

**Stakeholder forum – in-person meeting notes**  
**Wednesday 11 June 2025: 10:00am – 13:30**

**Attendees:**

Charlene Brooks (Chair)	Belfast Healthy Cities
Elaine Armstrong (incoming Chair)	The Cedar Foundation
Ian Simpson (Vice-Chair)	NIPSCBF
Aoife Hamilton	Deputy Chief Commissioner
Tony Clarke	Start 60
Mary T Conway	Omagh Forum for Rural Associations
Denise Copeland	NICVA
Michele Crilly	Special Olympics
Lorraine Griffin	COSTA
Denise Hayward	Volunteer Now
Lisa Keys	Boys Brigade NI
Brenda McMullan	Halifax Foundation
Diarmuid Moore	Early Years
Ann Breslin	CCNI – PDM, Notetaker.

**Apologies:** Andrea Brown (Disability Action), Michael Briggs (EBCDA) Conor Flanagan (Supporting Communities), Clare Jenner (Parentkind), Louise Little (North Down Community Network), Valerie McConville (CO3), Bill Megraw (County Down Rural Community Network), Sophie Nelson (HERE NI).

Ref	Item	Action point/Decision
1	<b>Welcome and introduction to new Chairperson.</b>	<b>AP1:</b> Thank you note to CRUN representative – unable to extend term.
2	<b>Apologies</b>	<b>AP2:</b> Draw attention to TOR condition re missing two meetings when updated TOR is circulated.
3	<b>Notes of the previous meeting and update on action points.</b>	<b>Decision:</b> Accepted
4	<b>Commission update</b>	<b>AP3:</b> Update to text of TOR to read: <i>'Neither the Commission nor any members will make a recording or use digital programmes for note taking, unless for reasons relating to a disability.'</i>
5	<b>Website and animations</b>	<p><b>AP4:</b> Write to those who have volunteered to test the website add some information re the 'sprint' testing.</p> <p><b>AP5:</b> Add links to Good governance site when website goes live.</p> <p><b>AP6:</b> Suggestions for stakeholder forum page: Tile of each member with 'Hello I am...'</p>
6	<b>Changes to letters from concerns team to charities.</b>	<b>AP7:</b> Pass on feedback and suggestions on template letters to Concerns team.
7	<b>High level plan for introduction of Registration threshold</b>	<p><b>AP6:</b> Keep forum members updated on any change to timelines for the introduction of the registration threshold.</p> <p><b>AP7:</b> The Commission to ensure its guidance is clear about the benefits of being or staying registered.</p>
8	<b>Members agenda items</b>	None received
9	<b>Members update</b>	Early Years
10	<b>Review workplan</b>	<b>AP7:</b> Add update/feedback on introduction of registration threshold to each meeting agenda for 2025/26.

11	<b>AOB</b>	<b>AP8:</b> Ask for suggestions for accountants, solicitors and/or funders who would like to join the forum.
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**Next meeting:**

**Date:** Wednesday 22 October 2025

**Time:** 10:00am – 12:30

**Venue:** Online