

DRAFT CELL BIG LOCAL PARTNERSHIP MEETING

TUESDAY 21ST MAY 2015 AT LYNEMOUTH RESOURCE CENTRE - 7.00-9.00P.M

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

<p><u>1. Minutes of Previous Meeting</u></p>	<ul style="list-style-type: none"> • Minutes of last Partnership Meeting on 13th April 2015 • Matters Arising - <ul style="list-style-type: none"> - Andrew confirmed that he had circulated to all the budget information for the Co-ordinator and Admin. Apprentice. - Christina and Andrew are meeting next week to revise the job description of the Projects Co-ordinator. - Electronic Bulletin Board has been created by Max but has not yet been tested.... - Paul Brown Accountant - Christina to contact re. possible interest in coming onto the Partnership - Evaluation of the CELL Big Local Plan - Guy to research other Evaluations undertaken elsewhere; Brief for this piece of work will be required in due course. - Need for dates for future Partnership (agreed to be held at the LRC); agreed that Project Progress Meetings should continue to be held at different venues across CELL area. Dates & Venues already fixed for the year. - Need for mapping of summer events in CELL area. Agreed Rebecca could do this. 	<p>Agreed</p> <p>Christina</p> <p>Guy</p> <p>Rebecca</p>
<p><u>2. Declarations of Interest</u></p>	<ul style="list-style-type: none"> • Bill and Andrew declared an Interest in a request to consider funding support for Trust in the North and a Community Buildings proposal • 	
<p><u>3. Update on LRC Staffing</u></p>	<ul style="list-style-type: none"> • Rebecca Mathews in post as the Admin. Apprentice and settling in well.. Needs to be tasked to do things by CELL Big Local Partnership in order for CELL to make best use of 	<p>All</p>

	<p>our 50% allocation of her time. This needs to be balanced against overloading her when she maybe not experienced yet in prioritising her tasks.</p> <ul style="list-style-type: none"> • Rebecca does a total of 30 hours per week (CELL Big Local has 15 hours of her time). Request for her to record her time spent on CELL Big Local work. • Suggested work for Rebecca - <ul style="list-style-type: none"> - events calendar for CELL area - suggestions as to how to engage with young people in area; recommended that Rebecca contact Gateshead BL rep. - some User research of the bus passengers by riding a round trip with them on a Wednesday and clearing CELL Big Local boxes in main villages and at the same time. - agreed there is a need to make Project Progress members aware of Rebecca as a resource. - agreed Rebecca could put approved minutes of meetings on CELL web site • Projects Co-ordinator - Andrew/Christina to meet next week to finalise JD. • Agreed on the upper salary rate for the post and thus fewer hours. Agreed to circulate finalised JD to all on the Partnership 	<p>Rebecca</p> <p>Rebecca</p> <p>Andrew/ Christina</p> <p>Andrew/ Christina</p>
<p><u>4. Financial Update and Proposal for CELL support</u></p>	<ul style="list-style-type: none"> • Discussion on the request for funding for the Poverty Group as set out in Christina's tabled report. • Agreed that Christina's report should be circulated to all in the Partnership • Andrew/Bill set out a request for funding support which had been previously circulated. • Partnership agreed in principle to a support of a minimum of £20k for Trust in the North as set out in the report (including a need to see a business plan, evaluations and cash flow details) and support in principle of £5k towards a community buildings rationalisation study for Lynemouth. • Funding support could be met by virement from other projects which are unlikely to go ahead or unlikely to start within 2 years. 	<p>Christina</p>

	<ul style="list-style-type: none"> The above is subject to completion of the agreed proforma for Funding Support and to a request from Kevin for further financial support to widen the Dene footpath. Kevin waiting for a price for this work). Partnership agreed in principle to support Ellington Play Group's request for funding support (£10k) as outlined at the Project Progress meeting on Tuesday Guy agreed to contact Big Local to inform them of a possible virement of funding when proforma completed and final figures are known and conditions of approval met. 	<p>Andrew/ Bill</p> <p>Kevin</p> <p>Guy</p>
5. <u>Draft Request for funding proforma</u>	<ul style="list-style-type: none"> The proformas had been circulated by Andrew/Max and Bill. Agreed that both could be used, with amendment, to approve funding and to track progress with projects. Agreed Rebecca would revise the forms and circulate project progress proformas to Task Group Leaders and request their completion a week before monthly Project Progress Meetings. Suggestion of having a proforma completed as an example agreed. Andrew informed the Partnership that there is a bank account that can be used to invoice those businesses that have advertised in CELL Life. Jean/Gillian to send the information as to whom to invoice and what cost to invoice to Rebecca for CELL Life advertising. 	<p>Rebecca</p> <p>Andrew</p> <p>Jean/ Gillian</p>
6. <u>Press Coverage</u>	<ul style="list-style-type: none"> Discussion about HRH Earl of Wessex visit to Lynemouth on 1st May. Bill agreed to forward details to Guy/everyone as to how to access photos from Dropbox. 	<p>Bill</p>
7. Any Other Business	<ol style="list-style-type: none"> None 	
8. Meeting Date and Venue of next Partnership and Project Progress meetings	<ul style="list-style-type: none"> Partnership Meetings at the LRC 7pm - 9pm Tuesday 14th July Thursday 24th September 	

	<ul style="list-style-type: none"> • Project Progress Meetings -(also on Website) 															
	<table border="1"> <tr> <td>15th June</td> <td>Cresswell Village Hall</td> </tr> <tr> <td>9th July</td> <td>Linton Village Hall</td> </tr> <tr> <td>19th August</td> <td>Lynemouth Resource Centre</td> </tr> <tr> <td>15th September</td> <td>Ellington Village Hall</td> </tr> <tr> <td>12th October</td> <td>Cresswell Village Hall</td> </tr> <tr> <td>12th November</td> <td>Linton Village Hall</td> </tr> <tr> <td></td> <td></td> </tr> </table>	15 th June	Cresswell Village Hall	9 th July	Linton Village Hall	19 th August	Lynemouth Resource Centre	15 th September	Ellington Village Hall	12 th October	Cresswell Village Hall	12 th November	Linton Village Hall			
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D R A F T 27th May 2015

Pat McCann

Chair CELL Big Local Partnership

To be ratified at the July meeting following circulation to all Partnership members & Task Group Members