

MINUTES



CELL BIG LOCAL STEERING GROUP MEETING

7pm – 9pm Thursday 5th June

Cresswell Village Hall

<u>Attendees :</u>	Kevin Hindmarsh, John & Pat McCann(chair), Liz and Tom Dunn, Guy Nokes , Jean Gardner, Max & Maureen Cairns, Andrew Gooding, Gillian Mason , Bob & Christina Manners , Bill Tarbit (minute taker)
<u>Apologies:</u>	Katherine Glen, Hayley Brown, Sal Armitage, Cllr Douglas Milburn, Pete Duncan

<u>Minutes from last Meeting:</u>	<ul style="list-style-type: none">· Agreed as written
<u>Matters Arising:</u>	<ul style="list-style-type: none">· Linton Kids Event – Hayley has made some progress but more to be done.· Andrew has found 2 organisations to deliver the Newsletter within a time slot of one week.· Action Point – Andrew to send to Christina the Support Proposal from Andrew & Pete – Christina to circulate this note to all· Action Point – Hayley to clarify the position regarding the Disclosure and Baring Checks and Temporary Event Notice for the Picnic Event· Events – '50's Night held at Lynemouth Institute – Kevin handed out information on the Big Local to those attending.

<p><u>PVC SUB GROUP feedback</u></p>	<ul style="list-style-type: none"> · Jean gave an update on the content of the newsletter which is now complete with a “launch date” at the end of June. Action Point – Pat: Louise Liddiatt to be asked to proof read the final copy · Agreed that 3,000 copies of the newsletter would be printed · Discussion around business support and sponsorship of the newsletter · Action Point – Gillian agreed to include the newsletter information on Facebook · Web site – Kevin and Gillian have agreed to assist Max with populating and updating the CELL Big Local web site. · Big Local Post Boxes – agreed that Fred at Lynemouth Resource Centre will construct the boxes which will be placed in agreed locations in CELL villages. Action Point – Guy to source art work design for the Post Boxes when advised of final dimensions by Fred / Andrew. · Business Cards – use of freepost numbers have been agreed but Andrew is waiting for written approval before cards are produced. · Picnic – to be held on the afternoon of Sunday 17th August; double-decker bus has been booked and Picnic is restricted to 64 (max. number that Creswell Village Hall can take) · Picnic Leaflet that Pat circulated at the meeting to be amended as discussed to make specific reference to the picnic and to the ticket wording for age groups. Action Point – Pat to amend form · Guy asked about getting the “key points” of Big Local to those attending the Picnic Event – Pat has this in hand and will put up a marquee at the Village Hall with information etc on BL. Pat will bring details of marquee cost (with BL Logo printed on) to next meeting. · Discussion on giving out “freebies” promoting BL to those attending the Picnic Event. This will be discussed at the next PVC meeting.. · Impromptu Picnic Event in Linton to be organised by Pat with the help of Heather Wallace at Linton.
<p>PDG Sub Group Feedback</p>	<ul style="list-style-type: none"> · Partnership Development Sub Group continued to meet regularly looking at guidance, best practice and the minimum Local Trust requirements necessary to form a Partnership and be endorsed by Local Trust · Partnership Pack “Help Make A Difference” circulated at the meeting having already been electronically circulated 7 days earlier. · Guy suggested that members look closely at all sections of the Partnership Pack but if only looking at a few to pay particular attention to Terms of Reference; Values and Code of Conduct. · Andrew made the comment that the document needs to be more “digestible” for new members of the Partnership and that the section on Values needs “further work”

<p>PDG Sub Group Feedback (cont'd)</p>	<ul style="list-style-type: none"> · Gillian made the comment that there was no reference to “sustainability” within the document. · Action Point – Pete Duncan to facilitate a session with PDG Sub Group on Values · Action Point – All members of the Steering Group to make comments to Guy on the Partnership Pack before 16th June so that the document can be amended and endorsed at the next Steering Group in July.
<p>Task Group Feedbacks</p>	<p><u>1.Transport task group</u> - John reported on progress. Final touches being put to survey which will go out with Newsletter. Group are exploring community transport options with meetings arranged with WATBUS next week and in near future with ADAPT and Lynemouth Day Centre. Group are proposing to visit the East Cleveland Villages Transport Group. Reference also made to publicising by web-site or future newsletters the funding available for the NCC initiative around travel to work schemes.</p> <p><u>2.JOBS</u> First meeting of the Group (NCC, Jobcentre plus attending) took place this morning to scope out the remit of the Group. Key point raised was “how to support existing businesses to grow”. Support services keen to assist CELL area businesses.</p> <p><u>3.ENVIRONMENT</u> – Kevin is meeting organisations on Friday 6th June and he has a list of ideas to be discussed at that meeting.</p> <p><u>4. YOUNG PEOPLE</u> - Hayley is continuing to try and engage with young people in the villages; Guy highlighted that it was an issue being experienced by all Big Local areas; he informed the Group that there was an Event in Birmingham coming up to address this matter and that Pat was attending and would welcome company. Hayley unable to attend.</p> <p><u>5. TACKLING POVERTY</u> - CAB keen to host weekly sessions in CELL area; discussions being held to establish a Food Bank in Lynemouth and a credit union for CELL area; Isos interested in a possible Big Local community house in the CELL area.</p> <p><u>6. HOUSING AND COMMUNITY BUILDINGS</u> –Meetings have been held and a remit for the Group agreed; Action Point – Guy agreed to check out other BL areas who have established initiatives around community house purchase and renovation.</p>

<p>ANY OTHER BUSINESS</p>	<ul style="list-style-type: none"> · Reclaiming Expenses – Andrew drew to the Group’s attention that the Communications Group were the only ones with approved expenditure; he highlighted that each Task Group needs to identify what travel expenses needs they require to meet their needs. · After discussion agreed that Andrew would produce a proforma for travel expenses for Task Group members that they will be undertaking in next two months and that Task Group leaders will inform Andrew ASAP as to that figure in £££ · Action Points – Andrew to produce proforma for travel expenses claims and Task Group leaders to inform him of their Group needs · Web Site – new populated site with a request from Max for members of the SG to encourage any groups operating in the CELL area to use the web site for their promotional needs. · Spring Event 2014 – attended by Max and Gillian – 4 ideas that might be of interest to CELL Big Local area arising from the Event – a “transport broker”; mini bus “graphiced up” with BL logos; Big Local sponsoring a project for Young People to be more engaged in CELL area & participatory budgeting which seemed like a very useful approach, adopted from South America, for inclusive, community led decision making on how community project activity is prioritised.
<p>CHAIR ROUND UP</p>	<ul style="list-style-type: none"> · Chair stressed the need to engage 121 with people in CELL Big Local area and to “get the word out” . Members of the SG encouraged to attend any small local events and clubs to do so. · Tom raised the issue of a kick about Wall for young people in Lynemouth and possibility of BL financial support with plaque; Guy advised that ‘one off’ ad-hoc donations to projects without there being a clear process for bidding and funding allocation would lead to difficulty but that other areas, as had previously been raised, had done this within the framework of a small grants ‘community chest’. Andrew advised that time and effort on establishing this could be significant against what resources currently exist. Action Point -SG agreed that there was a need to explore a Community Chest and that this would be discussed with Pete, and at the meeting in July.
<p>Date & Time of future meetings</p>	<p>Steering Group: 7-9pm Thursday 9th July at Linton 7-9pm Monday 4th August at Lynemouth Resource Centre</p>

Pat McCann
Chair
FINAL 11.6.14