

**Hounslow Community farming members meeting minutes – 30th
November 2009**

INDIVIDUAL/S	ACTION
Alex	<ol style="list-style-type: none"> 1. Follow up offer from Continental Landscapes confirming trustees agreement 2. Send out letter to members requesting contributions based on waived fees 3. File H&S policy 4. Send grant application information to Rebecca 5. Meet with Noel to discuss site planning
Noel	<ol style="list-style-type: none"> 1. Help to develop site plan 2. Identify relevant persons (members, horticulturists) to advise on aspects of site planning 3. Collate advice and opinions and report back to trustees
Rebecca	<ol style="list-style-type: none"> 1. To make initial enquiries to grant making bodies about possible grant funding 2. Apply for grant funding
Satnam	<ol style="list-style-type: none"> 1. To follow up with Bank requesting update on the application 2. Collect members contributions and deposit in the bank account
Serena	<ol style="list-style-type: none"> 1. Follow up YOS volunteering with Rachel
Paul	<ol style="list-style-type: none"> 1. Set up HCFA email addresses for trustees 2. Look into possibilities for publishing an HCFA monthly update
All	<ol style="list-style-type: none"> 1. Complete trustee rota for December 2. Sign Companies House and HCFA constitution for incorporating

Next meeting dates:

Members meeting: 6th January

Trustees meeting: 6th January

Attendees:

Paul

Alex

Serena

Satnam

Apologies: