

Carlton Village Neighbourhood Forum (CVNF)

Meeting Minutes

May 19, 2014

Present: Steven Carmody (SC), Darren Lord (DL), Peter Ellis (PE), Jacqueline Rooney (JR), Darren Etherington (DE), Joanne Kershaw (JK)

Apologies: Howard Reece

I. Agenda

1. Agree minutes of meeting held 12th May 2014.
2. Review and agree constitution
3. Review and agree the application.
4. AOB
5. Next Meeting

II. Discussion

1) **Review of minutes** - The minutes from the previous meeting were agreed.

2) **Review and agree the constitution** – JK had amended the documentation. This was discussed, amended where necessary and will now be submitted as the constitution for the CVNF. **SC** agreed to submit along with application letter and all relevant appendices.

3) **Update on Application to become a neighbourhood Forum** – JK stated that other forums had not used the application form, but had submitted a letter. It was decided that for completeness the CVNF would supply both to LCC. **SC** agreed to complete application and submit.

It was agreed that the draft constitution and the application should now be posted on the CVNF website: **Justin, if I supply you with a copy of these can you do this please?**

4) **AOB** – It was also agreed that there should now be a public meeting to discuss the progress made and engage with the community. The date of this meeting is to be agreed once the availability of LCC officers, local councilors and a venue has been confirmed. We are aiming to have the meeting either w/c 16th June or w/c 23rd June.

SC will contact LCC, **DE** will contact Local councilors (after the elections). It was suggested that a questionnaire be prepared for the meeting to try and ascertain the interests and priorities of the local community. **DE** will prepare a draft questionnaire for discussion at the next meeting.

It was agreed that the residents should be notified of the meeting once agreed by a letter drop, and posters located in the local pubs, clubs and the Post Office. **SC** will produce a draft of the suggested flyer and poster. **DE** will contact the CVRA to ask for help with distribution and also to see if the CVRA have any notices that could be delivered at the same time.

2) **Next Meeting** – 8.00pm on 2nd June 2014 at CWMC.