

Partnership Meeting



Making a Difference

in Cresswell, Ellington, Linton and Lynemouth

24th May 2017 at
Lynemouth Resource
Centre 5.15-7.15pm

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

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| Declarations of interest | None. | |
| Minutes of March meeting | <p>The minutes of the March meeting were agreed.</p> <p>Confidentiality – there was a discussion around the procedure for sharing Partnership minutes when there is a need for sensitive issues to be discussed and minuted. It was agreed that minutes would not be shared publicly until formally approved at the following meeting, and any sensitive information would be removed.</p> | |
| Matters arising | None. | |
| CELL staffing structure | <p>Administrator role – Since March, LCT have had almost full-time administrator support to work through this transitional period. David Lodge’s report on the sustainability of the organisation is expected by 12th June, and a decision will be made at this point on the longer term structure of the Administrator role, possibly including CELL purchasing a fixed amount of hours of admin support each month. The Project Co-ordinator’s role has now been TUPEed to YMCA. The Administrator role remains in the employment of LCT.</p> <p>Clare shared a document which breaks down the tasks involved in the day-to-day running of the CELL project, and is trying to estimate how much admin support we actually need. Clare asked TG leaders to let her know details of the admin support needed by their group, and an estimate of how much time this takes per month.</p> | TG leaders |

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| | <p>Clare confirmed that, at present, the admin workload within LCT is significant and there is scope for only minimal support for CELL.</p> <p>Project Co-ordinator Role – A discussion took place regarding the proposed increase to the Project Co-ordinator salary. Everyone was in agreement that it should be increased so it was a question of by how much. It was agreed that Rob and Sal would put figures together and circulate them to the partnership and then a final decision can be made. The increase must be within the limits of the budget settings from the plan. It was agreed to backdate this as well. Sal And Rob to email the partnership the proposed salary figures so an agreement can be reached.</p> | <p>Sal & Rob</p> |
| <p>LTO/finance/plan update</p> | <p>Rob confirmed that all of the LTO paperwork had been completed, and that they expected to receive the first tranche of CELL funding within the next few days. The process for setting up a new CELL account with CAF bank is lengthy so, in the interim, any vital invoices will be paid via the main YMCA account.</p> <p>Clare shared a document breaking down the payments due to be received from Local Trust into the various individual project budgets. Payments from Local Trust were requested based on information in the original Funding Approval Forms but Clare will double check whether any of this has changed. Clare will email round the breakdown.</p> <p>Projects carried forward from April Clare also informed the group that two pieces of planned expenditure had been carried over from April: the Luncheon Club project and the accommodation costs for the Housing Officer. Local Trust have approved this, but requested that, for the moment, the funds needed be found within the monies due to be received in May. Contingency funds can be used to fill any gaps this creates in the short term, and additional funds can be requested further down the line if needed. This has been discussed with the relevant Task Group leaders and the following has been agreed: Luncheon Club costs will initially be covered via a £6,000 transfer from the May-Nov Strengthening Communities budget, and the remainder from within the current Jobs budget. HO accommodation costs will be covered via an anticipated underspend in the Rationalisation feasibility study costs.</p> | <p>Clare</p> |

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| Feedback on Monthly Updates | Following the suspension of Progress Meetings in January, it had been agreed that we would continue to publish a monthly update on the CELL website. Clare has asked all TG leaders to send her a brief update by 24 th of each month which will be collated and shared within the group and on the CELL website. | TG leaders/ Clare |
| Timing of Partnership meetings/new members | We have two potential new Partnership members, but both would find it difficult to attend the current meeting time/day. After some discussion it was agreed that we should alternate meeting times to enable as many people as possible to be involved, even if they are not able to attend every meeting. Clare will send round a Doodle poll offering afternoon, early/late evening options. | Clare/All |
| Catch up get-togethers | Some members of the Partnership felt that, without the Progress meetings, TG leaders were missing out on the opportunity to discuss what's happening. It was agreed that some catch-up meetings should be arranged, alternating with Partnership Meetings, which would be open to anyone involved in the delivery of the CELL project. These get-togethers would be fairly unstructured, and would provide an opportunity for everyone involved to meet in a more informal setting and share ideas. Clare will send round a Doodle poll to arrange this. | Clare/All |
| AGM | It is now over a year since CELL's last AGM and there was discussion around arranging another. Guy confirmed that there was no legal requirement for an AGM, and it was agreed instead to have an alternative public event, as a relaunch of the Youth Drop-in facility and a launch of the new Plan. Clare & Rob to discuss possible dates/formats for this. | Clare/ Rob |
| Annual Review | <p>Issues arising from current review – Our annual review was submitted to Local Trust in April and, as yet, we have received no formal feedback. Any follow-up actions will be discussed if needed.</p> <p>Ongoing monitoring – Much has been learnt from the issues of recent months and monitoring procedures going forward will be much tighter. This will be made a regular item on the Partnership agenda.</p> | |
| CELL Website | Clare has been working with Max to update the CELL website. In the current website format, Max has to make almost all amendments, with Clare sending across the updates as text documents. Max has said he is happy to continue to do this, but obviously this duplication of work creates a somewhat lengthy process. Clare is looking into options to set up the site in a different format to | |

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| | allow quick and easy regular updates. Rob thought this might be something Graeme at YMCA could help with. | Rob/ Clare |
| AOB | <p>Volunteer fair – Clare is hoping to attend a volunteer fair in Ashington on 6th June and has requested info on the task group volunteer requirements. Clare is also updating the Partnership Pack to help with the recruitment of new Partners.</p> <p>Local Trust spring event – Guy and Clare fed back on the event, which was very well attended. Trevor & Peter’s scouting workshop seemed to be a success, and Clare found the whole event very useful. Clare is planning to visit the Gateshead Big Local project soon to share good practice.</p> <p>UnLtd funding opportunity – A funding opportunity will be arising soon via UnLtd and Local Trust, for Big Local areas wishing to focus on supporting entrepreneurship. For Partnerships able to offer £50K of funding for this issue, this will be matched with £50K from UnLtd, and £50K from Local Trust. This offer is only available to 20 Big Local areas, and expressions of interest will be sought soon.</p> <p>Housing Officer report – Bill fed back some very positive developments from Alex Wood, the CELL Housing Officer. He has been busy and has already had some success in getting a local property accredited and ready for tenants, and in the removal of external rubbish from properties causing concern. Clare will ask Alex for a summary to put on Facebook/website.</p> <p>CELL Chair – Sal informed the group that, due to changes in her own circumstances, and demands on her time, she does not wish to continue as Chair longer term. As an AGM is not planned, an alternative plan will be made to fill this role.</p> | |
| Date and time of next meetings. | <p>Tues 11th July, 7-9 pm at Lynemouth Resource Centre</p> <p>Tuesday 12th Sept, 3-5pm at Lynemouth Resource Centre</p> | |