

MAYFAIR NEIGHBOURHOOD FORUM – STEERING GROUP MEETING
16:00-16:45, WEDNESDAY 18th NOVEMBER
Zoom Conference Call

PARTICIPANTS

Jeremy Bishop (Chair)	Resident
Jace Tyrell (Vice-Chair)	Business
Fr Dominic Robinson	Community
Fr Richard Fermer	Community
Bob Dawson	Business
Marie-Louise Burrows	Resident
Diana Dennis	Resident
Gordon Morrison	Resident
Sandeep Bhalla	Business
Keith Bailey	Business

SECRETARIAL

Hannah Kinnimont	Grosvenor
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IN ATTENDANCE

Eric Scots Knight	Resident SG Applicant
Zaria Pinchbeck	Resident SG Applicant
Giles Easter	Business SG Applicant
Dan Johnson	NWEC
Piers Townley	Business SG Applicant
Nigel Hughes	Planning & Public Realm Committee
Alice Stewart	NWEC
CLlr Tim Barnes	WCC

AGENDA:

1.0 Welcome & Apologies

- Kate Goodwin and Scott Collier provided apologies.

2.0 Minutes of last meeting

- The SG approved the minutes from October’s SG meeting.

Action = HK to check minutes are online from recent SG meetings.

3.0 Action points from last meeting

- JCB noted that we did not have sufficient SG community Candidates to fill all SG Community vacancies and proposed that we extend the deadline to receive Community applications; following which, we then conduct a membership vote such that any new Community SG members can join the December SG meeting. This intent to be announced at the AGM.

Action = JCB to announce at the AGM; PT to organise membership communication, timings and ballot.

- Other points concerning the AGM are addressed within Item 4.

4.0 Annual General Meeting (KB)

- KB ran through the roles and timings for the AGM.
- All were happy with the organisation.

5.0 AOB

- BD suggested Grosvenor Chapel works might be a potential CIL application?
- KB and GM commented support in looking into this as an opportunity.
- GM commented on a need to check this is permissible under CIL rules.

Action = BD to discuss with FrRF and with DJ on whether this is plausible.

- JB described communication with Shaun Walsh who's asked if the Forum want to review their Neighbourhood Plan post review of draft of Westminster City Plan. JB said the new chair would consider when they take the role.
- Cllr TB commented he didn't think there was anything significant immediately to address.
- JB had asked Nigel Hughes for his feedback on which areas the plan needs to address.
- SG acknowledged and thanked KB, MLB, HK and KD, each of whom step away from the SG following the AG, for their hard work and support.

6.0 Date and time of next meeting & request for agenda items

16th December 2020 at 3pm

Attachment One – AGM Organisation

MNF – 2020 AGM – November 2020

Draft Schedule of proposed activity

Date	Activity/Comments
August 2020	JB sends Chairman email to the membership to request them to save the date for the 18 th November AGM at 5pm (full details to follow) and to encourage members from all categories to come forward to take part in the steering group. Perhaps inform also that it is most likely to be a virtual meeting. Also offer the opportunity for members interested in joining to attend one of the SG meetings.
September SG Meeting Wednesday 16 th September 3pm	SG review and approve final arrangements and timings for the November AGM. SG to review proposed agenda for AGM SG to review/proposed any suggested amendments to the Articles of Association. Potential SG candidates to attend meeting if they would like to.
After September Steering Group meeting	Jeremy/Keith to email the membership to confirm the date, time, format and agenda of the AGM. In the email send out request for nominations to the Steering group with nomination forms and any other relevant information.
Monday 19 th October	Latest date to inform membership of the AGM meeting (place, date and time and agenda) as per the articles of association. (21 business days as per article)
Tuesday 20 th October	Proposed deadline for submission of nomination forms for steering group directors (20 Business Days ahead of the AGM – articles say no less than 10 business days).
October SG Meeting Wednesday 21 st October 3pm	SG to review final agenda for the AGM and approve final proposed amendments to the Articles of Association. SG to review nominations for directors to be sent out to the membership for voting. Potential SG candidates to attend meeting if they would like to.

<p>Monday 26th October</p>	<p>Voting email sent to membership with the list of steering group director nominations for election at the AGM (in similar format to normal). Email contains instructions on email/postal voting return to Hannah Kinnimont at Grosvenor with a deadline of 5pm on Monday 16th November.</p> <p>Email to include the brief reports from each of the relevant officers (Chair, Vice Chair, Treasurer, Secretary, Marketing and PPRC Chair). Perhaps also worth including a CIL update (maybe in chair summary).</p> <p>Request to members to provide any comments or queries on reports, if they have them, on the papers with their vote. We will collate and cover these queries at the AGM.</p> <p>Indicate deadline for any members submitting additional motions as well (4th Nov – as below).</p>
<p>Wednesday 4th November 2020 – 5pm</p>	<p>Deadline for members submitting any motions to the AGM (article 23.2)</p>
<p>Monday 16th November 2020 – 5pm</p>	<p>Deadline for email or postal/written voting forms for Steering Committee directors to be returned.</p> <p>Deadline also for members to provide comments/queries in relation to officers reports and updates previously circulated.</p>
<p>Wednesday 18th November 2020 – 5pm AGM To be held on Zoom</p>	<p>AGM meeting to be held virtually on Zoom. (Grosvenor/NWEC to collaborate on how best to set up the platform with the necessary membership participation that is required).</p> <p>Officers to speak for short period on their respective reports.</p> <p>Announcement of voting results for the election of new steering group directors.</p> <p>Propose to be a non-participating (verbal) zoom call. Perhaps we can allow members to use the chat function to raise anything during the meeting and then these can be covered at the end of the meeting (if not picked up by the speaker during?).</p>