



Steering Group Meeting 16th June 2016

Present:

Residents:

Peter Crawley (Chair), James Shaw (Vice-Chair), Torkel Larsen, Terry Dagnall, Felicity Walmsley, Donna Lyon, Rodger Read.

Partners:

David Burnby, (Big Local Rep), Jayne Nendick (SHoRes.) and Tricia Read (Big Local Worker/Minute Taker)

	Agenda Item	Action
1.	<p>Welcome and Apologies</p> <p>Apologies received from: Richard Willman, Dave Edwards, DWP, Andrew Fielding, Janet Murray, Jane Crossley (received after the meeting).</p> <p>The Chair welcome local resident Rodger Read to his first meeting. Expressions of interest in joining the Steering Group had been received from Ute and Geoff Pietsch, they are currently on holiday, a new member's induction will be arranged when they return.</p>	<p>All to note</p>
2	<p>Minutes of the Last Meeting held on 19th May 2016</p> <p>The Minutes of the previous meeting were accepted as a correct record.</p>	<p>All to note</p>
3.	<p>Matters Arising.</p> <p>There were no matters arising.</p>	<p>All to note</p>
4.	<p>LTO and Finance Update</p> <p>JN reported that the first payment of the Grant by Local Trust, to Shores as new LTO covered the period from December 2015 to end of March 2016 with an extension agreed to the end of the May 2016 to cover the period of the first year Plan.</p> <p>On the 19th May the total Grant for the period from June 2016 to the end of February 2017 of £290,955 was confirmed by Local Trust. The Grant includes a 5% contribution from Local Trust towards running costs and grant administration of £13,855 which is included in the overall Grant and made in three payments.</p>	<p>All to note</p>

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	<p>As requested by Withernsea Big Local the Grant has been apportioned 65% for the period from June 2016 to the end of November 2016 (£92,888.25 minus 5%, £88,465), this payment was received at the beginning of June, and 35% for the period from December 2016 to the end of May 2017 (£50,016.75 minus 5%, £47,635).</p> <p>There is a separate payment schedule, February 2017, for the seafront /fountains. The monies remain in the £1,000,000 earning interest until monies are released by submission of a project plan and budget for the seafront/fountains. There will be a final payment of (£148,050 minus 5%) when the £141,000 grant for the seafront/fountains development is paid to ERYC upon completion.</p> <p>Grant categories remain in line with those published Withernsea Plan however the “High Street Initiative” has been expanded to cover a wider area and renamed “Our Town” and the “Social Investment Fund” has been renamed “Investing in Withernsea”. The end of year budget review made the following changes to the total value of the Two Year budget in the Plan:</p> <p>Steering Group Expenses increased by £1,000 to £2,000</p> <p>Technical Assistance reduced by £20,000 to £20,000</p> <p>Media and Communications reduced by £10,000 to £10,000</p> <p>Our Town increased by £15,000 to £25,000</p> <p>Investing in Withernsea increased by £28,000 to £50,000</p> <p>These changes reflect experience during the first year spend: increased sub group/task to finish working and the Annual General Meeting, expansion of Our Town to cover a wider area than the main street and projected increased demand on Investing in Withernsea as the worker continues to support groups, project development and funding applications.</p> <p>It was noted that the “Big Local Withernsea Plan” June 2016 – May 2017 will need to be refreshed with the new budget/activity information. Before the end of this funding agreement Local Trust will require a plan review and new plan for June 2017 onwards.</p> <p>Following discussion, it was agreed that the front sheet of the Monthly Budget Report should be made public and published with the minutes.</p>	
5	<p>Social Investment Fund</p> <p>The Social Investment Fund (SIF) Panel met on 9th June and is now the “Investing in Withernsea Panel” Chaired by JS with FW as Vice Chair. Following discussion by the Steering Group the funding applications considered by the Panel were endorsed:</p> <p>Picture Boards for promenade hoardings, Phase One, £1,778</p> <p>One Step Ahead storage solution for play equipment, £800</p>	All to note

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	<p>Withernsea Play Park essential repairs and publicity for planned events, £750</p> <p>Withernsea Festivals, Music and Bike Fest Star Shade shelter, crowd barriers, road closure signs for use as a community resource, £10,857.35</p> <p>The next full meeting of the Panel will consider revised Terms of Reference to include reviewing the investment process, monitoring, evaluation, assessing and reporting on impact, lessons learned and actions identified.</p>	
6	<p>Update on Ongoing Projects</p> <p>Fountain Update from ERYC. Due to absence of ERYC officers an update was not available. PC to contact JC. (Note: an apology due to unforeseen circumstances, was received after the meeting)</p> <p>Job Club. An increased demand is being identified from young people 14 – 16 JN to raise the issue with the Youth Coalition.</p> <p>Media/Creative Hub. JN reported that work is progressing well. A Power to Change bid has been submitted. A Leader funding bid will be submitted. Increased effort is being made to secure a building. Work is being taken forward with young people at the High School engaging them in consultation about their interests and delivery of Seaside Radio projects. It was noted that the Seaside Radio/Media Hub is a member of the newly established Youth Coalition Steering Group that will develop and take forward partnership working with young people in Withernsea.</p> <p>Play Park. The next meeting of the Millennium Play Park Steering Group will be held on 21 June when Groundwork will present progress on the Master Plan.</p> <p>b. Pipeline projects</p> <p>Withernsea Indoor Market. There are fears that Withernsea will lose the local market if the site is sold and planning permission approved for change of use. JS, TR and DB met on 17 June to consider a way forward that could preserve the market for the town, secure local jobs and create a lasting legacy for the Withernsea that could be sustained beyond the 10 year Big Local programme.</p> <p>DB raised the question of where does this fit with Withernsea Big Local? It would not be appropriate to fund private business however developing a social enterprise to provide a building held in common for the people of Withernsea could be a way forward.</p> <p>DB proposed a Feasibility Study, as a basis for further development of the existing Business Plan, could be the next step, to be undertaken by a consultant with an understanding of markets and retail, legal structures and expertise in business planning who would be asked to put together a variety of options.</p> <p>Steering Group members considered the people best able to run a market are the market traders themselves however a necessary precursor to taking forward work to commission a Feasibility Study and Business Plan will be to convince Steering</p>	All to note

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	<p>Group Members that local traders want to run the market and are willing to take on the development of a new organisation and the management of the market.</p> <p>It was agreed to convene a meeting between JS, TR, DB and interested traders to explore the feasibility of them running the market by themselves and, if agreed, to draw up a specification for a tender to take this development forward.</p> <p>DB had provided TR and JS with guidance on Community Assets. This will be circulated to Steering Group members.</p> <p>Working with Withernsea High School.</p> <p>“Old School”. JS talked about his interest in a community project called ‘Old School’ aired by BBC2 and championed by the Hairy Bikers. It partners older members of the community with young people in the school community who meet for an hour every week over a school term with social and health benefits identified for both groups. JS and TR will be meeting RW at the High School in July to explore interest in developing this community project in Withernsea.</p> <p>“Buddies”. PC will be meeting with RW in June to discuss the Buddies scheme which will restart in the next academic year.</p> <p>Bowmen of Withernsea (BOW). Work on hold.</p> <p>Scout Hut. Work on hold.</p>	
7	<p>Big Local Support Update</p> <p>TR reported that work since the May meeting had focussed on completing work on SIF applications for submission to the Panel.</p> <p>TR/JS/RR and Kim Smallman, who writes funding applications for Shores, had attended Key Fund a Social Investment event held in Lincoln on 14th June. Presentations by, and round table discussions with Key Fund, Big Society Capital, The Big Lottery, Power to Change, A Community Hub had been interesting and useful.</p> <p>A second meeting of the Withernsea Big Local Funding and Forward Planning Group had been held on 14th June (PC/JS/JN/HB/TR) to share ideas about a calendar of work for the year and priority areas of work for review and/or development. The next meeting will focus on developing a draft work programme to bring to the Steering Group for discussion.</p> <p>Ideas had been recorded on post it notes and grouped together. JS had recorded the work from the flip chart and post it notes exercise on his tablet which members thought would be a useful way to record such work in future.</p> <p>The two priority areas had been identified as developing an impact and influencing strategy for Media and Communications and preparing for the AGM in August.</p>	All to note

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8	<p>Media and Communications</p> <p>JS reported that he and PC are the only members of the Steering Group taking this area of work forward, James takes responsibility for the website, Facebook, Twitter and responding to info@ correspondence and Peter leads on press releases and media contacts.</p> <p>This has been a quiet month for Media and Communications but work now needs taking forward to review and develop this area of work. John Harding, Seaside Radio has offered his assistance. TL/RR/TD to join JS and PC. AF to be asked if he wants to attend. JS to arrange a meeting.</p>	All to note
9	<p>Any Other Business</p> <p>a) Annual General Meeting. PC reminded Steering Group members that the Terms of Reference state that an Annual General Meeting. Each Annual General Meeting should be held fifteen months after the publication of the Plan to give an annual report and elect members of the Steering Group.</p> <p>DB clarified that the Terms of Reference are a voluntary agreement by the group setting out the way members will work together and there is no external requirement to hold an AGM if members decide not to.</p> <p>Following discussion all present agreed they wanted to hold an AGM, the merits of making it a positive, public information event, potentially with a theme of “Partnership” and a speaker were considered. JN/DL/FW/RR agreed to meet with PC/JS. JS to arrange a meeting.</p>	All to note
12	<p>Date and Time of Next Meeting</p> <p>The next meeting will be held at 7.00pm on Thursday 21st July 2016 at the Shores Centre.</p>	

TR/01/07/2016
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