

Meeting Details

CELL BIG LOCAL PARTNERSHIP MEETING ON TUESDAY 14th JULY 2015 AT
LYNEMOUTH RESOURCE CENTRE AT 7.00 - 9.00P.M.

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

<u>1. Declarations of Interest</u>	<ul style="list-style-type: none"> • None 	
<u>2. Minutes of last meeting on 21st May 2015</u>	<ul style="list-style-type: none"> • Agreed 	
<u>Matters Arising</u>	<ul style="list-style-type: none"> • Under item 3 "update on LRC staffing"....add that Rebecca contact Gateshead BL rep"Phil Macari....philmacari@mac.com" • Rebecca and Christina to undertake (complete & report back on) mapping of Summer Events in CELL area. • Discussion about inviting Paul Brown (accountant) onto the Partnership to assist with the financial aspects of CELL Big Local. Christina still to follow up. • Evaluation of CELL Big Local Plan - Guy reported that he had consulted colleagues at Reps Day with range of responses including using previous consultants used to develop Plans to assist with evaluation. Re-connect with Pete Duncan at an appropriate point or widen the net. • Andrew referred to meeting with Newcastle University researcher who was looking at new ways to engage and evaluate community reactions in realtime, this could complement other evaluations/ John suggested locations of cell Boxes as contact 	<p>Rebecca/ Christina</p> <p>Christina</p> <p>All to Note</p> <p>Andrew</p>

	<p>points; Andrew agreed to forward details to Partnership.</p> <ul style="list-style-type: none"> Financial support for the footpath in the Dene.....Kevin needs to clarify with Groundwork. 	Kevin
<u>3. Update on Big Local Staffing</u>	<ul style="list-style-type: none"> Job Description for Project Co-ordinator needs to be amended to take into account the need for applicants to now complete an Application Form with applicants addressing the four key bullet questions on the JD in the Statement section of the Application Form. Advertising of Job - in VONNE jobs bulletin (Rebecca to check advertising deadlines as thought to be weekly - guy had emailed details with the JD work-up); CELL Life (need to check deadline and issuing date); Job Centre web site and 12 CELL Big Local Notice Boards across CELL area. Timetable for Advert - closing date for applications 30th August. Interview Panel - Guy, Pat and Andrew Need to agree priorities for the first three months of the new Project Co-ordinator. 	Andrew Rebecca & Andrew
<u>4. Financial Update</u>	<ul style="list-style-type: none"> Need to have financial update figures presented to each Partnership meeting in advance with Agenda. Andrew agreed to circulate a financial update on Monday 20th July. Guy reminded that steering group had established a process of all papers out a week in advance. Rebecca has developed a grid showing the CELL project, partnership lead and approval status of each project. Request from the Chair that all members of the Partnership please respond to all applications submitted for approval. Request from the Chair that all members of the Partnership should use the Bulletin Board to comment on applications submitted; Rebecca must also monitor the Bulletin Board and chase up members who do not respond. Partnership agreed that emails from "news" be changed to "CELL Big Local" and that the headings for emails be changed to "CELL Partnership" or 	Andrew All to note All to note Rebecca Christina &

	<p>"CELL Progress" .</p> <ul style="list-style-type: none"> • Request that all Partnership papers including financial position be circulated to Partnership 5 days before meeting along with Agenda. • Rebecca also needs to add her job title, contact details etc onto emails that she sends out to members 	<p>Rebecca</p> <p>Chair & Rebecca</p> <p>Rebecca</p>
<p><u>5. Virement</u> <u>Proposals for CELL</u> <u>Update</u></p>	<ul style="list-style-type: none"> • Guy referred to his email of 24th June commenting upon the 3 submitted applications - Community Buildings Rationalisation, Social Enterprise Expansion and Star Awards. • Bill agreed that Andrew and himself would look at the comments and respond. • Andrew referred to his meeting with Power to Change on Thursday in relation to Social Enterprise Expansion. 	<p>Bill/ Andrew</p>
<p><u>6. Funding</u> <u>proforma changes</u></p>	<ul style="list-style-type: none"> • Changes to the proforma agreed. 	<p>All to Note</p>
<p><u>7. Task Group</u> <u>Activity Update</u></p>	<ul style="list-style-type: none"> • Chair has met with YMCA with regards to supply of youth work across the CELL area, supporting the CELL Plan. Proposals coming from them in due course. They too are interested in the International Exchange as they have arranged some in the past. • Andrew referred to a meeting with Isos who have £30k for Lynemouth to support youth, employability, social inclusion schemes. Isos interested in international exchange, Poverty Group work (timebank), social enterprise support and working with Newcastle United Foundation on employability and mentoring. • Opportunity to use CELL Big Local funding to match Isos funding. • Rebecca doing a template for Task Group Leaders to complete for their reports for the Project Progress Meetings. • CELL Big Local website: Max requested that all Task Group Leaders supply brief information on their Task Group. Possibly use the Vision as put in the approved Plan but updated so that it remains relevant. The project progress reports to be added 	<p>All to Note</p> <p>Rebecca</p> <p>All Task Group Leaders</p>

	each month.	
<u>8. Summer Event Opportunities</u>	<ul style="list-style-type: none"> • 22nd July and 28th July - events at LRC - United for Employment (Ncle. United Foundation) • 24th July at 10.00am - Lynemouth Skatepark Opening. • 2nd August - Friends of the Dene meeting to clear vegetation in Dene • 8th August - Lynemouth Gala • 9th August - Lynemouth Craft Fair • Groundworks - various events in Dene over summer • Max requested all to feed him dates of summer Events in CELL area ASAP • Max felt that there was a need to have a volunteer to set up a PR Task Group. Agreed to put an advert in CELL Life but also to try to recontact ?? (lady who ran previous nursery as good at doing events) 	<p>All to Note</p> <p>Jean/ Gillian</p>
<u>9. Any Other Business</u>	<ul style="list-style-type: none"> • Discussion about need to liaise with Head of Lynemouth Academy School - Andrew agreed to contact and bring her up to date with CELL Big Local • Discussion about lack of representation from Ellington/Linton. Agreed that Pat would talk to George Jackson at Ellington/Linton Parish Council. • Guy referred to a survey and evaluation of up to 10 BL Partnership; he also said that there was approx. 22k of funding coming back into BIG Local and Partnerships would be informed in due course by letter. • Max raised the issue of the need to consider consolidating the number of Task Groups which was thought to have merit for more efficient working by Worker. Issue of which Task Groups will fit best together to be discussed. • Lynn requested that there was a need for Induction Sessions for new members of the Partnership or Progress Groups. • Pat asked for CELL Life articles for Jean - - Royal Visit - Andrew agreed to supply article - Volunteer Advert - need to specify volunteer jobs i.e. driver for WATBUS, empty homes survey, Friends of the Dene, PR person etc. • Andrew asked that Project Funding Request 	<p>Andrew</p> <p>Pat</p> <p>TG Leaders</p> <p>Andrew</p> <p>Pat</p> <p>Jean/Gillia</p>

	<p>Proformas be completed for CELL life or Events or Events Programme.</p> <ul style="list-style-type: none"> • 	Christina
<u>10. Date and Venue of next Partnership meeting</u>	Thursday 24 th September at 7.00pm at Lynemouth Resource Centre.	
<u>11. Minutes Agreed by Chair and Partnership</u>		

D R A F T Minutes

Pat McCann / Chair

20th July 2015