

Minutes of CELL Partnership Meeting

Thursday 9th June 2016 at Lynemouth Resource Centre from 7.00pm to 9.00pm

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

Welcome and Introduction		Pat
Declarations of interest	None	N/A
Agree Minutes of April Meeting	Newcastle University Research – Andrew is trying to arrange a meeting with the lead worker. Kevin and Andrew had no luck contacting the lead worker. A different contact is needed.	Andrew
	Monday night Big Local drop in at the LRC – Kevin and Andrew have had 1 member from the CELL area but are expecting three members on Monday 13 th June 2016. One member is Ashley Johnson who emailed explaining who she is and how keen she is to get involved. Ashley has completed her NVQ Level 2 Community Development Award as well as safe guarding children and venerable adults. We will be updated by Kevin Stoodley after the meeting on Monday.	Kevin S
	Ivan to notify the CELL Partnership when LEADER website updates completed. Max to share Ivan's contact details on CELL Website – Funds have started to be released and Kevin has not heard back from Max or Ivan yet.	Max
	CELL Website documents to be stored in an archive file – Rebecca to email Max to see when this will be ready to make a start on.	Rebecca
	CELL 12 Month Review – Guy received the feedback and it was all good news. The feedback was circulated around to a few of the Partnership members.	
CELL Accounts Financial Reporting Working Group	A copy of the new format from the CELL Accounts was distributed around to members at the meeting. The new format is more user-friendly and understandable. The areas of concern resulted in the Working Group creating a new colour coded table. We are looking to have the Task Groups to take responsibility for the virements. The Working Group discussed the idea of putting a copy of the Accounts onto the website; a decision was made to put an 'Overall' document of the individual Task Groups on.	

	<p>The Accounts System will be circulated via the Task Group Leaders to make notes. Once Rebecca receives confirmation, the Accounts will be found on our website.</p> <p>Action: The Financial Reporting Working Group are to try and come up with a way to add a 'Notes' section onto the Accounts System for anyone to make notes to be discussed.</p> <p>The new format of the CELL Accounts will be circulated 7 – 10 days before each Partnership Meeting to give members a chance to add any notes to discuss at the meeting.</p> <p>The CELL Accounts System needs to be dated so we can regularly keep copies in date order. The Working Group mentioned that this could be harder than it seems so we may have to just write the dates on for now.</p> <p style="text-align: center;">We would all like to say thank you to Max Cairns for his work on the CELL Accounts System.</p>	Financial Reporting Working Group
CELL Life	<p>The deadline to get any pages in CELL Life is Monday 20th June 2016. Lynemouth Pharmacy have booked the back page of CELL Life as they were over the moon with the previous edition.</p> <p>Action: Pat to contact Peter Holloway about the scouts as he may be interested in advertising in CELL Life.</p> <p>Kevin Stoodley has been contacted by Ashley Johnson who is very keen to get involved with CELL Big Local. Ashley has completed her NVQ level 2 in Community Development Award as well as Safe Guarding Children and Vulnerable Adults. Ashley is meeting with Kevin, Christina and Jean on Monday 20th June to discuss Ashley's involvement in CELL Big Local as Ashley is interested in the Strengthening Communities Task Group. Ashley is to speak to Christina about the delivery of CELL Life as they may be interested in delivering the newsletters around the four villages.</p>	Pat
Request for Funding Revised Paperwork	<p>Kevin Stoodley has revised the paperwork for 'Request for Funding' which has been approved. We now have two ways of requesting for funding:</p> <ul style="list-style-type: none"> • Community Kitty (Projects under £500.00) • Request for Funding (Projects over £500.00) <p>The revised paperwork was created using the 'Pathways Diagram' of the process needed. The paperwork includes a cover letter, main application form, contact list and signatures of approval.</p> <p>John McCann suggested that the signatures page needs to be a master page as no one would want 10+ different pages all with separate signatures on.</p>	

	<p>An agreement was made for the Partnership to approve a request for funding form via email and the members of the Partnership who approved will sign the paperwork at the next meeting.</p> <p>The Request for Funding paperwork needs to be coded and dated at the bottom so we know that it is the most up to date version.</p> <p>Action: Kevin to send Rebecca the complete, dated version of the request for funding to put onto the website.</p>	<p>Rebecca</p> <p>Kevin & Rebecca</p>
<p>Matters arising: Pele Tower Project</p>	<p>Barry has come forward to CELL Big Local to see if he could rely on us in May 2018 for his delivery phase. Barry has to show that he has funding before he can receive match funding. Barry is looking at around £5,000.00 - £10,000.00 from CELL Big Local. Andrew Gooding made a comment for the Partnership to be mindful about May 2018 coming round and CELL Big Local being unable to submit the funds or the amount may have changed by then. A decision was made to commit the funds to Barry for May 2018 and if more funds are needed then we would have to turn it down.</p> <p>This funding relies on the answer Barry will receive in September 2016 when he finds out if his application for the Pele Tower is successful or not.</p> <p>If Barry gets the go ahead in September, we will then have to add the funds we are allocating to Barry into our next CELL Big Local plan. This means the project would have to go to the Local Trust and also the Local Community to receive opinions and hopefully confirmation/agreement.</p>	
<p>Matters arising: Ellington Juniors Football Club</p>	<p>Ellington Juniors were successful with their application for Community Kitty to provide their Football Team with new football kits.</p> <p>A second request for funding has been received from Sarah Gair for £50,000.00 to carry out a new project of developing a football pitch and club house. Sarah Gair/Ellington Juniors have funding from other sources and need to have a commitment of match funding from CELL Big Local by December 2016. Before making a decision we need to get 51% approval from the Partnership and we also need the Community's feedback and opinions on this project before we can support it.</p> <p>The Partnership has considered the initial request and Kevin is working alongside Sarah Gair to organise a page for CELL Life to receive community feedback. A more detailed submission is needed</p>	

	<p>after the CELL Residents feedback and agreement. A deadline date needs to be put into place to give members of the Partnership time to look at the application and consider it and put together questions that members may want to ask.</p> <p>A variety of questions were put together by members of the Partnership for Kevin Stoodley to obtain answers. Kevin will circulate the responses to the questions from Sarah. Please see below the questions:</p> <ul style="list-style-type: none"> • Is Ellington Juniors unisex football? • Will the development of the project overwrite the footpath? • Are there any other members working with Sarah? What would happen to the project if Sarah was to leave? (What is the long term vision for sustainability?) • How does the project improve the four villages? • Concerns around budgetary information listed <p>Our next Project Progress meeting is held on Wednesday 22nd June 2016 @ Lynemouth Resource Centre from 7pm. Kevin Stoodley is going to invite Sarah Gair.</p>	
<p>Charities to support</p>	<p>At the previous Strengthening Communities meeting, we discussed our Summer Event and Max was looking at what charities we could support if we were to make any profit. This point was discussed at the Partnership meeting and a decision was made to put any profit into the Community Kitty as this is for CELL residents to start their own projects.</p>	
<p>Matters arising: Community Orchard</p>	<p>William Leech Campus (Lynemouth School) and Lynemouth Parish Council have co-operated into getting an allotment at Lynemouth to make into a Community Orchard. Tony Fairfax would also like to be involved.</p> <p>The William Leech Campus are very keen in involving the children to manage the Orchard. An agreement was made for the school to run the Community Orchard and for CELL Big Local to cover the costs.</p> <p>A lot of work needs done to the allotments and CELL would have to provide fencing. There is £4,000.00 in the plan; Christina is waiting to receive more information from the Hirst Welfare about a Cooking Project for Strengthening Communities as the funds</p>	

	may have to be allocated between the Cooking Project and the Community Orchard. On the plus side, if the project does not work out as planned we can always give the allotment up.	
Cllr Milburn Douglas	<p>Councillor Milburn Douglas has been discharged from hospital and is looking at dates for when his tumour will be operated on in the future.</p> <p>We are trying to find out who else we could contact to take the weight and jobs off Councillor Milburn Douglas' whilst he is recovering. Bill Tarbit is in need of Councillor Milburn Douglas arranging a meeting with the new Head of Housing at NCC so he can seek their financial assistance and support for a Social Landlord Liaison Officer. This may have to be a brief telephone conversation between a member of CELL Big Local and Milburn Douglas to try and find a different contact.</p> <p>CELL Big Local has agreed to send a Kenspeckle Hamper, chocolates and a signed card to Councillor Milburn Douglas and his wife. Action: Rebecca to get flowers next week.</p>	<p>Andrew</p> <p>Rebecca</p>
AOB	<p>Declarations of Interest need to be on every Partnership Agenda.</p> <p>CELL 2017 – Discussion Paper was circulated by Guy for members of the Partnership to take away and read. Guy needs all questions / queries / suggestions / support of, by Friday 24th June 2016. The Task Groups need to consider their future plans, costs and duration. The Environment Task Group plans for 2017 are set and will be carried on from previous funding.</p> <p>Action: Rebecca to book the next 6 Project Progress Meetings.</p> <p>Christina from the Strengthening Communities Task Group has met with the Hirst Welfare to discuss the opportunity of a Cooking Project. For an 8 session course held at Hirst Welfare for a group of 8 people (timed around school times etc) will be £2,400.00 and this gives the 8 people involved a food hygiene certificate and they also take away the meal they make. More information to follow.</p>	<p>Kevin</p> <p>Rebecca</p> <p>Christina</p>
Date and time of the next Partnership Meeting	<p>Thursday 11th August 2016 @ Lynemouth Resource Centre from 7pm. Apologies received from Andrew Gooding; Sal Armitage and Rob Cox.</p>	

22nd June 2016