

Meeting Details

CELL BIG LOCAL STEERING GROUP MEETING ON Monday 8th December 2014 AT
LYNEMOUTH RESOURCE CENTRE 7.00P.M. - 9.00P.M

<u>Attendees:</u>	Pat McCann (Chair); Liz and Tom Dunn; Kevin Hindmarsh; Bob and Christina Manners; Bill Tarbit (minutes); Guy Nokes; Jean Gardiner; Max and Maureen Cairns; Andrew Gooding; Pete Duncan; Charlie and Paul Holder; Sal Armitage; Anne Bromley.
	Cllr Milburn Douglas; Hayley Brown; John McCann.

<u>Minutes from last Meeting</u>	On 11 th November 2014 at Linton Institute	Agreed
<u>Matters Arising:</u>	<u>Action Points</u>	
	<ul style="list-style-type: none"> • Travel Expenses pro forma now on web site • CELL Big Local Film on web site and on Youtube • Pete has 2 DVD's of the Event and Bob agreed to copy these x 10 	<p>To Note</p> <p>Bob Manners</p>
<u>Agenda Item</u>		
3. The Plan	<ul style="list-style-type: none"> • The final draft of the CELL Big Local Plan had been circulated to all; amendments had been made and incorporated into Plan. • Discussion about opportunity of virement (ie: moving about) of delivery funds between projects with Local Trust's agreement. • Steering Group unanimously agreed to the final draft of the Plan for it to be submitted to Big Local • It was noted that Big Local would visit CELL sometime in January 2105. 	SG agreed to Plan and submission by LRC/SRC to Local Trust
4. Progressing the Partnership	<ul style="list-style-type: none"> • The need for the Steering Group to change from its current status to a Partnership was discussed. Establishment of a Partnership is necessary before Big Local will release funding support. Guy referred to a "Partnership Guide" that was circulated a few months ago and whether the Partnership should be 	

	<p>"open" to all by way of election including partner organisations such as Groundwork, ISOS etc.</p>	
	<ul style="list-style-type: none"> • Agreed that the January Steering Group would be dedicated to discussion on "The Partnership Guide". • Action Points <ul style="list-style-type: none"> - Christina to circulate the "Partnership Guide" to all SG Members. - Andrew to circulate before the Christmas break an Options Paper outlining a way forward for CELL Big Local Emerging Partnership with comments back before 6th January 2015. - The Partnership Guide to be put on the CELL Big Local web site. 	<p>Christina</p> <p>Andrew</p> <p>Max</p>
5. At point of Partnership the Big Local Rep can be changed if requested	<ul style="list-style-type: none"> • Agreed that the Partnership would deal with this at the appropriate time. Options are retain Guy or go to Local Trust and ask for a choice of other Reps including Guy. 	To Action in due course
6. LTO meeting feedback	<ul style="list-style-type: none"> • Andrew tabled a note following meetings between the CELL big Local Steering Group and Lynemouth Community Trust (LCT) regarding the latter becoming the Locally Trusted Organisation (LTO). • In summary LCT would provide the LTO with Banking and reporting functions and act as an employer for the CELL Support Worker(s) as outlined in the proposal circulated and attached to these minutes. • It was noted that Andrew was considering adding in a reference to LTO willingness to quote for project management, as necessary. • Andrew also tabled a note on Options for the CELL Support Worker as attached with these minutes. • Steering Group fully agreed to Lynemouth Community Trust becoming the LTO for CELL Big Local for its first two years subject to an agreed Service Level Agreement (SLA) between the two parties. • Action Points - 	<p>SG agreed to LCT being LTO</p> <p>Christina</p>

	<ul style="list-style-type: none"> • Andrew agreed to draft the SLA for consideration at the January Steering Group • Steering Group to be involved in the interviewing process for the shared Admin. Apprentice 	<p>Andrew</p> <p>Andrew / Stg Grp</p>
7. Any Other Business	<ul style="list-style-type: none"> • Next CELL newsletter - Jean to start work on it in January for completion and circulation in the Spring 2015. • List of Events in the Villages - agreed that all would pass this information on to Jean • Agreed that Task Group Leads would need to look at their spend profiles in the first year and especially in first three months. • Discussion on Time Banks. Anne mentioned that someone in the west end of Newcastle Time Bank would be happy to talk to Steering Group. • Anne has available for any Task Group an Epson Expression Colour Flatbed Scanner • Discussion about a community radio station - Andrew agreed to liaise with YMCA • Agreed that Anne would be a welcome addition to the Poverty Task Group • 	<p>Jean</p> <p>All & Jean</p> <p>T Group Leads</p> <p>T Group Leads</p> <p>Andrew</p> <p>Anne/Andrew</p>
8. Meeting Date and Venue of next meeting	Tuesday 13 th January 2015 at Ellington Village Hall at 7.00pm. - 9.00p.m.	

Pat McCann

Chair Cell Big Local

16.12.14