

**Sidney Sussex Community First**  
**Thursday 5<sup>th</sup> April 2012**  
**Poplar Road Fire Station, Cleethorpes**

**Meeting minutes**

**Introductions & Apologies**

**Attendees:**

John Manton (Neighbourhood Development)	<b>JM</b>	Richard Holden (Churches rep)	<b>RH</b>
Cllr Chris Shaw (Substitute for Cllr. Chase)	<b>CS</b>	Heidi Bradley (Secretary/Resident)	<b>HB</b>
Darren Linford (NW Groups/Resident)	<b>DL</b>	Vince Kelly (Cleelincs/Resident)	<b>VK</b>
Natasha Atkinson (Children & Families)	<b>NA</b>	Paul Cornell (Panel Partner/TMCA)	<b>PC</b>

**Other Attendees:**

John Shepherd (Resident)	<b>JS</b>
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**Apologies:**

Cllr Hazel Chase (Councillor/Resident)	<b>HC</b>
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DISCUSSION ITEM	ACTION
<p><b>1.0 Minutes of Last meeting and matter arising</b></p> <ul style="list-style-type: none"> <li>- Minutes agreed as true record.</li> <li>- JM confirmed he had carried out actions in relation to terms of reference.</li> <li>- JM confirmed he had circulated map with codes on, so that members could reference each area to indices of deprivation data.</li> <li>- JM confirmed that all actions in relation to ward priorities had been undertaken.</li> </ul>	
<p><b>2.0 Terms of Reference</b></p> <p>Amendments agreed and signed by all present. Absentees to sign later.</p>	
<p><b>3.0 Select Chair</b></p> <p>All voted and agreed that Darren Linford is to be Chair. Darren agreed to take up the role.</p> <p>Stand-in Chair to be decided by Panel Members, at any meeting where the Chair not present.</p>	
<p><b>4.0 Community First Tasks</b></p> <p><b>a. Identify Priorities.</b> Complete.</p> <p><b>b. Set-up email address.</b> Email address has been set up as <a href="mailto:sidneysussex@nelincs.gov.uk">sidneysussex@nelincs.gov.uk</a> All emails currently to go to JM.</p> <p><b>c. Website development.</b> Web address is <a href="http://sidneysussex.inandaround.org.uk/communityfirst">http://sidneysussex.inandaround.org.uk/communityfirst</a> JM requested that members provide the following to personalise the website;</p> <ul style="list-style-type: none"> <li>- <b>Photographs</b> that members feel represent the ward, such as football ground etc. All to send suggestions/photos to JM.</li> <li>- All to check out site and make suggestions for <b>colour scheme</b>.</li> <li>- <b>Panel Details</b> – each panel member to provide photograph and a few words with name, contact details and a brief description about the individual, i.e. why are they on the panel and who do they represent.</li> <li>- JM to arrange group photograph as part of Community First launch.</li> <li>- VK to check <b>text about Cleelincs</b>, that is already on the site and inform JM of any amendments he feels necessary.</li> </ul> <p>Other web issues;</p> <ul style="list-style-type: none"> <li>- JM informed the group that awaiting Cleelincs DVD to be added.</li> <li>- Community First Minutes and Agendas already added.</li> <li>- We need to make other ward groups aware of our site once developed and to</li> </ul>	<p><b>All</b></p> <p><b>All</b></p> <p><b>All</b></p> <p><b>JM</b></p> <p><b>VK</b></p>

<p>encourage them to post links to their own sites, to increase the value of the site, so it is recognised as a valued ward directory and resource for local people.</p> <ul style="list-style-type: none"> <li>- Initially JM to help set-up site but the long term intention that local people buy into the site to make it more interesting</li> <li>- Press articles of interest to the ward can also be linked to the site too</li> <li>- Voluntary Action to help maintain website</li> </ul> <p><b>d. Allocating Funding.</b></p> <ul style="list-style-type: none"> <li>- This financial year the panel have £28k to allocate, of which £11,000 needs to be allocated by the end of June.</li> <li>- There is a maximum of £2.5k for each application.</li> <li>- Each pound applied for needs to be matched by one or a mix of the following; volunteer time, cash, goods or services.</li> <li>- Panel members to familiarise themselves with funding criteria, as Panel will need to start allocating funding at May meeting.</li> <li>- Need to set-up launch over next couple of weeks to enable applications to be developed in time for next meeting.</li> <li>- Meeting discussed whether Panel in conflict with Cleelincs. JM explained that setting up of Panel is a pre-condition of Community First and panel members selected to represent different groups within the ward. Panel membership can be reviewed at any time.</li> </ul> <p><b>e. Community Plan.</b></p> <ul style="list-style-type: none"> <li>- JM explained that the Panel will need to develop a Community Plan by March 2013 and requested that members gave some thought prior to next meeting, of how we develop that plan.</li> </ul>	<p><b>All</b></p> <p><b>JM</b></p> <p><b>All</b></p>
<p><b>5.0 Launch – Invite applications</b></p> <p>Meeting discussed launch of Community First and the measures that need to be undertaken to ensure as many people as possible are aware of the funding within the area and to generate applications by May meeting. Suggestions on how Panel members could get messages out included;</p> <ul style="list-style-type: none"> <li>- <b>Press release and photocall</b> – JM to develop press release with Council Comms Team and to distribute for comment.</li> <li>- <b>leafleting</b> the area – although possible cost issues here. CS suggested the Cleelincs may wish to fund leaflets.</li> <li>- <b>Open Day</b> – possibly at St Aidens, probably late afternoon, early evening. JM to speak with Kate re; availability and distribute dates to members. RH suggested that centre may be available at no cost to the launch. Members to be present subject to availability to advise potential applicants.</li> <li>- <b>Posters</b> in important places such as; Children’s Centres, GTFC, McDonalds, Tesco, Doctors Surgeries, Schools, St Aiden’s, Asda Community Board. <ul style="list-style-type: none"> <li>- JM to produce posters for Panel to circulate</li> <li>- NA to circulate with Outreach Development Workers and local schools.</li> <li>- DL to distribute to NW Groups</li> <li>- All to distribute to their networks and local venues</li> </ul> </li> </ul>	<p><b>JM/All</b></p> <p><b>JM</b></p> <p><b>All</b></p> <p><b>JM</b></p> <p><b>NA</b></p> <p><b>DL</b></p> <p><b>All</b></p>
<p><b>6.0 AOB</b></p> <ul style="list-style-type: none"> <li>- VK asked whether group shouldn’t hold funding for hosting launch etc. JM explained that Community First to have provision in it for Panel Partner (YMCA) to hold a small amount of funding for expenses, and this could be explored further.</li> </ul>	<p><b>JM</b></p>
<p><b>7.0 Date and time of next meeting</b></p> <p>Thursday 3<sup>rd</sup> May 2012 at 5pm.</p>	