

**Harrow Agenda 21 Environmental Forum
Minutes of the Executive Committee Meeting
Committee Room 6, Civic Centre, Harrow
02 April 2008 7.00 pm**

Present:

Name	Ref	Role	Present
Sarah Kersey	SK	Chair & Consumer Group Chair	Yes
Pam Gershon	PG	Treasurer	Yes
Linda Robinson	LR	Secretary	Yes
Caroline Williams	CW	Planning Group Chair	Apols
Mick Campbell	MC	Waste Management & Recycling Group Chair	Apols
Alan Blann	AB	Transport & Air Pollution (TAP) Group Chair	Yes
Marilyn Raymond	MR	Education Group Chair	Yes
Jenny Hunt	JH	Harrow LETS	Apols
Don Liversedge	DL	Harrow Humanist Society	Apols
Sarah Fahy	SF	Earth Project	Yes
Mary John	MJ	Harrow Association of Voluntary Service	No
Vina Mithani	VM	LBH Councillor, Kenton West Ward	Yes
Marilyn Ashton	MA	LBH Councillor, Stanmore Park Ward	Apols
Phil O'Dell	POD	LBH Councillor, Wealdstone Ward	Apols
Yogesh Teli	YT	LBH Councillor, Kenton West Ward	Yes
Jeremy Zeid	JZ	LBH Councillor, Kenton West Ward (Reserve)	Yes

1. Welcome and Apologies

- 1.1 Apologies for absence were noted from CW, DL, JH, MA, MC and POD. JZ was attending as a reserve councillor for MA. Cllr. Joyce Nickolay (JN) had relayed apologies for being unable to attend as a reserve.

2. Minutes of the Last Executive Committee Meeting of 23rd January

Accuracy

- 2.1 The minutes were proposed as a true record by JZ and seconded by AB.

The minutes of the last meeting were approved.

Matters Arising

- 2.2 Item 2.4. MC had represented HA21 at a Community Cohesion Management Group (CCMG) meeting on 14th March, but he was not willing to be the permanent representative (see 3.8 below).
- 2.3 Item 2.5. SK had not yet written to the Harrow Times .
- 2.4 Item 2.6. JZ had been unable to reach his student contact. SK asked him to give a membership form to any such student he might meet. MR lamented the Education Group's low response from secondary schools, where many sixth-formers were now continuing their studies. SK said that university students over eighteen were the main student target group.

- 2.5 Item 3.3. LR had sent the list of tenants' and residents' associations to JZ, MJ, POD, MR and AB. Only AB had updated any details. YT would provide details of the Elmsleigh Avenue Residents' Association. LR had established that the Pinner Association called itself an amenity society, whereas the Hatch End Association preferred to be described as a Community Association, which term was used by a number of other types of organisation in the membership database, such as social clubs and residents' associations. As the Stanmore Society had now determined also to accept businesses as members, it was felt that the amenity society classification should continue for these three groups.
- 2.6 Item 4.2. SK had found out that the grant cuts rumour was false (see 4.1).

3. Chair's Report

- 3.1 From her report (attached) SK expanded on the slow progress of the move to the Community Premises. Since advising in December that usage would commence from the beginning of January, the council had so delayed sending and processing the paperwork that keys had only just been handed over. The monitoring requirement included 20 hours usage per month, but it was unclear if this would cover the period with no space or access. SK and LR complained about the lack of professionalism from the council throughout the set up. YT, JZ and VM suggested sending an email to Javed Khan, Director of Community & Cultural Services.

**Action Points: SK to write complaints by email to Javed Khan with copies to YT, JZ, VM, JN, Cllrs. Anjana Patel and Stanley Sheinwald.
YT to put HA21 forward as a participant in the council's Voluntary Sector Review.**

- 3.2 PG asked if the noticeboard from CW's would fit in the new office. SK said that all HA21 material and equipment from CW's would go there. LR had been asked to provide the premises manager with the names and contact details of all volunteers. All present were happy to be included.
- 3.3 The basics of the new website had been constructed. Further additions were planned. SK requested action groups to discuss and prepare the content required for their pages and forward it to her for inclusion.

Action Point: Action group chairs to decide website content and advise SK.

- 3.4 It had not been possible to update the links and contact details within the council's website, for which there was no longer a standardised structure for community groups' pages or any known procedure for existing references to be amended. VM, YT and JZ recognised the importance of being able to search the Harrow site for current information on community and support groups.

**Action Points: SK to send new HA21 address, email and website details to JZ, YT and VM.
JZ to raise Harrow's website inaccuracy and HA21's update needs with Cllrs. Paul Osborn and Tom Weiss.**

- 3.5 SK referred to the updated draft Organisational Membership Pack. LR noticed that the list of potential actions under “Greening your Organisation” had been replaced with a Green Procurement Policy. SK highlighted that other differences from the individuals’ pack included Action Group projects with which organisations could get involved. It was agreed to distribute the pack to all organisational members. Progress would be reported at the next meeting and new target categories might be chosen for organisational membership.

Action Point: LR to report membership figures at the next meeting

- 3.6 SK introduced the draft Members’ Code of Conduct for approval, recalling that it had been requested instead of a formal volunteer policy. She was keen to add a clause requiring members to contribute their time and skills to HA21 in return for any training provided. AB proposed adding misuse of funds to the list of breaches. JZ proposed including ‘misrepresenting’ in addition to ‘misleading’ under breaches at clause 6d. These amendments were agreed and it was recognised that the Code would need to be distributed with all Membership Packs and be available on the website.

**Action Points: LR to amend the Members’ Code of Conduct to include the agreed changes (as attached)
SK, PG and LR to sign the Members’ Code of Conduct**

- 3.7 SK read out new wording for the proposed addition to the object in the constitution: “The encouragement of social behaviour which leads to increased active involvement of individuals, organisations, businesses and local communities in improving the environment and promoting the well being of humanity and other living species.” LR pointed out that although changes to charity laws allowed more flexibility on constitutional changes, amendments to the objects still required approval by the Charity Commission. She recalled the Commission’s requirement to know how social changes would be measured. SK felt that increased activities and participation could be quantified as evidence for the new wording. If the Commission were still unable to approve the changes, it was agreed to drop the idea of amending the constitutional object.

Action Point: SK to put the new proposed constitutional object clause to the Charity Commission for approval.

- 3.8 As SK expected to represent her new employers on the CCMG in a paid capacity, she sought a volunteer to represent HA21. There were no offers.

Action Point: SK to approach absent trustees for the CCMG role.

4. Treasurer’s Report

- 4.1 PG reported a balance of £1570.36 in the bank plus £75 in petty cash, totalling funds of £1645.36 as at year end on 31st March. This compared very favourably with the previous year’s final figure of £94. This was due to a lack of capital expenditure. AB feared the large excess might be frowned upon by funders. SK and PG were confident that such thrift was justifiable when grant and rent expectations had been so uncertain. The balance could be carried over to the coming year.

- 4.2 SK announced that notification had been received that the council grant would be £5,730, which was slightly more than the level before last year's cuts. It was clear from the notification and calculation methods that no weight had been given to the detailed expenditure plans demanded in the application process. Such bad practice wasted groups' time preparing pointless plans. JZ, VM and YT admitted the formula and award levels took no account of the needs or effectiveness of individual groups. The grants procedure was still undergoing the review promised a year ago.

Action Point: JZ to raise the issue of arbitrary grant awards with JN, and with the Chief Executive too if necessary.

5. **Events Calendar – Groups' Action** (updated version attached)

- 5.1 SK highlighted that funding was available for Action Groups to arrange activities linked to the calendar of events. For example, AB had started making enquiries about using the former driving school site during Bike Week in June to help cyclists gain confidence on roads. He would also put forward World Car-Free Day in September for ideas from his group. MR had already planned an Education Group event for 26th June. She would approach her group about an autumn activity, possibly to coincide with one of the United Nations days in October. She also spoke of a Green Week to be held at Brent Cross Shopping Centre in the second week of June. SK envisaged HA21 joining with the Brent Sustainability Forum to participate.

**Action Points: Action group chairs to discuss, choose and advise SK of two events per group as focuses for campaigns or projects. (See also item 7.5)
SK to contact Brent Sustainability Forum about joining in with the Brent Cross Green Week activities.**

- 5.2 PG asked about the Roxeth Show. Nothing had been heard. JH would know more about bookings for the usual shows such as Grimsdyke, Under One Sky and Harrow in Leaf. LR had received an email from the Energy Saving Trust Advice Centre (ESTAC) offering outreach support at such events.

**Action Point: SK to ask JH about booking requirements for shows.
SK to contact ESTAC about support at an event(s).**

6. **Trustees' Code of Conduct**

- 6.1 The model Trustee Code of Conduct from the National Council for Voluntary Organisations had again been circulated. The terms 'Board' and 'CEO' needed to be replaced throughout with Executive Committee and Chair where appropriate. Two clauses concerning leadership skills and development opportunities could be joined. The prepared agreement slips would be signed once the revisions had been incorporated.

Action Point: LR to send the revised Trustee Code of Conduct (as attached) for trustees to sign agreement slips.

7. Working Groups' Outcomes

7.1 SK asked AB and SF to introduce the outcomes of the Communications and Fundraising Working Groups respectively.

7.2 AB explained that the Communications Working Group, comprising LR, Rupal Mehta, Tony Rablen and himself, had met three times. The tabled policy recommendations were the result, from which he highlighted the main points. The use of Verdana as a standardised typeface style was questioned. LR had understood this font to have been chosen by the Executive Committee in the past. Arial was thought to be a better font for people with reading difficulties. LR pointed out that upper case i's were indistinguishable from lower case L's in Arial, but not in Verdana.

Action Point: SK to check disability discrimination authorities for the most recommended font.

7.3 AB praised the Working Group process. Group members had formed a good team with a mix of skills and experience. SK asked LR to convey thanks to Rupal and Tony.

Agreed: To endorse the Communications and Media Policy subject to confirmation by absent Action Group chairs (CW and MC).

7.4 SF outlined the rationale and composition of the Fundraising Working Group and the resulting strategy which had been circulated. It was hoped that a core fundraising group would eventually be formed. In the interim, SF had offered to create and maintain a spreadsheet of funding opportunities. Group members PG, Jon Cope, Bridget Morris and Rejula Balankutty were all willing to continue their involvement on an "as and when" basis. SK and PG attested to the effectiveness of the process. PG remarked that the amount of the council grant had been unknown when the group had met.

7.5 YT asked what the funds would be used for. SK pointed to the strategy's recommendation from the working group for action groups to develop projects or campaigns for the coming grant year in line with their aims and, where appropriate, with the Events Calendar. Specific fundraising efforts and applications would depend on the priorities and spending proposals identified and advised. SK offered to send action group chairs a project brief template which would help with the planning process. MR said she would find this useful. She had ideas for funding after school clubs via the Education Group. (See also item 5.1)

Action point: SK to send a project brief template to action group chairs to help plan projects with their groups.

Agreed: To approve the Fundraising Strategy.

8. Action Group Reports

Waste Management and Recycling

- 8.1 Expanding on MC's report (attached) in his absence, LR appealed for trustees to collect waste items for sorting into bins as an activity for the public on HA21's stall at Under One Sky and other shows.
- 8.2 YT had information to share about schools' waste and recycling. SK asked him to email the details to her for forwarding to MC.

Transport and Air Pollution

- 8.3 From his report (attached) AB drew attention to his group's concern that it was the only one to have switched its meetings to the Community Premises. The explanation was that the other groups did not meet during the daytime. They would switch venues after the probationary period when evening access would be allowed. MR contended that the Education Group benefited by meeting in other members' schools. She and other action group chairs had nevertheless been attending the Community Premises, for example during Monday work sessions.

Consumer

- 8.4 The main issue in SK's report (attached) was search for a volunteer co-ordinator for the allotment project.

Education

- 8.5 Once again MR's report (attached) highlighted the irrational policy of schools paying for council waste and recycling collections as if they were businesses, out of the council's own funding. JZ agreed that this merry-go-round of charges was not helping to reduce landfill. Unable to afford books, schools were spending instead on wasteful photocopying. He was sure the council's policies could be more flexible on issues such as schools' recycling collection charges.

Action Point: SK to ask David Summers to speak with Cllr. Susan Hall about ending school bin collection charges.

Planning

- 8.6 In the absence of a report from CW, it was stated only that the group had attended the Eco-Build exhibition at Earls Court in February.

9. Any Other Business

- 9.1 YT asked if there was a Local Agenda 21 in Watford, as he wished to contact them about his company's recycling. SK would find out the details and let him know.
- 9.2 LR had been advised of two London 21 events to which members were invited. SK and LR agreed to attend its AGM on 8th April.

10. The meeting closed at 9.30pm

Next Meeting: Wednesday 21st May in Committee Room 6



MEMBERS' CODE OF CONDUCT

1. WHAT IS A CODE OF CONDUCT?

This Code describes the behaviour expected of members of Harrow Agenda 21 Environmental Forum (HA21) when carrying out activities as a representative or volunteer, for example in meetings, written communications and telephone conversations.

2. WHY HAVE A CODE OF CONDUCT?

The Code of Conduct is designed to ensure that HA21 handles itself in a businesslike way to achieve its aims and objects. It enables HA21 to ask any individual or group to leave a meeting or activity, or to have their membership suspended or terminated if the Code is breached.

3. GENERAL CONDUCT

When attending any HA21 activity, representing HA21 or undertaking any work on behalf of HA21 or with other HA21 members, all members will be expected to:

- a) treat others with courtesy and respect
- b) conduct themselves in a reasonable manner at all times
- c) work constructively and support other members in pursuit of HA21's constitutional objects and rules
- d) remember that HA21's purpose is for the benefit of Harrow residents generally and not of specific groups or individuals
- e) declare any interest, whether personal or on behalf of any group they represent, which they consider may affect or influence their approach to any matter under consideration by HA21
- f) not speak or write to the media on behalf of HA21 without the prior agreement of the Chair or Communications Officer
- g) recognise the rights of individuals and not discriminate against HA21 members or any other persons on the grounds of race, colour, ethnic or national origin, gender, marital status, age, sexuality, religion or disability
- h) respect all individual members' privacy and confidentiality

4. CONDUCT IN MEETINGS

Members should observe accepted practices and procedures whilst taking part in meetings by:

- a) preparing for meetings by reading all relevant papers in advance where possible
- b) following the agenda and the guidance of the Chair of the meeting
- c) allowing each other the opportunity to speak and comment
- d) not using or tolerate discriminatory or offensive language in any discussion.
- e) operating within the relevant Terms of Reference and HA21 policies
- f) helping each other to reach effective decisions

5. PROJECTS AND VOLUNTEERING

- a) All active members should familiarise themselves with the Constitution and the Terms of Reference of any relevant Action Group or working group, to ensure that they continue to meet its aims and objectives.
- b) Members participating in a specific project should take responsibility for the progress of their project. Contributions from all members should be welcomed and valued.
- c) Any difficulties experienced in performing promised volunteer duties should be discussed and resolved with the appropriate Trustee or Action Group chair.
- d) Any HA21 project that has responsibility for financial resources will have clear basic guidelines for handling and managing monies. No costs should be incurred without authorisation from the Executive Committee.
- e) In return for any training provided or paid for by HA21, members will be expected to contribute the skills and knowledge gained for the benefit of HA21.
- f) All HA21 equipment and facilities used by active members whilst undertaking project or volunteer work remain the property of HA21 and must be returned when the project or volunteering ends.

6. BREACHES OF THE CODE OF CONDUCT

In the event of a breach of the Code of Conduct being notified to the Chair or other Trustee, members may be asked to leave the premises, reprimanded in writing, asked to resign from the Executive Committee, suspended from membership or have their membership terminated in accordance with the Constitution.

Examples of behaviour likely to be considered breaches of the Code of Conduct:

- a) Behaving in public in a manner likely to bring HA21 into disrepute
- b) Speaking or acting on behalf of HA21 without express permission to do so from the Executive Committee or Action Groups
- c) Being abusive or aggressive to other HA21 members or members of other groups
- d) Knowingly misrepresenting or misleading HA21, its members, other groups or the general public
- e) Intentionally disregarding the agreed policies of HA21, the direction of the Chair or the decisions taken by the Action Groups
- f) Using membership of HA21 to gain personal or unfair advantage
- g) Misuse of HA21 funds

7. FUTURE DEVELOPMENT OF THE CODE OF CONDUCT

It is expected that this Code of Conduct will continue to develop to reflect good practice. The Code should be reviewed at least on an annual basis and any changes will be ratified and minuted at a General Meeting.

The above Code of Conduct was agreed at the Executive Committee Meeting held on 02 April 2008 to be ratified at the Annual General Meeting on 16 July 2008.

Signed Chair Secretary
..... Treasurer Date

HA21 Calendar - Please list any events that you think are important to HA21.

Event / Campaign	Date
Ramblers Association - Festival of Winter Walks	26 Dec – 2 Jan
World Social Forum's - Another World is Possible Day of Action	26 Jan
RSPB - Big Garden Bird Watch	26 – 27 Jan
National (Students) Go Green Week	16 – 24 Feb
Fair Trade Foundation – Fair Trade Fortnight	25 Feb – 9 Mar
UN - World Water Day	22 March
World Earth Day	22 April
The Composting Association - Composting Awareness Week	4 -10 May
International Fair Trade Assoc - World Fair Trade Day	12 May
Living Streets – Walk to School Week	19 – 23 May
Wildlife Trust - Wildlife Week	31 May – 21 June
Grimsdyke Show	26 May
Volunteer England - National Volunteers Week	1 – 7 June
UN - World Environment Day	5 June
London Sustainability Weeks	1 – 21 June
Liftshare.com - National Liftshare Day	9 June
Green week – Brent Cross Shopping Centre	June
Bike Week	14 – 22 June
World Refugee Day	20 June
Summer Twilight Event – Education Action Group (Clay Lane)	26 June
Under One Sky - Harrow Council	29 June
Roxeth Show	July
Nat Assoc of Allotment & Leisure Gardens - Allotments Week	11 -17 August
Harrow Show	August
Pinner Show	Sept
Soil Assoc – Organic Fortnight	6 – 12 Sept
World Car-Free Network - World Car-free Day	22 Sept
Tree Council – Seed Gathering Season	23 Sept
UN – World Habitat Day	6 Oct
UN – World Food Day	16 Oct
One World Week	21 – 28 Oct
UN Nations Day	24 Oct
Energy Saving Trust - Energy Saving Week	22 – 28 Oct
Royal Town Planning Institute – World Town Planning Day	8 Nov
Social Enterprise Day	15 Nov
Tree Council - National Tree Week	21 Nov – 2 Dec
Buy Nothing Day	24 Nov
UN – International Volunteer Day	5 Dec
Common Ground - Tree Dressing Day	7 – 9 Dec
National Climate March	8 Dec

Events where we could recruit volunteers:

Student Volunteering Week 25 Feb - 2 March

Trustee Code of Conduct



Organisational values

As a trustee of HA21 I promise to abide by the fundamental values that underpin all the activity of HA21. These are:

- **Accountability**

Everything HA21 does will be able to stand the test of scrutiny by the public, the media, charity regulators, members, stakeholders, funders, Parliament and the courts.

- **Integrity and honesty**

These will be the hallmarks of all conduct when dealing with colleagues within HA21 and equally when dealing with individuals and institutions outside it.

- **Transparency**

HA21 strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, charity regulators and Parliament.

Additionally, I agree to the following points:

Law, mission, policies

- I will not break the law or go against charity regulations in any aspect of my role of trustee.
- I will support the mission and consider myself its guardian.
- I will abide by organisational policies.

Conflicts of interest

- I will always strive to act in the best interests of HA21.
- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
- I will submit to the judgment of the Executive Committee and do as it requires regarding potential conflicts of interest.

Person to person

- I will not break the law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow trustees, staff, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as trustee.
- I will strive to establish respectful, collegial and courteous relationships with all I come into contact with in my role as trustee.

Protecting HA21's reputation

- I will not speak as a trustee of HA21 to the media or in a public forum without the prior knowledge and approval of the Chair or Communications Officer.
- When prior consent has not been obtained, I will inform the Chair at once when I have spoken as a trustee of HA21 to the media or in a public forum.
- When I am speaking as a trustee of HA21, my comments will reflect current organisational policy even when these do not agree with my personal views.
- When speaking as a private citizen I will strive to uphold the reputation of HA21 and those who work in it.
- I will respect organisational, Executive Committee and individual confidentiality.
- I will take an active interest in HA21's public image, noting news articles, books, television programmes and the like about the organisation, about similar organisations or about important issues for the organisation.

Personal gain

- I will not personally gain materially or financially from my role as trustee, nor will I permit others to do so as a result of my actions or negligence.
- I will document expenses and seek reimbursement according to procedure.
- I will not accept substantial gifts or hospitality without prior consent of the Chair.
- I will use organisational resources responsibly, when authorised, in accordance with procedure.

In Executive Committee Meetings

- I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by HA21.
- I will abide by Executive Committee governance procedures and practices.
- I will strive to attend all Executive Committee meetings, giving apologies ahead of time to the Chair if unable to attend.
- I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
- I will honour the authority of the Chair and respect his or her role as meeting leader.
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
- I will accept a majority Executive Committee vote on an issue as decisive and final.
- I will maintain confidentiality about what goes on in Executive Committee meetings unless authorised by the Chair or Executive Committee to speak of it.

Enhancing governance

- I will participate in induction, training and development activities for trustees.
- I will continually seek ways to improve Executive Committee governance practice.
- I will strive to identify good candidates for trusteeship and appoint new trustees on the basis of merit.
- I will support the Chair in his/her efforts to improve his/her leadership skills and, with my fellow Executive Committee members, seek development opportunities for him/her.

Leaving the Executive Committee

- I understand that substantial breach of any part of this code may result in my removal from the Executive Committee.
- Should I resign from the Executive Committee I will inform the Chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

This Code of Conduct was taken from the NCVO's (National Council for Voluntary Organisations) publication Best Behaviour: Using trustee codes of conduct to improve governance practice.

see www.ncvo-vol.org.uk/askncvo/index.asp?id=626&terms=agenda

Harrow Agenda 21 Executive Committee Meeting
Chair's Report
02 April 2008

Progress since last EC meeting

- Co-ordinating move to Community Premises and how work will progress at the new premises. Specific days for specific roles. Currently Mondays will be for admin, membership and fundraising. From May, Thursdays will be for project and campaign development and support to Action Group Chairs'.
- Created a organisational membership pack – for feedback and agreement by EC
- We have received a good response to our organisational membership drive. With a number of faith groups and representatives of Tenants and Resident Associations joining. We will be sending them the new organisational membership pack and developing the organisational members' database to help us work with new organisations joining.
- Members Code of Conduct – work with LR on what to consider including.
- Revised Constitution Object with regard to social impact - to be submitted after EC to the Charity Commission for agreement.
- Have been continuing to network with Chairs of local environmental / green groups, Objectives have been to firm up relationships and invite them to join a network of environmental / green groups and hold forum meetings to develop collaborative campaigns. The first of these forum meetings will take place in May. We have been invited to hold the launch and first forum meeting at the Earth Project in Rayners Lane.
- Continued website content construction. None of the previous website content was able to be saved. New content is needed – Can Action Groups have a discussion and suggest content or provide items for content, to be emailed to me.

Work to be done before the next EC meeting

- Focus on supporting action groups to take up events and campaigns in events diary.
- Encourage joint working of Harrow groups in response to Sustainability Weeks (1st-21st June) through new environmental / green groups network and forum meeting.
- Recruitment of new Chairs for TAP, Waste, Planning and Consumer Action Groups – Trustees can promote these roles to people who may be interested.
- Create Role Descriptions for Trustees / Chairs of Action Groups so that roles are clear to prospective new Chairs.
- Meet with JH to develop idea of HA21 joining LETS as a organisational member and volunteers receiving harmonies for volunteering for HA21.
- Developing strategic plan for 2008/09 with Trustee input - Strategic Plan with a forecast for grant spending for 2008/09 will be presented to next EC.
- Provide briefing to Trustees on Third Sector developments relevant HA21.

Issues

- Difficulties in changing HA21 contact details on Harrow Council Website. We have made many attempts to get pages with HA21 information updated however this seems an impossible task. – Can Councillors help us with this?
- Having been allocated casual user status at Community Premises on January 1st 2008 we have not been able to use the premises while the contract was being drawn up and key holders details taken. We were finally given a contract, desk, storage and keys on March 27th. We have had to constantly follow up Officers to find out when we would be able to start using the premises. It is still not clear when officially the monitoring of our usage starts – Can Councillors help us confirm this?
- Identify Trustee to be HA21 representative for Strategic Partnership management groups – Community Cohesion Management Group

**Harrow Agenda 21 Executive Committee Meeting
Waste Management, Recycling and Energy Group
02 April 2008**

Progress since last EC meeting

- Under One Sky is ongoing, site layout has been decided.
- Met with Allen Pluck, CEO Harrow in Business who has promised to introduce HA21 to the Harrow business community.

Work to be done before the next EC meeting

- Councillor Susan Hall to be asked about Council policy on the use of recycled office paper and on the use of bottled water in Council premises.
- Arrangements to be made to provide short training sessions in waste and recycling matters. The idea being to give group members confidence and assurance when talking about the group's aims.

Issues

**Harrow Agenda 21 Executive Committee Meeting
Transport and Air Pollution Action Group
02 April 2008**

Progress since last EC meeting

- Draft of Fuel types produced but discussion on it delayed as February meeting not held due to lack of people able to attend
- Registered our objection to DTP document on expansion of Heathrow Airport.
- Lobbied Gareth Thomas MP with FOE on expansion of Heathrow.

Work to be done before the next EC meeting

- Finish leaflet on Fuel Types
- Organise for Bike Week 16th – 22nd June. Ideas “Get Back on your Bike” event and possibly a two hour ride covering sights of Harrow using Ward police as escorts.
- Continue to monitor Heathrow situation

Issues

- Still lack of members
- Concern that we seem to be only Action Group that is going to use Community Premises.

**Harrow Agenda 21 Executive Committee Meeting
Consumer Action Group
02 April 2008**

Progress since last EC meeting

- Attending Newton Park Farm Environment Centre steering group and take part in consultation about development of the project.
- Continued membership and attendance of Earth Project management group.
- Held Consumer Group Film Night.
- Compiling list of preferred green suppliers as appendix to procurement policy.
- Reduced the Community Allotment to 3 plots
- Fair Trade fortnight joined in local activities with other local campaign groups.

Work to be done before the next EC meeting

- Follow up Mick Howes at Harrow Council to re-establish Harrow Fair Trade Town Steering group.
- Plan event / activities for World Fair Trade Day (May 12th) and Sustainability Weeks (June 1st - 21st)
- Plan film night to be held in May.

Issues

- Need to find a coordinator volunteer for community allotment project.