

MINUTES OF HARLESDEN PEOPLE'S COMMUNITY COUNCIL (HPCC)

Location: Remote Zoom

Date of Meeting: **30 May 2020**

Meeting Ref (if any):
30-May-20

Present: Paul Anderson (PA) - HPCC (Notetaker)
George Dyer (GD) - HPCC
Leonard Johnson (LJ) - HPCC Chairman/SCT Director
Mike Wilson (MW) - HPCC (Chairman of Meeting)
Lawrence Fearon (LF) - HPCC
Errol Williams (EW) - HPCC Treasurer/SCT

Apologies:
Delaney Brown (DB) - HPCC/SCT Director & Secretary
Juliet Simpson (JS) - HPCC
Michael Swaby (MS) - HPCC

IN ATTENDANCE
Nadine Forbes (NF) - HPCC (PA)
Yvonne Wilson
Patrick Kelly

Agenda: 1. Welcome and Introduction
2. Matters arising from previous meetings
3. Jay Mastin
4. Finance
5. Admin
6. Legal / BPCC / SCT
7. Constitution
8. Marketing / Campaign
9. AOB

Additional Information (if any):
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Meeting commenced: 10:00

Item: **1 Welcome and Introduction**

Discussion Output: Opening Prayer - MW

Welcome to Patrick and Yvonne
Patrick introduced himself
- Awaiting an introduction to HPCC and get up to speed with activities
- Will be able bring management of financial aspects to the group

Actions Arising: -

Item: **2.1 Matters arising from previous meetings**

Discussion Output: Last meeting held 23-May-20.
Minutes agreed as true recorded.

Actions Arising: -

Item: **3.1 Jay Mastin - Companies House**

Discussion Output: Jay is still communicating with Paul T.
Extended discussion re: letter to Companies House

Actions Arising: **DB is constructing another letter to Co. House.**

27/05/2020

Delaney Brown

Item:	3.2 <u>Jay Mastin - Letter to Paul T.</u>		
Discussion Output:	LJ has drafted letter to engage with Paul T. Clarification of authorisation - LJ has delegated authority to HPCC members to write letters as necessary.		
Actions Arising:	MW to meet with NF/YW to finalise letter	06/06/2020	Micheal Wilson
Item:	3.3 <u>Jay Mastin - Minutes of SCT</u>		
Discussion Output:	Minutes need to be presented and signed off. SCT directors to sign off minutes.		
Actions Arising:	Delaney to coordinate sign off of minutes.	03/06/2020	Delaney Brown
Item:	4.1 <u>Finance - Bank Account</u>		
Discussion Output:	JM not yet removed from bank account Need to ensure that HPCC obtains legal advice (Patrick to support)		
Actions Arising:	-		
Item:	5.1 <u>Admin - Laptop for NF</u>		
Discussion Output:	GD reiterated that a computer is required for NF		
Actions Arising:	-		
Item:	6.1 <u>Legal / BPCC / SCT - Legal</u>		
Discussion Output:	Engage legal advisor that will handle Companies House, removal of Jay and newly appointed directors and bank accounts.		
Actions Arising:	MW/LJ to meet with the legal advisor and write letter.	30/05/2020	Micheal Wilson
Item:	6.2 <u>Legal / BPCC / SCT - Witness Statements</u>		
Discussion Output:	Some witness statements outstanding.		
Actions Arising:	EW, GD, LF & Micky D to complete witness statement	04/06/2020	EW / GD / LF
Item:	6.3 <u>Legal / BPCC / SCT - Communication with Paul T.</u>		
Discussion Output:	Recognising LJ is defendant and HPCC / SCT lead. LJ to lead communications with Paul T. to reinforce instructions and authorities.		
Actions Arising:	LJ to communicate with Paul T.	05/06/2020	Leonard Johnson
Item:	6.4 <u>Legal / BPCC / SCT - Court Case</u>		
Discussion Output:	Court Case confirmed 20 - 24-July-2020 Anything that is passed to Paul T. from JM, HPCC needs to be aware. Currently putting together a HPCC legal team.		
Actions Arising:	-		

Item: **7.1 HPCC Constitution**

Discussion Output: Next meeting to look at HPCC's Constitution - look at HPCC's vision, mission and values.
Need to ensure that scope, structure, what is it, etc. is included in the constitution.
LF and Roy C. have already produced a draft constitution - All need to review.
This document to be re-circulated for review.

Actions Arising: **Constitution to be presented at the next meeting. MW will re-circulate constitution to all.** **06/06/2020** **Micheal Wilson**

Item: **7.2 HPCC Constitution - Confidentiality**

Discussion Output: As a point of order all need to sign up to confidentiality agreement.
MW / LF will review files for confidentiality documents.

Actions Arising: **MW to provide Yvonne and Patrick with Confidentiality agreement to sign** **06/06/2020** **Micheal Wilson**

Item: **8.1 Marketing / Campaign - Draft documents**

Discussion Output: Discussed the documents already shared, including the marketing framework and marketing platform online to build upon.
LF is setting out the marketing strategy. Need to follow up with sub-group and content.

Actions Arising: -

Item: **8.2 Marketing / Campaign - Dealing with JM**

Discussion Output: Everyone is hearing JM and not HPCC.

Actions Arising: **LJ will take the lead to arrange a Zoom meeting with Marie and contact.** **06/06/2020** **Leonard Johnson**

Item: **8.3 Marketing / Campaign - Prep for Court Case**

Discussion Output: LJ reiterated the importance of marketing support before the court case.
Need to ensure that JM is formally removed first, to ensure that there is a single campaign presented to the community representing HPCC / SCT / BPCC.

Actions Arising: -

Item: **9 AOB**

Discussion Output: None

Actions Arising: -

Date of Next Meeting: 06/06/2020 Time: 10:00

Meeting ended: 12:24