



Steering Group Meeting 21st July 2016

Present:

Residents:

Peter Crawley (Chair), James Shaw (Vice-Chair), Torkel Larsen, Geoff Bateman, Ute Pietsch-Bateman, Donna Lyon, Andrew Fielding, Rodger Read, Terry Dagnall.

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 Williman, Felicity Walmsley, Janet Murray, Jane Crossley.</p> <p>The Chair welcome local residents Geoff and Ute Pietsch to their meeting.</p>	All to note
2	<p>Minutes of the Last Meeting held on 16th June 2016</p> <p>The Minutes of the previous meeting were accepted as a correct record.</p>	All to note
3.	<p>Matters Arising.</p> <p>There were no matters arising.</p>	All to note
4.	<p>LTO and Finance Update</p> <p>JN reported that there is an underspend of £228.28 from the previous funding period to be returned to Local Trust. Budgets are on target and all new grant approvals have been paid.</p> <p>There had been a major inaccuracy in financial reporting on the Local Trust website relating to all Big Local areas spend to date. This information has been taken down for all areas until issues with the system are resolved.</p>	All to note
5	<p>Social Investment Fund</p> <p>The Social Investment Fund (SIF) Panel met on 12th July to consider an application from Withernsea Residents Community Group. The application was approved.</p>	All to note

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	<p>The next Panel is yet to meet to consider revised Terms of Reference to include reviewing the investment process, monitoring, evaluation, assessing and reporting on impact, lessons learned and actions identified.</p>	
<p>6</p>	<p>Update on Ongoing Projects</p> <p>Fountain Update. An outline Project Plan had been received from ERYC updating Steering Group members on projected timescales for the work.</p> <p>Members discussed the history of this flagship project from initial public support to subsequent delays raising questions about the viability of the project and reflecting badly on Big Local.</p> <p>Members were disappointed that ERYC representatives had now failed to attend for four meetings and that concerns about progress, number and placement of fountains, employment of local labour and cost increases were not being addressed.</p> <p>It was agreed that PC contact ERYC and request a meeting with ERYC's project team. A task to finish group (PC, JN, AF, TD, RR) was mandated to explore concerns, clarify issues for resolution and agree questions to be put to the Project Team.</p> <p>The outcome of the joint meeting to be reported at the August Steering Group meeting.</p> <p>Job Club. On target.</p> <p>Media/Creative Hub. On target.</p> <p>Play Park. The Master Plan was presented to Millennium Play Park Steering Group on 21 June. It was well received; consultation starts on the 3 August at the Teddy bears Picnic and National Play Day event to be held at the Play Park and Hut. JN has drafted a Service Level Agreement between Withernsea Big Local and Groundworks, this will be managed by TR with accountability to the Steering Group via the Investing in Withernsea Panel.</p> <p>Picture Boards. This is a new project. Phase One, five boards, have been completed. Well done to the project team they look good and are receiving positive comments. The result of ERYC's application to Hull City of Culture for Phase Two (25 boards) is awaited. If unsuccessful a second grant application to Investing in Withernsea has been approved in principle and will be progressed.</p> <p>One Step Ahead. The group are really pleased with their storage.</p> <p>Play Park. Essential work is ongoing, over 300 volunteer hours have been given to this work. The Play park is safe, looking good and receiving excellent feedback. Well done to all concerned.</p> <p>b. Pipeline projects</p>	<p>All to note</p>

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	<p>Withernsea Indoor Market. A meeting was held on 27th June between JS, TR, DB and interested traders to explore the feasibility of them running the market by themselves. It was agreed to take this work forward. Guidance on Community Assets, to be used as this work is taken forward, has been circulated to members.</p> <p>A draft Tender has been circulated, comments received from JC and JN will be incorporated.</p> <p>Following discussion, it was agreed the Tender be advertised through Local Trust's Representatives Network (DB), Locality, ERVAS, North Bank Forum and the York Consortium (JN).</p> <p>Working with Withernsea High School.</p> <p>"Old School". JS and TR met with RW on 5th July to explore interest in developing this community project in Withernsea.</p> <p>Fencing around old tennis courts. PC had previously met with RW and discussed the possibility of Big Local supporting work on the old school tennis courts that have been used informally by the community. TR to progress.</p> <p>"A day in the Life of" this is a half day careers event in October organised by Health partners, WHS pupils may benefit from support with transport costs.</p> <p>"Buddies". PC met with RW in June to discuss the Buddies scheme which will restart in the next academic year.</p> <p>Working with Health. JS and TR attended the local Health and Education meeting on 18th July and introduced Withernsea Big Local. Potential areas for exploring added value were discussed, a joint Mental Health and The Hut project, and Diabetes prevention.</p> <p>Withernsea Festivals – Music and Bike Fest. The Star Shade will be delivered in time for the Festival. Interest in using the Star Shade has been expressed by other groups.</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 June meeting had focussed on completing work on Grant Offer Letters and Terms and Conditions for approved grant applications, work on the draft Market Tender.</p> <p>TR had met with Claire Thomas the new Funding Officer at ERVAS and also with Withernsea Wartime Experience to consider developing an application for grant funding.</p>	All to note
8	Media and Communications	All to note

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	<p>The group had met on 18th July. The website, social media and the Newsletter had been discussed.</p> <p>JS will continue to update the website and social media. The Newsletter will be published every three months with content being discussed and agreed at Steering Group meetings. To be kept under review.</p> <p>The Steering Group had previously endorsed the idea of members of the Steering Group ‘befriending’ a project, developing their understanding of the work being funded and contributing to ongoing progress reports, good news stories and building relationships. Resident members agreed to take this idea forward and volunteered as follows:</p> <p>Job Club – PC</p> <p>Media/Creative Hub – TL</p> <p>Play Park – AF</p> <p>One Step Ahead – UP</p> <p>Withernsea Festivals – DL</p> <p>Picture Boards – RR</p> <p>Investing in Withernsea Panel to discuss the role and report back to the Steering Group.</p>	
9	<p>Any Other Business</p> <p>a) Withernsea Big Local Worker working hours. JN/PC/JS/TR had met to review TR’s workload. Basic hours are 16 per week, flexi time can build up to 15 hours a month or owe 4 hours a month but must be balanced within the next month. Fluctuations in workload regularly increase hours worked during the month necessitating time to be taken back to balance hours by the end of the month. JN recommended increasing the worker’s hours to 20 hrs per week. This was agreed.</p> <p>JN/PC/JS/TR had also discussed the benefits of employing a second worker, possibly an apprentice. PC proposed unpicking the existing Job Description, reviewing how the Big Local Worker’s role has developed, the support available from the LTO and identifying any gaps or potential changes to enable effective support for the Withernsea Big Local programme. Findings and recommendations to be brought back to the Steering Group.</p> <p>b) Induction for New Members. PC/JS to arrange an induction meeting with new members.</p> <p>c) Member Update Forms. JS reminded members to complete and return the previously circulated update form with personal details and any other groups members are involved in to enable updating of paperwork held on file. The sections asking for skills and experience and any areas members would like to learn more about are not compulsory.</p>	All to note

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	<p>d) Item for Next Meeting. TL asked for time to present a new project to members at the next Steering Group meeting.</p> <p>e) Southcliffe Road Toilets. TD reported that the toilets on the South promenade are open for the season. Well done TD.</p> <p>f) Teddy Bear's Picnic 3rd August. JN advised members that the event would run from 11.00am – 3.00pm at the Play Park.</p> <p>g) Local Trust CEO Visit. PC reported that Debbie Ladd's, outgoing CEO of Local Trust would be visiting Withernsea on 3 August to meet with representatives from Withernsea and Greatfield Big Local's to discuss lessons learned from the liquidation of HEYCF.</p> <p>h) Annual General Meeting. PC/JS/JN/DL/FW/RR had met on 20th July. It was proposed to hold a Celebration Event, incorporating an AGM business meeting in early October. Steering Group members supported the idea of actively including funded groups in the event to share their experience and publicise Big Local's contribution to local activities and developments.</p> <p>The business of the AGM is clearly set out in the Terms of Reference.</p>	
12	<p>Date and Time of Next Meeting</p> <p>The next meeting will be held at 7.00pm on Thursday 18th August 2016 at the Shores Centre.</p>	

TR/12/08/2016
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