

Partnership Meeting

16th February 2017 at
Lynemouth Resource
Centre 7.00-9.00pm



Making a Difference

in Cresswell, Ellington, Linton and Lynemouth



Attendees:	Sal Armitage (Chair), Guy Nokes, Clare McKay (Minutes), Bob Manners, Christina Manners, Kevin Hindmarsh, Rob Cox, Bill Tarbit
Apologies:	Cllr Milburn Douglas, Rebecca Matthews, John McCann, Pat McCann

		Actions
Welcome		
Declarations of interest	Bill and Kevin as Trustees of LCT (Lynemouth Community Trust)	
Minutes of December meeting	The minutes of the last meeting were agreed as an accurate record of the meeting.	
Matters arising	Rob is going to contact John regarding the CELL postboxes.	Rob
Financial update and future	<p>With lots of help from Rebecca, Christina and Vikki, Clare has created a new spreadsheet for CELL finances and updated this with all income and expenditure to date. This process has allowed us to double-check the figures reported to date, and to identify any queries. We will continue to use the Excel spreadsheet as all staff are confident with this, and it also allows us to work out expenditure projections etc.</p> <p>For future reference, all invoices should be sent to Clare, who will log them on the system before passing to Rebecca for payment. Clare will also draw up a written protocol to allow for timely payment of invoices and maintaining accurate finance records.</p> <p>At present the CELL bank balance stands at around £92,000 with potentially around another £50,000 to come out in relation to the current plan. The balance is slightly lower than expected due to two automatic transfers being made by the bank to the LCT current account, and this will be resolved soon. The remaining</p>	Clare

	<p>balance should allow us sufficient financial leeway to request an extension while the new plan is submitted and approved. The £14,024 underspend to August 2016 has now been returned to Local Trust, though they are still awaiting an additional £700 to cover the 5% which needs to be returned by the LTO. The LTO should also be aware that 5% of the final underspend will also need to be returned.</p> <p>It was agreed that the CELL reserve account needs to be changed to a current account as soon as possible to allow for a simpler reconciliation of payments.</p> <p>Guy reassured the Partnership that the position of the LTO would not reflect badly on CELL Big Local, though the issues would need to be discussed as part of the project's Annual Review.</p>	<p>Bill/Vikki</p> <p>Bill/Vikki</p>
Lynemouth Community Trust update	<p>The Trust is experiencing some financial difficulties, largely due to a number of unpaid debts in relation to work undertaken by Weave and Kenspeckle. The board is being supported by Dave Lodge of the Federation of Northumberland Development Trusts to implement new financial procedures, chase up debts and cut costs, and they are working on a 12 month cashflow projection. Dave will report fully to the LCT board on 6th March, and we will receive an update after this.</p>	<p>Bill</p>
Future LTO arrangements	<p>There was a discussion around LCT's role as Locally Trusted Organisation (LTO) for CELL, and whether the LCT Board wished to continue with this role. The Local Trust need to know that CELL finances are secure, and the new plan cannot be submitted until we can confirm the future of this arrangement.</p>	
Future meetings	<p>As previously agreed the CELL monthly Progress Meetings ended in December due to minimal community attendance. Since then Clare has been running a weekly drop-in at LRC but has had only a few visitors. During the consultation events 13 people fed back on their preferred methods of communication with CELL. While this is only a minimal number, there was a clear indication that CELL Life and Facebook are the preferred ways to keep in touch. It was</p>	

	<p>agreed that we should also be making better use of our email mailing list. Clare will produce a short communications plan and circulate. It was agreed that, instead of offering a fixed weekly drop-in, convenient individual appointments should instead be offered to anyone wishing to find out more about CELL, apply for funding, or get involved. It was also agreed that we could make better use of informal events to improve community spirit and raise the profile of our work.</p> <p>Following some discussion, it was also agreed to revise Partnership meetings to a Wednesday, to allow Rebecca to attend and take minutes, and to an earlier start of 5.15pm. As some partners will be coming straight from work, it was agreed that we would ask the Cafe to provide some sandwiches.</p>	<p>Clare</p> <p>Clare/ Rebecca</p>
<p>AOB</p>	<p>Resignation of Geoff Crow – Everyone was very sorry to hear of Geoff’s decision to resign from the Partnership, due to having an increasing number of other commitments. Geoff’s contribution has been much appreciated, and he will be missed.</p> <p>Annual progress review - A meeting was booked to undertake the annual review of progress for Local Trust on 29th March, 5.15-7.15pm. Clare will prepare and send round the relevant information beforehand.</p> <p>CELL Life – the deadline for items to be included in CELL Life is Friday 24th March.</p>	<p>Clare</p> <p>All</p>
<p>Staff roles</p>	<p>It was decided that both the CELL Project Co-ordinator and Administrator need a new contract written to give more defined job roles, this would include the Administrator having a structured timetable of days when she is working on CELL admin/support.</p> <p>Project Co-ordinator – with the extra duties around finance that we are requesting of this role it was felt that an extra 5 hours would be needed, and on occasions overtime may be needed around events, these were agreed to be carried out.</p> <p>Administrator – Although hoping to have her</p>	

	<p>apprenticeship work finished by April, the CELL Administrator's contract is until June. Her current work is split between CELL and LRC. In light of circumstances with LRC, all decisions will be made after the Board meeting (6th March). It was felt by all partners that the Administrator is a valued member of staff and we would like her to continue as an employee.</p>	
<p>Date and time of the next Partnership Meeting</p>	<p>Wednesday 8th March, 5.15-7.15pm at Lynemouth Resource Centre.</p> <p>Wednesday 24th May, 5.15-7.15pm at Lynemouth Resource Centre.</p>	