
11. 5mins **AOB** Presenter Facilitator
 We discussed the setting up of a Licensees Group under the aegis of the Environment Group.
 GW reported on the recent Westminster Amenity Societies Group meeting, where the new WCC Chief Executive Charlie Parker had spoken about the difficult financial situation WCC (and all councils) are facing.
 AM reported on a funding seminar she attended, and we discussed the scope for the Forum to have access to CIL funding.
Action – AM to speak to the Thobanis to ensure that this group uses the FW name appropriately.
12. 2mins **Date of next meeting** Presenter Facilitator
Tues 12 April at 5.30 AGM venue to run through the AGM arrangements, otherwise coordinate by email.

END 8.00pm