

**Partnership Meeting
Tues 8th May, 5.00pm at Linton Village Hall**

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

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| Welcome & declarations of interest | Clare pointed out that Rob was unwell and sent his apologies. It was decided Sal Armitage would chair the meeting. It was noted that Guy would be a partial attendee as previous commitments would make him late. | |
| Minutes of March meeting – confidentiality | The minutes of the March meeting were talked through and agreed, and Clare agreed to upload the minutes onto the website. | |
| Matters arising | None. | |
| LTO/finance update | Clare went through the financial update, then said some projects would need to be formally withdrawn ie: the Dementia Cafe and Recreational Cycle Path, when the next spending review was completed. The Chair asked the meeting if there were any queries, the Financial Update was passed. | |
| LTO fees | Due to Rob's absence Clare passed round an email proposal on his behalf. At present the LTO gets a 5% fee for managing our finances. However the YMCA board and Rob feel this is a low return for the work done on behalf of CELL, particularly in relation to supporting staff. The proposal is a continued fee of 5% of actual expenditure, and an additional 15% of the annual salary cost which currently equates to approx £3k per annum. Queries were raised around whether this was common practice within LTOs, and whether LCT had received this. Clare confirmed that she didn't know how common it was, but that separate staff management fees were acceptable to Local Trust. She also confirmed that LCT had not received a separate management fee but thought the option would have been available to them too. It was agreed that members would give some thought to | |

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| | <p>Rob's proposal and respond later by email.</p> <p>*Update - Clare has checked the previous agreement with LCT and, although an option, this was not written into the previous SLA agreement.</p> | |
| Project support | <p>Clare felt that the Administrator role needed expanding to support all of the work that's happening at present. The proposal is a Project Support role with more clearly defined responsibilities, at 20 hrs per week based on a full-time salary of £20k p.a. Such a role could include more community engagement, and organising community events, courses etc, in support of Task Groups. Clare has created a breakdown of all the activities involved in delivering the project with tasks attributed to herself, YMCA, Partnership members etc, and will send this round to everyone.</p> | Clare |
| Community Buildings | <p>Clare informed the meeting that the Scouts have approached CELL to discuss the idea of purchasing the Lynemouth Resource Centre with a view to creating a Scout headquarters with some wider community use. It was stated that anyone could complete one of the CELL £500 + applications, but Clare felt that given the history around the rationalisation plans etc, there was a wider conversation needed with other interested parties. It was agreed that Clare would meet with the Scout leader to find out more and report back to the Partnership. Liz said she had been approached by Lynemouth residents asking why the Welfare building was so under used and is taking advice on options for widening use.</p> | |
| Governance/ Chair | <p>Clare raised the issue of the role of CELL Chair and the need for a nominated person to offer a casting vote, and to work with Clare to be a sounding board and to sign off lower level decisions. To date the role of sounding board is being offered by Sal, Guy and Rob, though Sal stated she now has considerably less time to do this. Various options were discussed including recruiting a paid Chair and the possible need for a job description. Sal thought as the Partnership only meets bi-monthly a lot could happen, so a nominated person was needed as lower level decisions sometimes needed to be made between meetings. Sal reminded everyone that it was not Clare's role to make sole decisions and it could be lonely working alone without support. Sal asked Clare to email everyone with a collated list of what the Chair's role entailed with a place in the email for feedback from members for possible chair</p> | Clare |

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| | <p>nominees.</p> <p>Clare reminded the meeting that some of the task groups have lost members, in some cases leaving only the task group leader. She suggested that going forward the task groups could meet at least quarterly and that funded projects and other relevant partners be invited to attend. It was also suggested that attendance at task group meetings could be written into future funding agreements, to allow regular updates on how the CELL funds were being spent.</p> | |
| Inviting new Partnership members | <p>There was a discussion about the need to involve more partner organisations in the Partnership, such as Bernicia or Karbon Homes. There was some discussion around what new organisations could bring, and what the Partnership could offer in return. Guy suggested there may be a budding Chair in one of the partner organisations going forward. Sal thought that leaflet drops into the new houses in Ellington in addition to the CELL Life magazine would also be helpful to get the message across to community members.</p> | |
| Consultation proposals | <p>Clare updated on the options identified via further discussions with a PHD candidate from Newcastle University.</p> <p>The installation of touch screens in venues in each of the four villages as a medium to gather information from residents about their perception of change since CELL Big Local began.</p> <p>The use of the Make A Place app that can be downloaded by residents, and used for consultation purposes.</p> <p>Group sessions which are run as a kind of game, without a facilitator leading the discussion. This is based around the group being given problems to think through and solve.</p> <p>It was felt that some of the ideas would work well with younger people, especially the apps and touch screens. Clare said as this would be done as part of current PHD research, it wouldn't be a high cost to the Partnership to explore further. The main focus of the researcher was the group work but the other ideas could work well in the background too.</p> | |
| AOB | <p>Clare showed the meeting the Cycle Route Feasibility Study which has just been received.</p> | |

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| | <p>Liz informed the Partnership that a local group was applying for Water Environment Grant funding and asked if we could give them a letter of support. Clare will do this.</p> <p>Guy asked whether anyone was attending the Big Local Connect event in London. Clare confirmed that one resident was interested in attending.</p> | <p>Clare</p> |
| <p>Close</p> | | |