

## Meeting Details

CELL BIG LOCAL PARTNERSHIP MEETING ON MONDAY 13<sup>TH</sup> APRIL 2015 AT  
PANHAGGERTY, CRESSWELL VILLAGE - 7.00P.M. - 9.00P.M

<b><u>Attendees:</u></b>	Pat McCann (Chair); John McCann; Bob and Christina Manners; Bill Tarbit (minutes); Max Cairns; Sal Armitage; Andrew Gooding; Guy Nokes; Lynn McIntosh.
<b><u>Apologies</u></b>	Cnlr Milburn Douglas, Kevin Hindmarsh

<b>1. <u>Chair</u></b>	<ul style="list-style-type: none"><li>• Pat agreed to be the Chair of the new Partnership (following the approval of the CELL Big Local Plan) for the next 12 months until the AGM.</li></ul>
<b>2. <u>Note Taker</u></b>	<ul style="list-style-type: none"><li>• Bill agreed to take the notes of the meetings and agreed to be a mentor for the new admin. assistant, Rebecca Mathews who would be responsible for future minute taking.</li></ul>
<b>3. <u>Staffing Update</u></b>	<ul style="list-style-type: none"><li>• Discussion on the Support Worker.</li><li>• Agreed that the position would be advertised as the <u>CELL Big Local Projects Co-ordinator</u>.</li><li>• Agreed that the Projects Co-ordinator would be responsible for the Community Kitty, responsible for developing and co-ordinating CELL Life, developing innovative and exciting ways of engaging with the community.</li><li>• Agreed that the employer for the Projects Co-ordinator would be Lynemouth Community Trust and that staff (Co-ordinator and Admin. Apprentice) would be responsible to the LRC Manager (Andrew) on a day-to-day basis or in his absence the Chair and Vice Chair and ultimately to the Partnership.</li><li>• Salary for the Projects Co-ordinator would be £15,000 for a flexible 30 hours per week that would include all on costs with mileage allowance on</li></ul>

	<p>Partnership work based upon the project(s) undertaken by the Co-ordinator.</p> <ul style="list-style-type: none"> <li>• <b>It was agreed however that Andrew would look at the budget for the Co-ordinator and Admin. Apprentice and circulate the information to the Partnership.</b></li> <li>• <b>It was also agreed that Christina would revise the JD for the Projects Co-ordinator and circulate to the Partnership</b></li> <li>• Brief details of the advert for the Projects Co-ordinator to go in the CELL Life with link to CELL web site for further details.</li> </ul>	<p>Andrew</p> <p>Christina</p> <p>Christina</p>
<p><b>4. Financial Update</b></p>	<ul style="list-style-type: none"> <li>• Andrew agreed to circulate to the Theme Group Leads a proforma to obtain information on predicted spend over the next 6 months.</li> <li>• Max felt that there was a need to set up the paper work for the procedures and protocols for purchasing.</li> <li>• Agreed that all contracts go through Andrew for checking with agreed procedures including the agreed SLA.</li> <li>• Agreed that for projects where a SLA is required that the SLA is circulated to the Partnership. The members of the Partnership must respond within 10 days to agree or not agree to the proposed spend for that project. Agreed that if 6 out of the 11 members of the Partnership agree to the project/proposal then the project would be approved (and would be signed off by the Chair plus one other). However, it was also agreed that Andrew would have an overall veto and that any strong objection from a member of the Partnership would mean that the project would be re-assessed at a re-convened Partnership meeting.</li> <li>• Discussion took place around setting up an electronic Bulletin Board that could be used to keep all conversations around any projects in one place.</li> <li>• Agreed that petty cash of up to £100.00 could be requested by a Task Group Leader so long as required paperwork was completed and the spend was appropriate to the approved project.</li> <li>•</li> </ul>	<p>Andrew</p> <p>Andrew</p> <p>Max</p>

	<ul style="list-style-type: none"> <li>• A Service Level Agreement would be required for major project spend with suitable coding to check and monitor spend.</li> <li>• Value for money is an imperative in all project spend and needs to be demonstrated by Task Group Leader requests for funding.</li> </ul>	
<b>5. Should the Partnership have its own progress table?</b>	<ul style="list-style-type: none"> <li>• Guy agreed to circulate the proforma</li> <li>• Andrew referred to the need to review the Programme on a regular basis as set out in the Approved Plan, Strengthening Communities (£5,000 for 2015 and 2016). Perhaps Pete Duncan could be approached to suggest how this could be done. Discuss next meeting.</li> </ul>	Guy  All
<b>6. Declarations of Interest</b>	<ul style="list-style-type: none"> <li>• This needs to be made at the start of future Agendas and meetings</li> </ul>	All to Note
<b>7. Any Other Business</b>	<ul style="list-style-type: none"> <li>• Discussion re the monthly "Catch up Meetings" involving Task Group Leads and encouraging more members of the public to get involved.</li> <li>• Next "Catch up meeting" on Wednesday 15<sup>th</sup> March at Lynemouth Resource Centre at 7.00p.m.</li> <li>• Pat agreed to Chair these meetings until next month.</li> </ul>	
<b>8. Meeting Date and Venue of next Partnership meeting</b>	Thursday 21 <sup>st</sup> May 2015 at Lynemouth Resource Centre at 7.00p.m. - 9.00p.m.	