**Grenfell Tower Memorial Commission:**

**Community Representatives’ Meeting 9th January 2020**

**Attendees**

Community representatives

Secretariat

MHCLG officials

**Meeting purpose**

The seventh meeting of the community representatives to discuss the plans 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 ways of working once the co-chairs are in place – ongoing.
* Secretariat to produce business cards for community representatives – ongoing.
* Secretariat to arrange a meeting with the RBKC public authority candidate for the community representatives – ongoing.
* All other actions are closed.

**Community events**

* The Secretariat talked the representatives through the suggested plan and format for the community events.
* Community representatives asked that Grenfell Walk residents be able to attend all venues for survivor events.
* Community representatives expressed concerns that there were too many events which could result in low attendance. The Secretariat explained that more events enables as many people to attend as possible.
* Community representatives felt that feedback cards would be useful so that future community events could be improved. The Secretariat confirmed they are preparing an exit survey for the events.
* Community representatives asked for one of the bereaved and survivor events to be moved to over lunch, to allow people with children to attend.
* Community representatives asked that people can bring interpreters with them. The Secretariat agreed.
* Community representatives felt that these events or future events should not be seen as a press opportunity and that people, such as politicians are welcome to attend to show solidarity in a private capacity.
* Community representatives wished for the events to be monitored to ensure attendance was limited to attendance at the events is limited to bereaved families, survivors and North Kensington residents.
* Community representatives questioned how people unable to attend the events will receive information, particularly families who live abroad. The Secretariat advised they planned to send an information pack to families abroad and that there will be contact details for the Secretariat on all advertisements for the events.
* Community representatives agreed to reach out to their networks to encourage attendance at the events and asked that posters be produced for them to circulate.
* Community representatives asked that translations of documents at the events should be available for those who do not speak English as their first language.

**Action:** Secretariat to confirm whether Grenfell Walk residents will be able to attend all venues for survivor events or explore other options to ensure inclusivity.

* **Action:** Secretariat to look into changing the times of community events to make them more accessible to people with children.
**Action:** Secretariat to look into methods of ensuring attendance is limited to bereaved families, survivors and North Kensington residents.

**Action:** Secretariat to provide community representatives with a poster advertising the events to send out to their networks.
**Action:** Secretariat to have document translations available at the community events.

**Media Announcement**

* The Secretariat updated community representatives on the media arrangements as discussed in September. Community representatives agreed that they would continue to clear lines for any joint statements being issued on their behalf.
* **Action:** Community representatives to consider current media lines and advise the Secretariat of any changes.

Next meeting: Wednesday 22nd January 2020.

Meeting end.