

**Community Board Meeting**  
**1 July 2020, 7–8.30 pm, Google Meet**

<b>Attendance:</b>	
<ul style="list-style-type: none"> <li>3 resident/community groups reps</li> <li>3 Norbiton Ward Councillors</li> <li>2 Joint Venture partnership reps (JV rep)</li> </ul>	
1.	All members in attendance
2.	<p><b>Minutes and Actions</b></p> <ul style="list-style-type: none"> <li>a. Minutes: accuracy was agreed by members</li> <li>b. Actions: will all be attended during the meeting</li> </ul>
3.	<p><b>Recruitment leaflet:</b> revised leaflet was shared on the screen for members to view and live edits were made by ward councillor during the discussion</p> <ul style="list-style-type: none"> <li>a. It was clarified that the recruitment leaflet would be mailed with a letter from the regeneration team and a copy of the letter will be shared with the board by the end of the week for information</li> <li>b. It was suggested to add logos to the letter (Action RBK)</li> <li>c. Agreed to change ‘you and your homes’, which might sound like there is a division, to ‘rebuilding of our homes’</li> <li>d. Agreed to change ‘could you be a homemaker’ to a voice for CRE’</li> <li>e. Agreed to remove a cut off date so that residents don’t feel this is a one time opportunity and change to ‘now’</li> <li>f. Agreed that calls and emails from applicants will be forwarded to the three CB members on the recruitment group from the regeneration team</li> <li>g. Confirmed that there are six places, of which two places are available to enable young people to participate, and agreed to explicitly add ‘young people’ into the leaflet</li> </ul>
4.	<p><b>CB Constitution:</b> a draft outline had been sent to members before the meeting and it was confirmed that this is an initial discussion for members to give their views and collaborate on the constitution and there will be further discussions and revisions</p> <ul style="list-style-type: none"> <li>a. Members agreed they were broadly happy with the objectives, but may want to discuss further about how they will achieve these</li> <li>b. Final objective change from ‘can’ to ‘will’ meet the needs of residents</li> <li>c. Membership section was passed</li> <li>d. Change 4.2 from ‘will’ to ‘may’ serve up to three years</li> <li>e. Change 4.3 from ‘was’ to ‘will be’</li> <li>f. There was an initial discussion about the remit of the AGM for current CRE residents. Subheadings for AGM were fine</li> </ul>

	<ul style="list-style-type: none"> <li>g. A question was asked about co-opting (7.1) and it was explained that this was a clause that would allow the Community Board to co-opt a new member until the next election if a member had to stand down for any reason</li> <li>h. Agreed with inclusion and equal opportunity policy (EOP) section headings</li> <li>i. Under the duties section, it was asked if the board could input comments for each phase. RBK will confirm if this can be added [Action RBK]</li> <li>j. Community Chest — further clarification and detail on this programme needs to be sought and brought back to the board (Action RBK)</li> <li>k. Change 9.7 from 'may' to 'will' establish sub groups. It was clarified that 'may' gives the board the ability to choose but it was agreed that it was necessary for the board to have sub groups. It was stated that it was important that sub group attendees agreed to a terms of reference</li> <li>l. Change 10.1 from 'will' to 'may meet up to 6 times a year so that they are not held to this</li> <li>m. Attendance of non-member officers to be agreed by the CB</li> <li>n. How to advertise meetings needs further thought and discussion by CB</li> <li>o. A discussion about video links to the meetings was discussed, including practicalities, meeting technological expectations, and financial cost of this, and that perhaps this was an idea to consider in the future once the CB is established. The board was reminded that they can change the constitution in the future. RBK will look into the considerations around live broadcasts [Action RBK]</li> <li>p. The board discussed the importance of the code of conduct and behaviour within the meetings, but also outside the meetings, with regards to CB business and members. It was agreed that it was the Chairs role to manage conduct and that other members can and will support the chair to hold this role</li> <li>q. Quorum of 6, of whom 3 must be residents, was agreed</li> <li>r. Service standards were discussed and agreed that it's important to have time to review papers but there was an understanding that with a closeness of meetings at present that this was challenging and may not always be met</li> <li>s. It was agreed that the remainder of the constitution will be discussed at the next meeting</li> </ul>
5.	<p><b>Role of the Clerk</b></p> <ul style="list-style-type: none"> <li>a. The role of clerk was discussed and some suggestions for consultants were provided, and although there were some merits to those suggested, some members expressed that this was a good opportunity for a CRE resident to have an administrative capacity on the board, both in terms of an income but also skills development and experience. One member felt that there were risks attached to the clerk being a resident. It was noted that concerns were respected but that the board promotes inclusivity and</li> </ul>

	<p>that an individual applicant needs to decide for themselves. A formal appointment process would be taken to ensure the candidate is suitable for the post and this, along with support, can be discussed</p> <ul style="list-style-type: none"> <li>b. The chair checked with members if there were any further comments on this and none were given</li> <li>c. The board asked if the Clerk would be employed by RBK and it was confirmed that this role would be through RBK, however the funding comes from the regeneration social value budget. Further details will be brought to the community board, including a role profile and details of the budget for the Community Board, Community Chest and Social value, from which the clerk role would be funded (Action RBK). It was also added that RBK would support this post holder through RBK employee protocols and an RBK email address, with its various protections, which would mitigate, minimise and manage risks</li> <li>d. There was a discussion about where the role could be advertised through council website and e-newsletter as well as the estates noticeboards</li> </ul>
5.	<p><b>Forward Plan:</b> a slide was provided with suggested agenda items for the next 3 meetings.</p> <ul style="list-style-type: none"> <li>a. Meeting on 15 July to cover recruitment update and regeneration update</li> <li>b. Meeting on 29 July to cover intro to new members, regen programme update and comms and engagement strategy.</li> <li>c. Meeting 12 August to cover local lettings policy, business plan, meanwhile plan</li> <li>d. Next meeting (end August or Sept) to review the training programme and finalise CB constitution. It was confirmed that this is a training programme for CB members and it was felt that training should be considered before then and will be on the next agenda for any ideas as CB such as legal and financial understanding.</li> <li>e. Members were advised that some titles for projects were working titles and we would need to work with the board to consider better terms</li> <li>f. Members were advised that some projects may come earlier, depending on the deadlines for projects and time to review and feedback for the CB</li> <li>g. It was confirmed that JV board will be incorporated in late Aug/Sept after the business plan approval</li> <li>h. Chair said CB could consider any items that members wish to add to the agendas as well</li> </ul>
6.	<p><b>AOB:</b> There were no AOB</p>
7.	<p><b>Next Meetings:</b> Wednesday 15 July, 29 July and 12 August</p>