

Minutes of CELL Partnership Meeting

Thursday 11th August 2016 at Lynemouth Resource Centre from 7.00pm to 9.00pm

Attendees:	Pat McCann (Chair); John McCann; Guy Nokes; Kevin Hindmarsh; Geoff Crow; Christina Manners; Bob Manners; Rebecca Matthews (Minutes); Bill Tarbit; Max Cairns
Apologies:	Cnlr Milburn Douglas; Andrew Gooding; Rob Cox; Sal Armitage

Welcome and Introduction		Pat
Declarations of interest	None	N/A
Matters Arising	'Signatures for Request for Funding' to be on every agenda for Partnership Meetings.	
Agree Minutes of June Meeting	<p>No report about the Big Local drop-in at Lynemouth Resource Centre.</p> <p>Ashley Johnson is meeting with the YMCA about helping out at the Youth Club sessions and receive help with her Level 3 Youth Work qualification.</p> <p>Community Orchard: Kevin Stoodley is coming down with the young Dad's he now works with to clean up our Community Orchard ready for the William Leech Campus children to use.</p> <p>Cooking Project at Hirst Welfare: The cooking project has been advertised in CELL Life but Christina has already had 4 people interested before it went out. Action: Christina is to find out if there is a crèche available</p> <p>Councillor Milburn Douglas: Bill is going to try and contact Milburn Douglas for an update. The signed card and gifts arrived okay and Councillor Milburn Douglas thanked everyone for the gifts and their concern.</p>	Christina
CELL Accounts Financial Reporting Working Group	<p>A copy of the CELL Accounts was distributed around 10 days prior to the meeting for members of the Partnership to comment on.</p> <p>Another column needs to be added to the accounts system called 'Comments' so that members have a place to write any notes.</p> <p>The majority of the Partnership are happy with the accounts system but Kevin Hindmarsh said if we keep changing the system and adding more columns etc then it is going to get too</p>	Rebecca Max/Rebecca

	<p>complicated. Under Strengthening Communities - CELL Workers the 'available' section should be changed to 'allocated'. Also, training and volunteer training is the same thing, one needs taken out.</p> <p>Action: Max to speak to Andrew about the virements.</p> <p>Once the Accounts System is updated and all of the changes have been made it can then go on the website.</p>	<p>Max/Rebecca</p> <p>Max</p> <p>Rebecca</p>
<p>Planning Next Steps "Discussion Paper"</p>	<p>'The discussion paper' was put together by Guy about 'CELL Big Local 2017 Onwards'. The document includes the existing plan summary, 2017 plan, planning 2017, existing projects/services, new projects/services, creating the plan and summary actions.</p> <p>Action: Guy to circulate the discussion paper to all Partnership members.</p> <p>The original plan at the start of CELL Big Local was put together by Pete Duncan and Andrew. Pete put the plan together and presented it to the Steering Group. The plan was then confirmed and started.</p> <p>Guy has put together a Specification for CELL Big Local Plan research, preparation, publication and promotion document. This has all information included such as an introduction, timetable for the new plan, additional support required, fee and a response section. This could be added to Vonne to try and get interested individuals to apply when advertising for a new Project Co-ordinator.</p> <p>The majority of the Partnership agreed to get an individual in to start planning the new plan for 2017, we will be paying the individual up to £5,000.00 for completing the planning stages and putting the plan together for CELL Big Local. Contact between the individual and the Partnership needs to continue until the plan is approved by the Local Trust. A suggestion was made to ask Kevin Stoodley if he would be interested.</p> <p>The Plan needs to be started as soon as possible as our deadline date to present the</p>	<p>Guy</p>

	<p>plan to the Partnership is January 2017. If agreed, the plan then goes to the Locally Trusted Organisation to be assessed and approved. The current CELL plan end date is Tuesday 28th February 2017 and the new CELL Plan commences on Wednesday 1st March 2017.</p> <p>We can receive a 6 month extension from the Local Trust if needed. There is a possibility of extending the New Plan date and waiting for a new Project Co-ordinator who could then do the plan.</p> <p>With Andrew being on holiday at the moment, the Task Groups can get on with the work that they need to do to sort out what projects they will be carrying on with or what new plans they will be including. Andrew returns from holiday the week commencing Monday 22nd August and Guy returns from holiday on Thursday 8th September. This will give the Partnership time to discuss and think about the New Plan. All thoughts and comments can be discussed with Andrew when he is back.</p>	
<p>Project Co-ordinator</p>	<p>Guy and Andrew decided that we need to start re-advertising for a new Project Co-ordinator after Kevin Stoodley left.</p> <p>There are a few changes that need made to the paperwork before advertising. Action: Rebecca to chase Andrew and get the Job Application and Description onto Vonne by Wednesday 24th August 2016. Guy suggested that we should ask Kevin Stoodley for a brief summary of how his job role at CELL Big Local was.</p> <p>Action: Christina to ask Kevin for this summary when contacting him on Monday.</p>	<p>Rebecca/Andrew</p> <p>Christina</p>
<p>Community Kitty £500 or below</p>	<p>The Ellington Ladies Group requested funding of £500.00 from the Community Kitty to purchase the correct kitchen equipment to use while serving and providing Christmas Lunch.</p> <p>At our Strengthening Communities meeting we asked two members of the Ellington Ladies Group questions that the Partnership wanted responses to, please see below:</p> <ol style="list-style-type: none"> 1. Where is the dinner held? Ellington Institute, as there are 120 for dinner only there and Lynemouth Institute is large 	

	<p>enough both have very limited cooking facilities.</p> <ol style="list-style-type: none"> 2. Is the equipment just for the ladies group Christmas lunch or is it for use at the venue too? For the use of the community, with written request. 3. Are 20 jugs really necessary? Yes, this allows one for each table of 6 diners; this is to ensure the health and safety of serving hot gravy. 4. Where would you store the equipment? At Ellington Institute in the Ladies Group locked storage cupboard. 5. What would happen if you didn't get the funding? Risk of cancelling the valuable service due to health and safety issues. 6. What efforts have been made to raise funding? The fundraising goes towards the overall running costs £700 that is needed, yearly to cover the cost of the event yearly, this is after suppliers discounts. 7. Is the Christmas lunch only for Ellington residents or could you look at whole CELL area? It is not only open to Ellington residents, but many of current diners are from Ellington. <p>This request for funding was agreed by the Partnership with the proviso that the equipment ownership is CELL Big Local.</p> <p>Action: Christina to write a confirmation letter to the Ellington Ladies Group.</p> <p>We have received another application for Community Kitty from George Stokoe for the Drama Group but the application was turned down. George took it away to decide on whether he wants to re-write the application or apply for a Star Award.</p>	Christina
<p>Request for Funding Over £500</p>	<p>The Request for Funding for Ellington Juniors Football Club to get £50,000.00 to carry out a new project of developing a football pitch and club house has been put into an article in CELL Life to receive Community Feedback</p>	

	before it goes to the next Partnership Meeting.	
CELL Life	'Thru Yor Door' are delivering our CELL Life Newsletter on Monday 15 th August. The Newsletter has to be dropped off at the distributors by Friday 12 th August. Bob Manners took copies down to Lynemouth Pharmacy and they are over the moon with their article on the back page.	
Promotional Activity Update Strengthening Communities	Our August Event for the Tall Ships is no longer going ahead. We have replaced this with a large Christmas Event, hopefully held at Ellington Institute. Rebecca, Mary Taylor and Joyce Bell are meeting on Monday 22 nd August 2016 at Lynemouth Resource Centre to put together ideas and start the planning. More details will follow after Monday's meeting.	
Newcastle University Research Support Update	No Report.	Andrew
Lynemouth Gala	Christina, Bob, Pat and Rebecca will be attending Lynemouth Gala on behalf of CELL Big Local. Kevin Hindmarsh and Audrey Turnbull have organised the gazebo to be taken across between themselves. The display boards will also be taken across for individuals to have a look at the images from previous Gala's.	
AOB	Lynemouth Parish Council are planning on planting Purple Crocus Flowers. Kevin Hindmarsh suggested this to Pat (YMCA Task Group) as it may be something they would like to get involved in. Updates will be coming through from Kevin when more information is distributed.	Kevin
Date and time of the next Partnership Meeting	The next Partnership Meeting is on Thursday 13 th October 2016 @ Lynemouth Resource Centre. 7pm Onwards	