

## Minutes \ Action Points (draft)

### Committee Meeting

Tuesday 3rd October 2023

6.30pm

Portsocken Community Centre

Attendance
Hanif Ali
Carlos Navarro jnr
Mohammed El Baerj
John Fletcher
Munsur Ali
Roger Jones

#### 1. Apologies

Tim Limbrick, Khalis Miah

#### 2. Minutes of previous meeting

Minutes accepted without objection

#### 3. Election of Volunteers

Treasurer: John Fletcher nominated by Roger, Seconded by Munsur, accepted unanimously.

Communications Secretary: Carlos Navarro jnr, nominated by Munsur, Seconded by Hanif, accepted unanimously

Chair: Roger Jones nominated by Munsur, Seconded by John, accepted unanimously

General Secretary: Munsur Ali nominated by Roger, Seconded by John, accepted unanimously

Second signatory for bank account: Mohammed El Baerj, nominated by John, seconded by Roger, accepted unanimously

#### Notes-

- a. Our constitution refers to 'correspondence secretary' however the functional role really is 'communications' i.e. to head digital communications as well as more traditional role.
- b. Effectively the 'secretariat' to be shared by Munsur and Carlos, with Munsur taking up other admin duties.
- c. Meeting agreed that all appointments will remain in place until next AGM.

#### 4. Digital Communications

It was agreed to set up a subcommittee to meet on zoom to discuss issues around email, web, digital inclusion, legal compliance.

➤ Roger to coordinate.

In the very short term (next 2 or 3 months) no need to change any emails or addresses as currently the only business critical item is the bank account, and both signatories remain unchanged and the Treasurer does have access to the email account.

**5. Debrief from AGM**

Main learning point – explicitly allocate a clean-up crew prior to the meeting.

**6. Invite Police to Next public meeting**

- **Munsur to initiate contact**

Put messages in estate WhatsApp group asking for main topics to ask police

- **Carlos to coordinate in role of 'communications secretary'**

**7. Invite decision makers from Guinness to attend to give a presentation on cleaning followed by a Q&A**

- **John to initiate contact**