**Heaton Manor Residents’ Association**

**Volunteer meeting notes 3rd March 2021**

**Agenda**

1. Update on actions taken place to date:
	1. Jon - email account activated; councillors contacted.
	2. Cathy - contacted High Lane RA; found e-voice.org website facility and started to create site.
	3. Yvonne - contacted Bellway re street lighting and refuse collection - received response and hope to see situation rectified; spoke to Housing Association re issues and to ask for support; spoke to GMP re crime - awaiting response.
	4. Peter - contacted Greenbelt without getting a response to date.
	5. Ros - Contacted LA re roads and lighting; attended webinar on setting up RA - gave meeting an overview of the processes and influence that RA could have.
2. Consideration of the Draft Constitution
	1. Need to consider raising funds to cover incidental expenses therefore Finance section and Treasurer role to stay.
	2. GDPR issues ok as residents will be giving their information for a specific purpose so we can use them.
3. Communication with residents
	1. Recognised that a number of residents were not on the WhatsApp group.
	2. Website started and this will be used.
	3. Email accounts to be requested via WhatsApp and mailshot.
	4. Dates for initial RA meeting (Zoom?) - Not discussed
4. Other considerations:
* Ideas for encouraging other residents to be actively involved - see above.
* Identifying residents with specific skills and knowledge - in letter
* Setting date for first AGM and election of officers - not discussed
1. Agreed actions:
	1. Jon - send letter to members for approval.
	2. Cathy and Anna - to update website with info when Jon sends it (Constitution, letter)
2. Date of the next meeting - to be arranged.