

# Partnership Meeting

11<sup>th</sup> July 2017 at  
Lynemouth Resource  
Centre 7.00-9.00pm



*Making a Difference*

*in Cresswell, Ellington, Linton and Lynemouth*



<b>Attendees:</b>	Sal Armitage (Chair), Guy Nokes, Clare McKay (Minutes), Bob Manners, Christina Manners, Kevin Hindmarsh, Rob Cox, Bill Tarbit, John McCann, Pat McCann, David Lodge
<b>Apologies:</b>	None

		<b>Actions</b>
<b>Welcome &amp; declarations of interest</b>	Bill Tarbitt & Kevin Hindmarsh as members of the LCT Board.	
<b>David Lodge – presentation of LCT/TITN Sustainability Review &amp; discussion</b>	<p>David informed the group that the outcome of his sustainability review is not clear cut, and future success depends on a number of variables. He emphasised the need to recognise the social impact of LCT and its value as a Community Trust, as well as the commitment from the whole LCT team to make things work. David talked through the Executive Summary of the review including the 17 recommended activities which the Board are currently working through, and the financial summary which is based on assumptions around grant income which should be confirmed soon.</p> <p>David and Bill confirmed that the LCT Board will be making a formal application to CELL for financial support in the near future. This is likely to be towards staffing costs but is to be confirmed. A separate partnership meeting will be called to look at this application in detail when received.</p> <p>Guy summarised his understanding of what was needed by CELL:</p> <ul style="list-style-type: none"> <li>• Draft Accounts for 16.17 would be made available to the partnership</li> <li>• Confirmation was needed of the HMRC support that was said to be in place, and that which was still to be negotiated</li> <li>• Outcome of funding from Greggs (outcome now known)</li> </ul>	

	<ul style="list-style-type: none"> <li>• Board Structure and governance to be confirmed in terms of roles and responsibilities</li> <li>• Political support is being pursued for the proposed rationalisation of community building</li> <li>• Lynemouth Parish Council should be approached as a funder to support the LCT/CELL</li> <li>• Local Trust would have a role in consideration of any Application.</li> </ul> <p>Any LCT application for support will be subject to standard CELL procedures.</p>	
<b>Minutes of March meeting</b>	The minutes of the May meeting were agreed, and signed off for uploading to the website.	
<b>Matters arising</b>	None.	
<b>LTO/finance update</b>	<p>Rob circulated a summary of CELL expenditure and confirmed that the format would be amended to show expenditure by project, as well as theme. Sal requested that the document be circulated prior to future meetings to allow the info to be digested beforehand.</p> <p>The creation of the separate CELL bank account is awaiting only the YMCA board minutes to be approved and sent off to the bank.</p> <p>Clare circulated the Local Trust payment schedule broken down by projects, but informed the group that the timing of some expenditure would be slightly different due to confusion over financial/calendar year quarters in our £500+ form. The issue has been discussed with Local Trust who have confirmed that variations in the timing of expenditure are fine, as long as overall budgets remain the same. Clare will keep a close eye on the progression of individual projects, to ensure that there are no issues with cash flow.</p> <p>Clare will update this document with a creation date and notes, and will circulate.</p>	<p>Clare</p> <p>Clare</p>
<b>Governance</b>	Clare had circulated a paper to look at options for fulfilling the role of Chair when Sal steps down. There were no volunteers to take on the role in its current format so it was agreed that we would trial having an informal, rotating Chair, purely to facilitate the meetings, and sign off minutes/agendas. Guy	

	<p>volunteered in this role for September meeting, and Clare will circulate a doodle poll to arrange future meetings/Chairs.</p> <p>Another key element of the current Chair's role is the shared line management (with YMCA) of the Project Co-ordinator. Sal said that she was happy to continue to offer this support.</p> <p>Following a really useful session at the last Big Local shared event, there was also some discussion around reducing the formality of our governance. It was agreed to trial one-hour formal meetings, every two months, to discuss business issues only (i.e. finance, HR, governance).</p>	
<p><b>Community involvement</b></p>	<p>Alternating with the formal meetings we will also trial more informal, open sessions – exact format to be agreed.</p> <p>Ideas were also discussed around other ways to create relationships with the wider CELL community, through events or other activities. Clare will circulate a poll to arrange a brainstorming session around ways to improve community involvement. As a starting point Clare will also pull together a document looking at ways in which we can increase the impact of CELL's work with increased community involvement.</p>	
<p><b>New project opportunities</b></p>	<p><b>UnLtd – support for social enterprise</b> Christina updated the group on UnLtds plans for an additional investment of £100K for Big Local areas able to commit £50K to developing social enterprise. Christina felt that, unfortunately, there was unlikely to be sufficient demand in the CELL area, for us to commit to a project of this size.</p> <p><b>Empty Homes Project</b> Bill updated the group on discussions he's had with Pete Duncan around the creation of a Community Land Trust to support an Empty Homes Project. Although CELL had planned to explore this project in the future, it appears that there is funding and support available now to take this forward. There is also funding available to pay for a feasibility study for such a project. All felt this would be an excellent opportunity and Bill will progress further.</p>	

<p><b>AOB</b></p>	<p><b>Jobs task group costs</b> Christina reminded the group that Jobs task group expenditure would be invoiced by Bacmans as incurred, rather than in a lump sum. A large proportion of this expenditure would be staff time, and Christina requested that the group agree a reasonable hourly rate for this. £20 per/hr was agreed.</p> <p><b>Local Insight Report</b> Guy highlighted the Insight statistical report, which has been circulated, as being a valuable resource for both ourselves and partners when planning projects or fundraising. An online version will be available soon.</p> <p><b>CELL admin support</b> At the previous meeting it was agreed that a firm agreement about payment for CELL admin support would be made following completion of David's review. An informal request has now been made by LCT for additional financial support for this role. It was agreed that this request for support should be put in writing using the relevant form.</p>	
<p><b>Date and time of next meeting.</b></p>	<p>Tuesday 12<sup>th</sup> Sept, 3-5pm at Lynemouth Resource Centre</p>	