

Minutes of CELL Partnership Meeting

Thursday 14th April 2016 at Lynemouth Resource Centre from 7.00pm to 9.00pm

Attendees:	Pat McCann (Chair), Christina Manners, Kevin Hindmarsh, Bob Manners, Andrew Gooding, Guy Nokes, Sal Armitage, John McCann, Max Cairns, Ivan Hewitt (Leader), Leanne Shipley & Kay Bradshaw (Groundworks). Kevin Stoodley (Minutes).
Apologies:	Cnlr Milburn Douglas, Bill Tarbit, Rebecca Matthews.

Unfortunately, Lynn McIntosh has resigned from the CELL Partnership.
We would like to say a massive thank you to Lynn from everyone at CELL Big Local for her time on the Partnership.

Welcome and Introduction		Pat
Declarations of interest	None	N/a
Agree Minutes of February Meeting	<p>The amendments requested by 'the Partnership' to the 'Public Meeting Event Feedback Report' from January 2016 are complete.</p> <p>Newcastle University Research – Andrew is trying to arrange a meeting with the lead worker.</p> <p>CELL Life – no one has contact details for the 'potential volunteer' previously identified.</p> <p>Community Kitty - the first application was received by the Strengthening Communities Task group.</p> <p>Tall Ships – application form distributed and promoted via CELL Life and CELL Big Local website.</p> <p>AGM – on agenda for this meeting.</p> <p>Plan Review 2016 – on agenda for this meeting</p> <p>Task Group updates – will cover at Project Progress Meeting scheduled for next week.</p>	<p style="text-align: center;">Kevin S</p> <p style="text-align: center;">Andrew</p> <p style="text-align: center;">Christina</p> <p style="text-align: center;">Christina</p> <p style="text-align: center;">Kevin S</p>
Bus Timetable in CELL life	Timetable doesn't stand out against a colour background. Requested white background for future editions.	John
Monday night Big Local Drop in at the LRC	Only just advertised in CELL Life – no attendees so far.	Andrew
Guest speakers - Groundworks	<p>Kay Bradshaw and Leanne Shipley provided a short verbal presentation of their achievements to date in relation to work carried out on behalf of / in conjunction with Kevin H and the Environment Task Group.</p> <p>Pat congratulated Kevin H, the Environment Task</p>	<p style="text-align: center;">Kay & Leanne</p> <p style="text-align: center;">Pat</p>

	<p>Group and Friends of Lyne Dene for their successful collaboration with Groundworks.</p> <p>Kevin H queried the failure to pay Groundworks the sum of £300 for a 'landscape plan'. Andrew explained that this activity pre-dated the project plan and should have been allocated with preliminary monies. The partnership voted unanimously to allocate £300 to cover this cost from current monies. Action: Kay to prepare a new invoice for this job.</p> <p>Max asked if any other unpaid invoices existed - none were declared.</p> <p>John requested clarity on the relationship between Groundworks, CELL, Friends of Lyne Dene and the Environment Task Group. Leanne explained that FOLD was an outcome of the Environment Task Group and not a project of it. Whilst some members of FOLD may sit on the Environment Task Group, FOLD can be considered as a separate, self-governing entity.</p> <p>Guy brought Leanne and Kay up to speed with the recent review of the CELL plan after initial 12 months delivery. He explained that the Partnership wanted to understand what should continue to be invested in going forward and its contribution to the aims of the programme. Andrew suggested that Groundworks work towards a 12-18 month plan for the CELL area to assist the Partnership in future planning.</p> <p>Leanne confirmed that she still needs to submit n=1 invoice to 'the Partnership' for work carried out in 2015.</p> <p>Leanne and Kay left the meeting.</p>	<p>Kevin H / Andrew / All</p> <p>Max / All</p> <p>John / Leanne</p> <p>Andrew / Kay</p> <p>Leanne</p>
<p>Guest speaker – Ivan Hewitt of LEADER</p>	<p>The Northumberland Coast and Lowlands Leader covers the 4 villages. Consisting of £2 million over 3 years (ending in 2019), this European Funding (DEFRA) aims to improve the quality of life in rural areas and can be used to support rural services (i.e. play areas village hall, community shop) & culture and heritage (i.e. festivals and community events). 70% of the monies will be ring-fenced for projects which create jobs. The monies will predominantly fund capital (i.e. buildings and equipment), but the potential exists to fund short term revenue costs (i.e. project planning and development time).</p> <p>The application process consists of two stages;</p> <ol style="list-style-type: none"> 1. Outline Application (to establish eligibility). 	<p>Ivan</p>

	<p>2. Full application (includes business plan and cash flow).</p> <p>Decisions will be made by a 14 member decision group which includes Cnlr Milburn Douglas. Ross Weddle chairs the group. The process from start to finish is expected to take 4-5months to complete.</p> <p>Average grants awarded are expected to be from £30-40K, with previous LEADER programmes funding a maximum of £150K.</p> <p>Guy asked about the intervention rate – Ivan confirmed that Leader can fund up to 100% of costs for community based / not for profit activities and 40% of costs for profit based activities.</p> <p>Ivan confirmed that to-date no projects have received an award of funds from LEADER.</p> <p>Sal asked how the European Referendum would impact on LEADER. Ivan confirmed that the current LEADER programme will continue to completion in 2019.</p> <p>Action: Ivan to notify the CELL Partnership when LEADER website updates completed. Max to share Ivan’s contact details on CELL website.</p> <p>Ivan Hewitt left the meeting</p>	<p>Guy / Ivan</p> <p>Sal / Ivan</p>
<p>Finance report and match-funding summary</p>	<p>Andrew confirmed that a meeting was scheduled for Monday 18th April to review the reporting system (to be attended by Max, Sal, Kevin S and Andrew).</p> <p>Kevin S has prepared a spreadsheet showing our achievements in sourcing match funding for projects. Andrew confirmed that Big Local requests this information for financial returns. The partnership may also wish to share this information with the wider community.</p> <p>Action: In preparation for the AGM, Andrew will prepare and distribute a financial report to the Partnership early next week (Monday 18th or Tuesday 19th).</p> <p>Andrew confirmed that he had been approached by John Robson (local resident) requesting a breakdown of start up expenditure for the CELL Big Local (£40,000). Andrew provided all the necessary information to John Robson via email. Guy also confirmed that prior to this conversation;</p>	<p>Andrew</p> <p>Andrew & Guy</p>

	<p>he had received an email from the Local Trust reporting that John Robson had made a financial enquiry acting on behalf of the CELL Partnership. In response, Guy had contacted John Robson directly. Guy reported that John Robson appears to have access to out of date / incorrect information about how much money was paid to the LTO, and referred to an unknown 'Heads of Term's document which pre-dated the CELL Big Local Partnership.</p> <p>Action: Prior to the forthcoming AGM, Andrew agreed to attempt further communication with John Robson to address any concerns that he may hold.</p> <p>The Partnership Board agreed to permanently transfer and store all historic documentation (held on the CELL website) in an archive file, with Task Group Leader taking responsibility for determining items to be archived. Action: Max will prepare the archive file. Task Group Leaders to inform Max when items need to be removed.</p> <p>Sal Armitage left the meeting.</p>	Max / All
AGM Update	<p>Action:</p> <ul style="list-style-type: none"> • Kevin S to prepare an agenda. • Kevin S & Christina to prepare a set of information boards to showcase the work of CELL Big Local. • Pat to invite Graeme or Rob Cox at Ashington YMCA to join the Partnership Board. <p>Christina Manners has also been approached by Geoff Crow – a local resident.</p>	Christina
CELL 12 month review	<p>Report was well received by the Local Trust – awaiting their feedback. Guy reiterated the need to work this year to define existing and new projects for the plan, though themes may stay the same. P'ship will need to do some group work on this but could commission externally to get new insights.</p>	Guy
Community Kitty	<p>1 x application has been received from Ellington Juniors (Football Club) for sports kits. The application has been approved by the Strengthening Communities task group. As no members of the Partnership board present vetoed this decision, the application was approved.</p>	Christina / All
Task Group Activity update	<p>For discussion at next week's Project Progress Meeting.</p>	
Newcastle University	<p>Discussed as an earlier agenda item.</p>	

Research support		
AOB	<p>The Community Buildings Rationalisation project is progressing well. Andrew invited other members of the Partnership Board to get involved.</p> <p>The Pele Tower Heritage Lottery grant application was unsuccessful. However, Heritage Lottery were impressed by the bid and have requested a re-submission.</p> <p>Guy notified voting and non-voting members of the CELL Partnership to expect an emailed invitation from the Local Trust to participate in a survey.</p>	<p>Andrew</p> <p>John</p> <p>Guy</p>
Date and time of the next Partnership Meeting	Thursday 9 th June 2016 7-9pm @ the LRC.	