

## Minutes of CELL Partnership Meeting

Monday 23<sup>rd</sup> November 2015 at Lynemouth Resource Centre from 7:00pm-9:00pm

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

Welcome & Introductions		Christina
Declarations of Interest	<ul style="list-style-type: none"> <li>None</li> </ul>	
Agree Minutes of September Meeting	<ul style="list-style-type: none"> <li>Agreed</li> </ul>	
Matters Arising	<ul style="list-style-type: none"> <li>Kevin Stoodley is currently going to be at the Lynemouth Resource Centre every Friday 9am until 4pm up until Christmas. Kevin has been emailing Task group Leaders to try and arrange a time and date to meet up individually to see what he can help with and to get a better idea of what is going on. In the New Year Kevin will be working 15 hours per week.</li> <li>The online forum/thread needs to be used more when Fund Approval forms are being circulated as it is a better way to have a discussion between all members of the Partnership.</li> <li>Christina Manners will be stepping in as vice chair for the time being due to Pat's family commitment. If there are any questions that need answered or information needed then please feel free to contact Christina.</li> </ul>	Kevin  All  Christina
CELL Life (Update)	<ul style="list-style-type: none"> <li>Gillian Mason applied for the Project Coordinator Job within CELL Big Local regrettably was not successful. Gillian has backed down from volunteering for CELL Big Local and will be a massive miss as she was a huge asset to Big Local. All members of CELL Big Local Partnership wanted to record a massive thank you for all of the hard work and effort that Gillian has put in and hope she may return in future.</li> <li>The CELL Life Newsletter is coming along. The text is all done and has been sent to Pat McCann to check over. Bob Manners has currently been putting it together. He is using a programme that can move objects etc.</li> <li>A separate flyer/poster will be going out to advertise the January Meeting and the Strengthening Communities Help and Support Meeting.</li> </ul>	

<p>Local Trust Guidance</p>	<ul style="list-style-type: none"> <li>Guy has spoken to the Local Trust to get clarification around the process of 'Reviewing your Big Local Plan' as this will need to be completed in March 2015, before any further monies can be released. Two documents, circulated round the meeting which Guy addressed, were:           <ul style="list-style-type: none"> <li>&gt;The CELL offer letter and plan review guidance</li> <li>&gt;Summary Note.</li> </ul>           These will be sent around via email as well. These documents include information about what the Local Trust need CELL to do, what it will provide us with and how we go about filling in the Big Local Plan Review. One of the documents has a link at the bottom of the page to show where the information is sourced from.         </li> <li>The annual review for CELL Big Local will be circulated around the Partnership Members and it needs completed by March 2016. A small working group with members from the Partnership to get together and go through the questions. At the meeting Bill, Christina, Sal and Kevin have agreed to be involved.</li> <li>Kevin Stoodley to read through the documents that were circulated and the questions that need answered to get more of an insight and a better idea of what is going on.</li> <li>With the plan being a place we need to consider what projects are not going to happen and then maybe substitution projects.</li> <li>A new project application/approval form is needed with guidance for users.</li> </ul>	<p>Guy</p> <p>Kevin</p> <p>Andrew Rebecca</p>
<p>Planning for January 2016 Open Event/Meeting</p>	<ul style="list-style-type: none"> <li>The Event has a set date of Thursday 28<sup>th</sup> January at Ellington Institute from 7pm until 9pm.</li> <li>At the event we want to present to residents:           <ul style="list-style-type: none"> <li>&gt;What we have done so far and what progress we have made.</li> <li>&gt;Highlight challenges throughout Big Local and to show displays so there are images of differences we have made for residents to see.</li> <li>&gt;Launch the Community Kitty for small grass roots projects and activities.</li> <li>&gt;Explain, if ready, how larger new projects can come forward for funding. Guy reiterated the fact that there is a plan, backed by much effort and work, with projects and budgets therein and that these are what Local Trust and the community understands to be the areas priorities 2015-17.</li> </ul> </li> <li>Task Group Leaders need to be able to chat to the residents and give any information or answers to questions asked.</li> <li>A decision was made to just do a buffet as members of the</li> </ul>	<p>All to note</p>

	<p>public can just help themselves and there is more of a choice.</p> <ul style="list-style-type: none"> <li>• Look to attract people via a lottery raffle, as before, was raised.</li> </ul>	
Newcastle University Research	<ul style="list-style-type: none"> <li>• An idea was discussed to maybe get the researcher from Newcastle University who Andrew met to look at new ways to engage and evaluate community reactions to come along to the Partnership and Project Progress Meetings and also the Public Meeting in January to show what he can do for us as he has shown an interest.</li> <li>• Ideas need to be discussed on how we can get better connection and feedback from residents from the four villages. This could also help to increase the communication.</li> </ul>	<p>Andrew</p> <p>All to note</p>
Accounts	<ul style="list-style-type: none"> <li>• Paul Brown (accountant) met with Christina, Andrew and Pat. He is a local resident from Cresswell who has agreed to do our accounts and a financial update for a small fee. If we were to get an accountant for just CELL Big Local we would need to write down what we would be receiving from Paul for the costs. Max Cairns is putting together as much information as he possibly can from the accounts system so we might not need an accountant but a decision is still to be made.</li> <li>• Andrew is going to chase Max up and try and get all of the information that Max has to see if it is enough or if we may need to get Paul in to go through it himself.</li> </ul>	<p>Andrew</p>
Task Group Activity Update	<ul style="list-style-type: none"> <li>• <b>Transport:</b> The 1<sup>st</sup> trial of the Arriva Route 1 Service is finished. Arriva are asking CELL Big Local to consider continuing our support of the trial till mid May 2016 and if we agree to this they will consider running the service until September 2016. This will then give Arriva a meaningful data base for a proper long term decision on the future of this service. John McCann agrees that there should be support and 6 members from the Partnership Meeting have agreed. John is going to put the pro-forma together and then it will be circulated.</li> <li>• <b>Housing:</b> John Watson (the consultant) has suggested that he looks at the demand and the need for houses. Bill has been copying Liz Dunn into any emails been sent so that she is still aware of what is going on.</li> <li>• <b>Environment:</b> Two pro-forma's for fund approval have been approved and Groundwork's will need to invoice Big Local for the money to be accessed and used.</li> <li>• <b>Jobs:</b> Starting in the New Year the two social enterprises</li> </ul>	<p>John</p> <p>Bill</p> <p>Kevin</p>

	<p>(Weave and Kenspeckle) will be employing apprentices within the Star Awards Project that has been approved.</p> <ul style="list-style-type: none"> <li>• <b>Strengthening Communities:</b> A meeting will be held on the 20<sup>th</sup> January at Lynemouth Institute to give individuals support when the benefits change. The help and support that will be available for individuals will be the Food Bank, Credit Union, CAB and the Benefits Welfare.</li> </ul>	Andrew
Any Other Business	<ul style="list-style-type: none"> <li>• In connection with the Review, see above, Guy suggested also using a free questionnaire 'Survey Monkey' website <a href="http://www.surveymonkey.com">www.surveymonkey.com</a> for residents of the four villages to fill in and if residents do not have access to a computer then paper copies could be handed out at the January Meeting.</li> <li>• Another Fund Approval form will be circulated from Pat – Youth after Andrew has made a few changes.</li> <li>• The Fund Approval for the door at Lynemouth Welfare was approved and the work has started but they just need to fit it into their programme.</li> <li>• Bill is going to send Rebecca any additional information about the Tall Ships.</li> <li>• A decision was made that the “Where are we now? Cell Big Local” document would only include the pro-forma’s that are approved. Much has been achieved by everyone on a voluntary basis and it is important to focus on this work. Other Task Group Leaders need to add in a description of their projects and where they are up too. A small section of text will be added into the newsletter (CELL Life) to explain the figures to residents.</li> <li>• The Fund Approval Spreadsheet needs to be changed and to have separate columns for any additional match funding and from who etc. Rebecca to send an email round to Task Group leaders to see if any funding has been used in their projects from other places other than CELL Big Local.</li> <li>• Once Andrew has completed the spend report spreadsheet it will then be circulated.</li> <li>• Every time the Accounts System is updated online it may be an idea for Task Group Leaders to come in and sit with a member from the Partnership and to go through what has been spent so that there is an explanation to the spend and it not just being handed to them to go through themselves.</li> </ul>	<p>Guy</p> <p>Bill</p> <p>All to note</p> <p>Rebecca</p> <p>Andrew</p> <p>All to note</p>
Date and Time of Next Meeting	Thursday 11 <sup>th</sup> February @ Lynemouth Resource Centre – 7pm onwards.	

Christina Manners – Chair CELL Big Local  
 DRAFT Minutes – 11/12/2015