

Attendees: RLH / RG / GM / GBH / MG

- 1 Welcome, Introductions and Apologies – Done & there were none
- 2 Agree minutes of last Comms meeting 7 Jan 2015 – Done no amendments
 - a. ***Matters arising (out of minutes of last meeting Item 3 – Action outcomes / updates)
- 3 Issues that have arisen since the last meeting - See *** Project Plan (Workplan) for all 'Actions' recorded in previous minutes (a working living document)
- 4 We worked through the Project Plan

Action: Add Page Numbers to Project Plan

Meeting Dates: Agreed if 2+ members cannot make an agreed meeting date then Convenor will re-schedule it.

- Pg1 GMAIL password only for Committee Members currently - GM raised: Is there a case for Comms Members? **Action: Comms to ASK Committee**
- Pg2 **Monthly Reports:** If unable to email Secretary prior to meeting (so that Committee members have time prior to meetings to read papers) please circulate to committee members individually
- Pg3 **Autonomy:** Up to working groups how they work (yet seems to be up to MG?) Reporting structure is the Monthly reports i.e. what has been done in the last month / what is to be done in the next month
- Pg4 **Analysis of Website** very useful. Web training has now taken place so when do Comms think they can have the website re-launched? Discussion took place re: Website, as content is reliant on MG providing info for upload, this needs to be supplied for upload prior to re-launch as stated on previous minutes i.e. The 'story so far'?

Website Stage 1 MG to supply and deliver Website info to RG on 18/2/15:

Probably will then be a clarifying conversation. RG to deliver to Manish for uploading to HSNF website – including images. What is it we would like people to know about HSNF? Inform people. What people need to know prior to joining/volunteering for HSNF? History of, ToR, Bios, what is neighbourhood planning

Website Stage 2 MG to supply and deliver Website info to RG on 27/2/15:

Minutes / Agendas / Papers/ Facts / FAQs: What/ When/ Why/ Who/ Where/ How questions that are likely to be what the public want to know. Links to things that are relevant
Document Uploading needs to be via pdf and/or cut + pasted

Action: RG / GM Website to be updated from: 18/2

For More images: See Brighton School of Planning Project (BSPP) – lots of material HSNF can use – must acknowledge BSPP (copyright). BSPP produced 2013/ 2014 Projects - which will be forwarded onto Comms by MG, they are partners/sponsors? (Yet not mentioned on Website?)

Best practice: Permission should be sought from those photographed prior to publishing / putting up in public. (Copyright / Intellectual property & Privacy law). When taking photographs of people at an event it is important that a notice is displayed i.e. 'we will be taking photographs at this meeting, please let us know if you do not want your image used by HSNF'. MG was unaware

GCalendar = Google Calendar will be the master calendar for HSNF and MP will embed in the Website (Noted in previous minutes)

Action: RG work in progress - to discuss with MP what they will be amending together

Action: RG work in progress - to chase Bios still some outstanding

How many volunteer man hours will it take to upload? Applying 'SMARTER' (Specific, Measurable, Achievable, Realistic, Time framed, Evaluate, Re-Evaluate). So until amount of info is received from MG this is unknown. RG/GM cannot give time frame until workload is known

Action: RG / GM to meet up to organise timeframes and delegation re: website

Point and purpose of having a West Hove Neighbourhood Planning Group as per MG's proposal? (Meeting Date: to be discussed at 23/2 meeting) in papers of full Committee Meeting 14/2. Previous action RG to re-write (Invite to send out to third sector orgs / local champions / leaders) queried & discussed previously. Has this been done?

Action: RG to re-write (as per previous minutes)

- Difficulties are: Recruitment west of Sackville Rd. Partly to do with lack of local knowledge. Perhaps due to non-welcoming attitude, tone + lack of Equalities encountered when volunteering.
- MG wants the West Hove Neighbourhood Planning Group Meeting date to be provisionally in the weeks commencing 23 Mar / 30 Mar (venues may be difficult to book in school holidays?) Bear in mind Comms meeting is on 26/3
- Proposed Time of day to hold the event? Members suggested Afternoon i.e. between: 1 - 5pm on a weekday, which suits third sector organisations (community & voluntary organisations) Meeting needs to be inclusive/accessible – sadly volunteers around the table consider HSNF is not good at equalities (Equal Ops policy written & submitted to Chair and Comms on **13/01/15** prior to last full Committee Meeting held on 14/1/15 by RLH covers: Equalities Act / Discrimination Law)

HNSF full Committee Minutes: 6 are on the website already. MG has many more. It is best practice that minutes should be available on website. MG asks: Can minutes (for public view) be redacted? HSNF do not have any 'secret' documents. This is not best practice/ good governance; how would HSNF evaluate and learn lessons from mistakes / pitfalls? All community groups are up for public scrutiny and accountable to the public

Action: MG suggests raising this as a point in Comms monthly report

Comms is aware Parish Councils & Neighbourhood Forums (both community groups) are involved with #neighbourhoodplanning it was covered in the Council (BHCC) Press Release

Facebook: WEST Hove + HSNF Facebook Public Lists: Have they been seen by all? Urls have been circulated and are in Comms minutes. Not yet seen by MG.

FB Group: GM do you have access to? Invite already sent

Font: MG will try to maintain the agreed Font: Arial 12

Action: MG & GM

ToR: Comms suggestions are included in their Project Plan. MG informs he now has additional responsibility to provide draft ToR to full Committee at the next Meeting for all working groups; this is contrary to discussions which were covered in previous Comms Minutes

Re: TOR 4 **GMail Spam, Duplicate, Sent My Mistake** – Delete? RG says RH raised "open and transparency argument not to delete anything". RH explained this does not apply to SPAM of course (yet needs to be defined) and has not seen any 'sent by mistake' nor 'Duplicate/s' so far. GM suggested put ** in a separate folder

Action: Please provide example of what he is referring to

TOR Item 5. Management & Comms now have 12 months advance meeting dates for 2015 set. MG said: Sustainable green networks working group (community energy kickstart project) produce minutes. Other working groups operate more on an adhoc basis (i.e. pint in the pub – as mentioned at every previous Comms meeting!) This is not appropriate community role modelling/best practice. Continuity is ensured by the monthly report (1xA4 page)

Recruitment of Volunteers: MG informed Comms that Working Group Convenors do it themselves. RLH is concerned as having a centralised back office (the Management Committee) is key to success. All agreed that Volunteer recruitment should be standardised (and is NOT MG's forte nor Comm's role). A role description, hours and commitment advertised. So that everyone is fully aware of the commitment involved and does not feel overwhelmed by continual

demands. When people apply to volunteer there needs to be an application form (easy to read and understand) info and induction to enable them to volunteer for HSNF, including a skills audit. Once volunteering begins there needs to be a professional development plan (training) set up (Community Works membership is free to community orgs with under £35k). Access to The Volunteer Centre too is free, as is CUPP (as mentioned in previous Comms minutes). Unsure whether convenors are prepared to take on additional workload and thus extend membership?

Action: Ask full Committee said MG

AOB:

- 1) GM raised that HSNF could run a newsletter
- 2) Visual images can be as simple as using your mobile/camera. MG's daughter is BBC Producer; in future, she will develop a story board leading onto a video, for a reduced fee (Inappropriate as is a direct conflict of interest?!) GHL Suggested Latest TV (B&H Community TV) which is free; is broadcasted on TV Freeview Channel 8 and YouTube
- 3) Sub Working Groups (SWG) to be referred to as Working Groups (WG) yet they are Sub: reporting structure goes up to the full committee who are ultimately responsible. Discussion is merely semantics; whatever they are called, it does not change the full Committee's Management purpose/role
- 4) MG posed: How can HSNF improve for 2015? Management committee needs to take more responsibility for the Forum and gain a better understanding of their individual roles and responsibilities for the benefit of HSNF in order to build loyalty and brand. Increase resources: volunteer expenses provided (as is standard and best practice in most community groups), Recruitment of additional volunteers/members, ascertain Volunteer availability (what hours do they have available for HSNF), Skills Audit, Accessibility to HSNF meetings, Governance put in place, full adherence to Constitution (including complaints procedure, which does not appear to work?!) Equal Ops, other policies/procedures and setting priorities were raised
- 5) MG informed that the Community Engagement Strategy needs replacing (originally drafted by Jo) Good to hear this exists; we have already discussed on a number of occasions previously and is in minutes

Action: MG has copy and will be forwarding to Comms for review

- 6) HSNF is required by the Constitution to organise 3 open/public meetings/events. Public Meetings need establishing... 'Have your say' which MG wants Comms team to run; elsewhere it is the Events Team that does this (which is usually separate from the Comms team)
- 7) Maps: Designation area map been provided by BHCC, RG has already uploaded to the GDrive. MG raised sub-areas HSNF have identified their names need to be confirmed: demographics data is available from Brighton & Hove City Council (BHCC)
Action: MG work in progress - now asking BHCC for a breakdown of the 5 sub areas so HSNF have demographics report on each sub area. MG says that this will be available for the next meeting of Comms 23/2 (although MG has given apology for next Comms meeting?)
- 8) MG raised: Campaign in The Argus re: Portland Rd Community Centre being closed. Actually this is West Hove Children's Centre based at West Hove School and GBH confirmed it is part of the Conway Court Children's Centre near Honeycroft.
- 9) Worth noting that not everyone is an Evening Argus reader
- 10) MG raised: Junction of Goldstone Villas / Blatchington Road: Holy Trinity Church is to be a GP's surgery. Yes we were aware, have attended meetings. This has been in process for a number of years. Sackville Rd surgery & a second partner (perhaps Central Hove surgery?) RLH mentioned The Gala Bingo Hall development is supposed to have a GP's surgery on the ground floor (Wish Surgery)
- 11) RLH resigned from HSNF

Important dates:

Next full Committee meeting: 10 February 2015
Next Comms meeting: 23 February 2015 – Please note: MG offers Apologies
The following Comms meeting: 26 March 2015