

Notes of CELL Steering Group Meeting

February 6th 2014 at Linton Village Hall

Attendees:	Christina Manners (vice chair) Bob Manners (minutes); Liz and Tom Dunn; Kevin Hindmarsh; John & Pat McCann; Cllr Douglas Milburn; Guy Nokes; Jean Gardiner; Louise Liddiatt; Dave & Jacqui White; Max & Maureen Cairns; Gary Burton; Paula Garrett; Sophie S; Essan S; Lesley & Dave Booth; Brian & Jean Burns; Andrew Gooding; Liz Stobbart Lisa Grabham (consultant)
Apologies:	Bill Tarbit, John Robson and Sal Armitage

Agenda Item		
1. Welcome & Apologies	Christina Manners, Vice Chair opened the CELL Steering Group meeting at 7pm Apologies read out.	
2. Minutes from Last Meeting	On 7 th January 2014 at Ellington Village Hall	
Matters Arising:		
	<u>Action Points</u>	
	<ul style="list-style-type: none"> · Item 5. (JM) said he was misquoted in the January minutes, this to be amended. · Item 3 (DW) implied was (AG) allowed to use his own supplier on his own volition (AG) answered this. 	
3. Survey Feedback	<p>(LG) Gave the meeting feedback on how the survey had gone and what issues had been raised. (LG) then suggested that the survey be put into local buildings such as the library etc.</p> <p>(LG) Also left the business' survey for members to browse at their leisure. (GN) Suggested that a copy be available for the website for upload</p> <p>(MD or DM) Commented that the survey was well done and was addressing the necessary issues. (MC) Said survey was excellent and that the survey and the business survey are now available free to download or browse on the CELL website. www.cell-biglocal.org.uk</p> <p>(JW) Pointed out that the youths of Linton were breaking into properties and causing damage. (MD) The report highlighted the above and, that the council has dedicated staff that deal with this issue.</p> <p>There were 2 winners in each of the two surveys</p>	MC/LG

	<p>each winning £50 worth of vouchers 2 for the postal survey and 2 for the face to face survey.</p> <p>The winners are M Cullen & R Fender Lynemouth and J Thompson & C Bettaney Ellington</p> <p>Winners to be asked what vouchers they want.</p>	LG
4. Budget Position	<p>(AG) Explained CELL had a budget from GSF 1&2 applications with some expenditure spend to date + balance still available from GSF 1.</p> <p>(GN) Asked remaining budget how much spent + how much left?</p> <p>(AG) said figures not yet available but he will have them by Monday February 10 2014.</p> <p>(AG) Gave (GB) guest attendee, a breakdown of how funding works.</p>	AG
5. Plan Going Forward	<p>(AG) Gave hand outs of a draft plan which he then fully explained and asked for comments now or after the meeting. He reiterated that the steering group must decide the way forward and decide on who, what and where.</p> <p>(AG) Congratulated (GM) on the work she has done on the Facebook/Twitter account (AG) also congratulated (MC) on work done updating the website.</p> <p>(DW) Are we going to attempt to identify things that are critical to the project? (AG) answered people are needed to do projects that are needed.</p> <p>(JW) offered to distribute the CELL survey reports which were available, though it was thought more could be requested as needed.</p> <p>(AG) Has asked for people to step forward to work on tasks within the Plan and it that these should be framed by agreed working protocols so all are clear on the reason for the meeting and SMART outcomes (specific, measurable, achievable, realistic and time bound)</p> <p>A Partnership Development Group was formed with a first meeting to be convened.</p> <p>(JW) offered to undertake communications with Newspapers etc.</p>	<p>ALL</p> <p>JW</p> <p>GM/GN/JM/MC/AG</p>

<p>6. Immediate Actions Suggestions Discussion on MC's Paper</p>	<p>(MC) Talked about what we can do now, pointed out what had come out of the big chat events. We need to advertise activities, and had circulated a "Things the BL team could be doing now" With encouragement that a list needed approving ASAP and for wider residents to be able to get involved without the need to come to the steering group meeting. (MD) seconded (MC) suggestion.</p> <p>(JM) Suggested list must back up survey report and not be seen to be individual efforts.</p> <p>(CM) Said she would email the contacts list</p> <p>(DW) Asked (MC) if he would stay and take names of members willing to help on list</p> <p>(GN) Asked members to look at email list to see if members recognise anyone on it as a neighbour or friend to engage and chat too</p> <p>(JW) Offered to ring everyone on email list to see if they are okay to receive emails.</p>	<p>CM</p> <p>JW</p>
<p>7. Sub Groups Feedback</p>	<p>(KH) Gave a feedback on the Vision and Profiling group meeting, and a handout was circulated. and pointed out the Vision and Profiling and the Communications groups have combined due to reduction in numbers.</p> <p>(PM) suggested partners for Big Chat event include Arriva for transport and Adapt.</p> <p>(GM) Said if we could go around other Big Local Chairs it would broaden steering group member's horizons. (GN) reiterated he could assist with contacts.</p> <p>(HB) had submitted apologies so no youth feedback</p> <p>(JW) Suggested a sub group for events (event organiser) (GM) agreed with (JW) with volunteers</p> <p>(GN) As per the Partnership he reminded that any other group needs a Terms of reference.</p> <p>(JW) Answered that she would put forward terms of reference but she would not call it this.</p> <p>(MC) A first world war event is to take place so will email details around the steering group.</p>	<p>ALL</p> <p>JW /GM/ JB</p>

	<p>(AG) A Training + Engagement group would need to be set up and volunteers were needed</p>	<p>JW</p> <p>MC</p> <p>ALL</p>
<p>8. Process For Electing A New Chair</p>	<p>(GN) Not the intention to find a new Chair at this meeting. He had circulated the previous application process and suggested responses be sent to (GN) or (CM) for discussion at the steering group meeting in March. He suggested they may wish to think about people beyond the steering group.</p> <p>It was agreed that the Partnership Group discuss and make recommendations on employing somebody to support the steering group / future partnership to help with capacity issues.</p>	<p>GM/GN/MC/JM/AG</p>
<p>9. A.O.B</p>	<p>(JM) Asked where the digital photo frames are.</p> <p>(JW) Pointed out one is in the Linton post office.</p> <p>(AG) One was in the Lynemouth chemists (for the big chats). There is a third one in his car for Ellington or Cresswell if they want it.</p> <p>(GM) Is in the process of updating the pictures for the frame.</p> <p>(PM) Said Cresswell has nowhere to put a photo frame.</p> <p>(MC) We should have at least 12-14 photo frames and place them everywhere.</p> <p>(JM) Pointed out that the photo frames should continuously loop and not just end prematurely.</p> <p>(JW) Could a photo frame not be placed in Cresswell ices?</p> <p>(AG) There is a passion play in South Shields (earth and dance projects) if details required see (AG).</p> <p>(AG) Textile creation sessions (on at weekends) details available from (AG).</p>	

10. Meeting Date & Venue Of Next Meeting	Thursday March 6 2014 at Lynemouth Resource Centre at 7pm	
	Christina Manners Vice Chair closed the Steering Group Meeting at 21.00pm	