Pembury Estate Residents' Association
Executive Committee

DRAFT Minutes

Date	6:30 pm, 17 September 2025
Venue	Committee member's home, and online
Present	Chloe Campbell (Joint Chair), Richard Harris, Lizzie Houghton (Joint Chair), Stephen Knight (Joint Secretary), Senait Mebrahtu (Joint Secretary), Heather Mendick, Cindy Schuster, Lottie Story

Agenda item	Discussion	Action
1. Appointment of facilitator	LH appointed unanimously	
2. Apologies for absence	Lewis Fleming	
3. Minutes of last meeting	Minutes of 21 May 2025 approved.	
4. AGM agenda and preparations	Agenda is to include: 1. Chairs' report 2. Presentation of the Association's accounts 3. Elections 4. Priorities for the year ahead 5. Door knocking strategy Per the constitution, SM to be returning officer. If SM is unavailable HM to help out as returning officer.	HM to bring laptop to set up meeting. HM will make chili and rice. SM will speak to Peabody about using the kitchen SM to liaise with LF about organising tech and facilitating.
5. Dividing up the Secretary role	The role can be held as a job-share. If no one stands for Secretary then Executive Committee members would need to divide up the Secretary role's responsibilities.	
6. Block reps & door knocking	HM has organised a Whatsapp group for block reps. HM is also organising a door knocking session on Friday 26 September 2025 at 18:00. Door knocking will be more effective if we attach a social event, e.g. café before or pub after. Door knocking will be planned in advance with either the same times each month or a schedule for times. This will be decided at the AGM.	AGM to decide on scheduling door knocking
7. Acorn	We were approached by Acord offering help to run the Residents' Association. It seemed an unusual approach.	LH and SK to meet with Acorn to work out what they want.
8. Any other business	None.	

Date and time of next meeting: to be confirmed.