



Steering Group Meeting 19th November 2015

Present:

Residents:

Peter Crawley (Chair), James Shaw (Vice-Chair) Andrew Fielding, Terry Dagnall, Torkel Larsen, Felicity Walmsley and Donna Lyon Trevor Wright.

Partners:

Nick Middleton (HEYCF/Minute Taker), David Burnby (BLR), Helen Beamount (SHOREs), Janet Murray (ERYC). Geraldine McDonald (DWP) and Tricia Read (Big Local Worker)

1.	<p>Welcome and Apologies</p> <p>Apologies received from: Richard Williman, Jayne Nendick & Jane Crossley.</p>	All to note
2.	<p>Big Local Worker Introduction</p> <p>PC welcomed everybody and introduced TR. Commented on meetings held to date and the value already demonstrated.</p> <p>NM reiterated supervision structure and how TR has a wealth of experience and would like to ensure this benefits the development of the partnership.</p> <p>DB suggested supervision/planned actions should be from the Chair and not ad-hoc; PC explained JS involvement will be incorporated.</p>	All to note
3.	<p>Minutes of the Last Meeting (15/10/15)</p> <p>Minutes correct and accepted with amendments to the attendance record.</p>	All to note
4.	<p>Matters Arising.</p> <p>To be covered within agenda; no additions reported.</p>	
5.	<p>Finance</p> <p>No further information to present however with the potential applications moving forward and a Big Local Worker now employed, monthly spending will increase.</p>	All to note

<p>6.</p>	<p>Community Plan</p> <p>a) Fountains & Raised Seating Update (inc Plant Room)</p> <p>JM circulated update report provided by Jane Crossley. Confirmed paving has been agreed and that the plant room preferred location is with the Memorial Garden Trustees; expecting final decision soon.</p> <p>PC updated members that the completion date appears to be beyond August Bank holiday; there needs to be consideration for planned Summer 2016 Events.</p> <p>All SG members discussed the potential negative impact and agreed this should be minimised within by ERYC through careful planning. Big Local should not create a negative experience for groups using the promenade. PC requested that ERYC put in writing to WBLP that no work on the promenade for the fountains would impact any summer time events.</p> <p>JM explained a Tender document would be published inviting a response that will meet these conditions; the outcome of the tendering will confirm budgets.</p> <p>SG Members agreed to closely monitor this initiative by identifying Key Performance Indicators based on the tender spec and the successful proposal.</p> <p>PC invited members to read the circulated update and respond with questions after the meeting.</p> <p>b) Big Local Worker Objectives</p> <p>TR thanked everyone for the warm welcome and invited members to contact her, as she would like to get know each member.</p> <p>TR circulated a discussion paper that outlined objectives and the need to set 6 month priorities</p> <p>AF asked NM if budgets are in place to support TR with her planned actions? NM advised a budget has been allocated and will now be firmed up now the pension contribution has been confirmed. If additional resources were required a proposal would be submitted for technical assistance.</p> <p>c) Social Investment Fund</p> <p>Seaside Radio Proposal</p> <p>NM advised Withernsea SIF Panel has now made a final recommendation to fund the full requested amount but split payments quarterly; monitored against the suggested KPI's.</p> <p>The SG members agreed to the recommendation and submit a new proposal to Local Trust.</p> <p>SHOREs Job Club</p> <p>NM had a meeting with JN and was satisfied suitable individual assessment process is in place; however he had yet to write up the meeting notes for the SG members.</p>	<p>ERYC to action</p> <p>JN to continue with update</p> <p>All to note</p> <p>NM to action</p>
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	<p>With regards to local demand for the proposal, NM will request this information from DWP; GMcD confirmed demand is there and could provide the data – NM to request this information.</p> <p>Play Action</p> <p>NM explained he had approached Groundwork to discuss finance structure; Grant or SLA. Awaiting further information but advised if SLA then invoice scheduled/evidence of work would need to be defined.</p>	<p>NM to action</p> <p>NM to follow up</p>
7.	<p>Media & Communications</p> <p>JS explained the traders meeting was cancelled due to unforeseen health problems from the organiser. Consequently missed the opportunity to promote Small Business Saturday. This will be rescheduled but with the help of TB to ensure contingencies are in place to avoid further delays.</p> <p>JS explained potential PR opportunities to promote appointment of TR and the recent awards.</p> <p>AF requested a list of organisations who have received support to date should be on the website; all agreed and JS to action.</p>	<p>JS to action</p> <p>JS to action</p>
8.	<p>AOB</p> <p>GMcD reported how her team was recognised by the regional office for the approach they are taking within Withernsea; she thanked SG members for the support.</p> <p>Members reported how the High Street Shutters (funded via ERYC High Street initiative) looked good.</p> <p>No other business discussed.</p>	<p>All to note</p> <p>All to note</p>
	<p>Next Meeting</p> <p>Due to Christmas commitments next meeting was agreed to be brought forward.</p> <p>10th December 7pm @ Shores</p>	<p>All to note</p>