

CELL Big Local Partnership
Tues 13th March, 5.00pm at Lynemouth Miners' Welfare Institute

Attendees:	John McCann (Chair), Clare McKay, Kevin Hindmarsh, Guy Nokes, Pat McCann, Liz Dunn, Heather Wallace, Rob Cox, Sal Armitage, Bob Manners, Christina Manners
Apologies:	

		Actions
Welcome & declarations of interest	No declarations of interest	
Minutes of November meeting	The January minutes were agreed as accurate. Due to the sensitive nature of some of the matters discussed, which were outside of standard CELL business, it was agreed that a redacted version of the minutes be published to the website.	Clare
Matters arising	<p>Barons Walk – Clare and Kevin have met today with Chris Watson of Groundwork. He confirmed that the funds for this project are available, and he will contact Straughans to find out if it is too late to do the work due to nesting.</p> <p>Community Consultation – this was covered in our previous meeting.</p> <p>Gateshead BL Visit – Taking place Wed 18th April.</p>	
LTO/finance update	<p>Clare has updated the Local Trust on the non-funding of the Feasibility study but that we want to ring-fence this money for potential future developments. Local Trust have no problem with this.</p> <p>There has been a significant delay on the Groundwork projects due to internal issues at their end. They have stated that the projects will go ahead but Clare has asked them to confirm what is realistically achievable as match-funding has not yet been sourced. These projects were developed by Kay prior to her leaving in June 2017.</p> <p>End of year review, as required by Local Trust, is due, to take stock of progress against two-year plan.</p>	

	<p>Clare confirmed that the funds received shown on the finance update differ from the total amount available, the balance of which is sitting with the Local Trust.</p> <p>Letters have been drawn up to promote the jobs projects and Christina is meeting with DWP in the next few weeks where she will discuss these. Clare / Christina meeting over actions therein.</p> <p>Luncheon club – the daycentre may be looking at revising this and will submit an amended proposal if appropriate.</p> <p>Private rented sector – Worker (Lynne Dempsey) has written up a brief project update and has been seen out and about. She is working to tackle enforcement issues around housing.</p> <p>Community Allotment – Planning portal shows decision by end of March 2018 and no objection so far from Highways, so fingers-crossed. The North East Young Dads and Lads project are holding a celebration event on 21st March, where the lads who have done all the physical work on the allotment will be recognised.</p> <p>Cycle route feasibility study - Sustrans have had staff capacity issues so this has been significantly delayed. All the info is now coming together and will hopefully be with us soon. Unfortunately these funds were paid up front.</p> <p>CELL project team – this appears to have a £6k overspend but we have actually been operational for 11 months and have only drawn down one payment.</p> <p>The title on the doc should be 2017-19 and represents spend since May 2017. Around £600k is still available.</p> <p>The Partnership wanted to thank Rob (YMCA) and Clare for the clarity of their information.</p>	
CELL Branding	<p>Clare is creating a simplified version of the website which should be completed soon. Clare suggested that we need to reinforce the CELL Big Local brand in all our work, to encourage recognition of what's being done. This includes using one standard logo and maybe making more use of the Local Trust style</p>	

	<p>guidelines and resources. We are getting good levels of feedback via FB and have recently had four new requests for community kitty forms.</p> <p>Concern was expressed around funded projects recognising CELL funds in publicity, and having access to logos etc. Clare will follow this up and also distribute brand guidelines.</p>	Clare
Project Support	<p>Clare has suggested that, based on feedback from Lesley, we need to re-examine the job description and title of the role, and that it might also be beneficial to wait to recruit until we know more about our future office location. The Partnership agreed to hang fire until this could be done. The suggestion is that the role is more project support than administrator. The job info will be tweaked and salary examined. In the meantime Clare particularly needs help with meetings, so short-term options will be explored, including speaking to other voluntary sector organisations to find out if there are staff with capacity.</p>	
Project Meetings	<p>Venues – it was agreed that Partnership meetings be rotated around different venues across the area.</p> <p>Catch-Up Meetings – it has been suggested that, without the bi-monthly progress meetings there is no opportunity for those involved with CELL to share information. It was agreed that we would trial some quarterly catch-up meetings, during the day, and with a less formal structure.</p>	Clare Clare
A.O.B	<p>Peter Holloway has expressed an interest in joining the Partnership. Clare will follow this up and also arrange a catch-up meeting for those involved in the Housing task group.</p> <p>Pele Tower project – everyone was happy with Barry's amendments to the original proposal. Clare will contact Barry to double-check when payment is needed.</p>	Clare
Date and time of next meeting.	Tues 8 th May, 5-7pm at Linton Village Hall	