



## Steering Group Meeting 16/04/15

<b>Present:</b>	Peter Crawley (Chair), James Shaw (Vice-Chair), Beverley Lamb, Donna, Lyon, Brian Cloke, Felicity Walmsley, Andrew Fielding, John Tasker, Torkel Larsen, Terry Dagnall and Nick Middleton (Minute taker)	<b>Actions</b>
1.	<p><b>Welcome and Apologies</b></p> <p>Apologies received from: David Burnby, Jayne Nendick, Jane Crossley and Richard Williman.</p>	
2.	<p><b>Minutes of the Last Meeting (19/03/15)</b></p> <p>Minutes accepted.</p>	<b>All to note</b>
3.	<p><b>Matters Arising.</b></p> <p>All agreed matters arising to be covered within agenda items.</p> <p>PC reminded members of the partnerships confidentiality policy. Highlighting the difficulty responding to recent Social Media comments that discussed topics and actions that were not agreed by the Steering Group (as further information had been requested).</p> <p>As some actions were still in SG discussion and not approved, some social media comments had to be disregarded (as a response would create further breaches of confidentiality).</p> <p>All members agreed to treat SG information as confidential and allow approved media channels to circulate agreed actions within approved minutes (minutes approved at following SG meetings).</p>	<b>All to note</b>
4.	<p><b>Finance</b></p> <p>NM gave an overview of the finance report. Room hire and Royal Mail charges now processed.</p> <p>Remaining Getting Started funds is now £10,976.60</p>	<b>All to note</b>

	<p>NM discussed sources of underspent and how the funds will be returned and added to Withernsea's Big Local allocation (therefore not taken away).</p> <p>NM advised two Community Award cheques not cleared; JS and PC to follow up with both community groups.</p>	<p><b>JS &amp; PC to action</b></p>
<p><b>5.</b></p>	<p><b>Community Plan</b></p> <p><b>a) Sea Front Written Proposal</b></p> <p>NM explained further information was requested by members at the last Steering Group meeting. As well as information to assist Local Trust to create a Grant Offer Letter. JC produced a written proposal in response to these questions, followed by a meeting with PC, AF, NM and DB.</p> <p>The meeting concluded with all questions answered and a request for JC to offer more detail within the written proposal regarding maintenance and Town Council support. A redraft of the document was then circulated prior to this meeting.</p> <p>The Steering Group discussed the written proposal and understood further detail will be provided by ERYC on a regular basis.</p> <p>There was a strong discussion regarding location and the impact on festivals/events/safety. NM advised the location had not been agreed, but a preferred area was suggested. Still requiring a public consultation before final design and location approval.</p> <p>SG Members will be involved in these discussions and can assist the plans by encouraging the public to vote on the final decision.</p> <p>Payment structure at the end of construction was agreed; meaning funds remain with Local Trust for another year (generating interest for the community).</p> <p><b>All members unanimously agreed to include this action</b> within the plan. There are still opportunities to involve the public regarding design and location of the raised seating and pavement fountains.</p> <p><b>b) Plan Approval</b></p>	<p><b>All to note</b></p> <p><b>All to note</b></p>

<p>NM received no further comments regarding profile, vision and outcomes. In terms of budget headings and values within the current document (circulated prior to the meeting); these were amended since the last meeting and requires SG full discussion.</p> <p>PC asked members if these changes were clear and values acceptable? For example Social investment Fund £20k budget for two years.</p> <p>Discussions were open and scenarios based on received ideas and funding requests discussed. It was felt the current budget was acceptable and some received ideas could be funded via the new Technical Assistant &amp; Experience Budget.</p> <p>NM explained how the Local Trusted Organisation will sign a one year Grant Offer Letter, review the plan, and contact Local Trust of any required changes. New GOL issued for second year. <b>Therefore members will have the opportunity to evaluate local need and Social Investment Fund demand.</b></p> <p>Big Local Worker was discussed and how they will be involved in subgroups, local networks, provide support to the community and the Steering Group. They will also be part of the Social Investment Mechanism. <b>Recruit process wasn't agreed</b> but could be open to freelance, employed worker or commission a group to deliver this support.</p> <p>Plan was approved unanimously; JS to publish on Website and promote via social media.</p> <p><b>C) LTO nomination process</b>  NM explained how the plan has defined actions and the Steering Group should consider what support they might need from an LTO to assist with these actions.</p> <p>NM highlighted that an LTO may require funding if they have a specific responsibility within the plan; however the LTO will also receive a 5% admin fee for managing the value of funds drawn down from Withernseas allocation. NM explained the 5% value is additional to this allocation and comes from a "central support pot of funding" managed by Local Trust.</p> <p>The £141k Sea Front proposal was discussed, 5% would be £7,050 for relatively a short piece of work. NM suggested this</p>	<p><b>All to note</b></p> <p><b>All to note and to be discussed at next meeting</b></p> <p><b>All to note &amp; JS to action</b></p>
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	<p>could be negotiated with the LTO to offer something additional? E.g. more support time?</p> <p>Considering the 2 year plan value and the proposed M&amp;A Social Investment Value; total funding for an LTO M&amp;A would be £15,155 for two years support (in addition to the Big Local Worker 2 day a week budget).</p> <p>Members asked if HEYCF had experience supporting the actions within the plan? NM advised this was possible but would require support from other partners when commissioning development work e.g. paid worker &amp; Technical Assistance Budget.</p> <p>Members agreed one LTO should provide community plan support and proposed HEYCF to take on this role; All members agreed. NM accepted and will consult Chief Executive to ensure structure is acceptable.</p>	<p><b>All to note &amp; NM to action</b></p>
<p><b>6.</b></p>	<p><b>Media &amp; Communications</b></p> <p>JS updated members on recent submitted ideas:</p> <ul style="list-style-type: none"> <li>- Shelter/cover over Valley Gardens</li> <li>- Start up support to help gain public interest to reinstate the railway line.</li> </ul> <p>Members discussed how some ideas will require major investment beyond Big Local, but could support the development of an idea with the help of the Big Local Worker.</p> <p>JS to respond to received funding requests, explaining funding criteria and process for Social Investment Fund still to be approved. E.g. employment of worker, application structure and panel assessment process.</p> <p>JS also explained the difficulties when people share ideas on social media. Asked members to encourage ideas to be formally shared via the website; thus ensuring all ideas are recorded and responded to.</p> <p>NM suggested a social media policy to help prepare consistent messages; referring comments back to the document whenever needed.</p>	<p><b>JS to action</b></p> <p><b>JS to explore policy with the help of BL Rep</b></p>
<p><b>7.</b></p>	<p><b>Social Investment Fund</b></p> <p>NM explained a separate meeting is needed and may require an</p>	

	<p>assessment panel to manage received applications. Members also suggested this should be a resident only panel, co-opting partners when specific advice is needed.</p> <p>BL, DL, TL, JS and PC expressed an interest to attend the meeting and set up assessment panel. NM proposed how the panel should only make recommendations for Steering Group consideration (ensures financial controls are in place). All agreed.</p> <p>Panel to meet on 22<sup>nd</sup> April 6pm at SHORES (NM to check room availability). Funding templates to be circulated for discussion.</p> <p>Members considered Getting Started funds, received funding requests and the restricted criteria to promote Big Local and encourage resident involvement.</p> <p>It was agreed to delegate the following powers to the new assessment panel:</p> <ul style="list-style-type: none"> <li>- Review received funding requests</li> <li>- Consider timescales and funding restrictions</li> <li>- Allocate funds to projects that will engage the wider community and promote Big Local.</li> </ul>	<p><b>All to note &amp; NM to action</b></p> <p><b>All to note</b></p>
<p><b>8.</b></p>	<p><b>Networking Events</b></p> <p>a) Local Trust Spring Event (21.4.15) JS, TL and PC to attend the event and represent the Steering Group.</p> <p>b) Local Trust Network Event (Withernsea 27.6.15) BL gave an update regarding proposed venues, refreshments and information gathering. Would like to set up a committee to assist with these duties. FW, JS, BL and DL offered support and will help plan a route.</p> <p>FW suggested contacting Pearsons regarding transport; BL to follow up quote.</p> <p>Date for committee meeting to be confirmed and local tour guide to be approached.</p> <p>c) Barrowcliff event 25.4.15 JS, TL and PC will represent Withernsea (DL to confirm subject to other commitments).</p>	

<b>9.</b>	<b>Any Other Business</b>  PC will report partnership developments and community plan at the annual parish meeting (27.4.15).	<b>All to note</b>
<b>10.</b>	<b>Next Meeting</b>  7pm Thursday 21 <sup>st</sup> May 2015.	<b>All to note</b>