**Grenfell Tower Memorial Commission:**

**Community Representatives’ Meeting 22nd January 2020**

**Attendees**

Community representatives

Secretariat

MHCLG officials

**Meeting purpose**

The eighth meeting of the community representatives to discuss the plans for community events.

**Opening**

* A one-minute silence was held at the start of the meeting.

**Outstanding Actions**

* Secretariat to consider options for replacing community representatives if community representatives need to step down in the future – ongoing.
* Secretariat to investigate methods of communication instead of sending letters through RBKC or using letters at all – ongoing.
* Secretariat to create push notifications on the website – ongoing.
* Secretariat to provide a paper on ways of working for a future meeting – ongoing.
* Secretariat to explore methods of monitoring attendance for future community events – ongoing.
* Secretariat to have documents for the events translated into the relevant languages – ongoing.
* Secretariat to circulate suggested draft quote to the community representatives – ongoing.
* All other actions are closed.

**Community events**

* The Secretariat updated the community representatives on progress in organising the community events, discussed how to engage in conversation with the community and assured them that the Secretariat, MHCLG and CNWL will be in attendance to provide support.
* The community representatives stressed the importance of the Memorial Commission being separate from wider day-to-day issues and concerns and agreed that matters not related to the Memorial Commission should be appropriately signposted to the relevant teams/organisations.
* Community representatives expressed that it was important to convey the message at the events that they are volunteers who are part of the community and who want to work with the community.
* The community representatives stated that it was important that people’s suggestions are acknowledged and suggested putting people’s concerns and queries on the Grenfell Tower Memorial Commission website.
* It was acknowledged by the community representatives that there will be many ideas about the final result for the memorial and therefore must ensure that these ideas are captured appropriately.
* The community representatives stated that the Memorial Commission needs to understand how the community wants to be engaged in the process. They decided that there were two main questions they would ask the community at the events: how do they want the Memorial Commission to engage with them? Do they have any suggestions of people that could be patrons for the Memorial Commission?
* Community representatives discussed the clash between one of the events being planned for Lancaster West estate residents and a RBKC event and whether to move the date or not. They felt that although it was not ideal, it was best to keep the date but to adjust the times so that people could attend both events if they so wished. The Secretariat assured the community representatives that information would be shared with RBKC to avoid clashes like this in the future.
* The Secretariat updated that the posters to advertise the events were almost ready and would be circulated as soon as possible.
* One community representative raised whether the Memorial Commission should set up a twitter account and it was agreed this would be discussed at a later date.
* A community representative felt it would be helpful if the presentation boards that will be at the events could go on the website.
* The Secretariat advised the community representatives that they will need to be prepared to explain why one of the representatives has been replaced.
* The community representatives asked whether the Secretariat anticipates a large amount of media attention. The Secretariat responded that they do anticipate this but that community representatives are not expected to have to respond to media queries, MHCLG will do this for them.
* A community representative said that they want to have a pastoral support session after the community events.
* A community representative stressed that it was important that the Memorial Commission is ready to explain why the co-chairs are not present at community events.   
  **Action:** Secretariat to update the website following community events with people’s queries and concerns.  
  **Action:** Memorial Commission to discuss a Twitter account at a later date.  
  **Action:** Secretariat to put the information from the presentation boards at the community events onto the website after the events.  
  **Action:** Secretariat to organise a pastoral support session for community representatives following the community events.

**AOB**

* A community representative requested that the Secretariat invest in some form of conference device so that it is easier to hear what is being said when dialling in to meetings.  
  **Action:** Secretariat to explore how to access a device to make dial in to meetings easier.

Next meeting: Thursday 27th February 2020.

Meeting end.