

Minutes of the First Steps Working Group meeting 13/10/2016

Present: Kathy Higgins (Chair), Lesley Berry, Dave Lee, Ron Ellis, Nicky Johnson, Terry Weller, Derek Weller and Sheila Taylor (Minutes).

Apologies: Cliff Green, John Orr and Rosemary Englander

1) Minutes of the meeting held on 8th September 2016

These were approved as a correct record, apart from the spelling of Rosemary.

2) Matters arising not elsewhere on the agenda

Items 3.1 - 3.6 Kevin Wilson attended the last meeting and was due to attend this meeting to report back on agreed actions but he sent Kathy his apologies. He sent a draft Concordant. Kathy will put the Concordat on the agenda for the next WG meeting. **Action Kathy**

Item 5. Sheila had returned the T-shirt money to Nicky. Rosemary gave details of how the editor's float was spent. John and Nicky have not yet approached the Juniors for the accounts. **Action John and Nicky**

Item 9 Kathy has had two meetings with the head teacher of Charles Warren Academy, Kate Holland. She suggested that some pupils form a litter picking team to work with Ron's team but, after Kathy discussed this with Ron, who raised the unsavoury nature of much of the 'litter' Kate has accepted this may not be a good idea. She offered TBRA and Residents generally, the use of the Academy's meeting room, The Link.

Dave said that Gideon is approaching the head teacher to discuss using the school's grounds for Sunday football. Ron offered to supply daffodil and tulip bulbs to the school. He also asked that Lorraine Essam of WCC be invited into the school to talk to the children. Kathy will mention both these things to the head teacher. **Action Kathy**

3) Financial report

Nicky reported that there is currently a total of £3,291.74 in the RA's bank account. This includes £500 from WCC as a grant for wood for doing up the planting boxes.

The petty cash fund started October with £639.96. A total of £503.68 has been spent on the printer and associated equipment, leaving a balance of £136.28. Nicky asked for a view on how much should be held in the petty cash fund. It was agreed to try £200 for now. Kathy suggested that the accounts should be capable of showing how each grant or other funding source is being used for its intended purpose. Nicky explained that the Excel spreadsheet shows this and we agreed the regular Financial Report should be broken down in the same way for information to the Working Group meetings.

4) Treasurer role

Since Carly's resignation, Nicky has been acting as Treasurer but she is unable to continue with this after February 2017. A number of ideas are being explored to find a replacement Treasurer. Lesley has contacted Community Action about a volunteer. She has obtained a form on which to describe what we need. Sheila

approached Milton Keynes College and a number of accountancy students have expressed an interest in acting as volunteer Treasurer. Ron pointed out that the appointment of treasurer must be made by the wider TBRA. He also thought it might be a requirement that the Treasurer lives on Tinkers bridge.

After discussion, including the possibility of dividing the role into separate Treasurer and book-keeper functions, the following action was agreed:

- **Ron will find out if the Treasurer and/or book-keeper must live on Tinkers Bridge.**
- **Kathy and Nicky will attempt to fill in the Community Action form.**
- **Sheila will contact the college students to see if they understand the role and would be interested in acting as book-keepers.**

5) Report from Grants sub-group

Sheila presented the report (attached). The following action was agreed:

£500 grant from WCC Environment Fund for timber

- **Ron will talk to John about ordering the timber, giving the receipt to Sheila and getting on with building the boxes.**
- **Terry and Derek offered to take on one of the boxes in the community garden.**
- **Dave will work with Ron on producing a map showing where all the boxes are. This can then be put in the newsletter and on the website.**

£450 grant from WCC Grant Aid for a pantomime trip (if awarded)

- **Dave will continue with identifying interest and finding people willing to help organise the event if the grant is awarded. He will also talk to April about what is involved.**

£500 grant from MKC for the Christmas party (to be applied for by 30th November)

- **Sheila will work with John to put this application together.**

Remaining £600 available from WCC grant aid

- **Ideas to be discussed at the next TBRA meeting**

Grant from Illegal Money Lending Team

- **Kathy to write to the organiser to say timescales are too tight for us this year but to ask if the grants will be available again next year.**

Consultation event in the New Year

- **Sheila to put together some ideas for an event on a Saturday in January, with food and possible entertainment. Funding for this might be the subject of an application for some of the £600 from WCC.**

6) The Bridge

Rosemary's request for stop-press items for the October edition was discussed. Kathy will let her know about the bonfire party at Charles Warren and a vote of thanks to Terry, Derek and Barbara for the work they do delivering. **Action**

Kathy

Nicky will pass on information about the Neighbourhood Plan consultation.

Action Nicky

Rosemary also asked for a discussion about the next editor of The Bridge when she gives up the role in December. After discussion, it was agreed that there are three separate functions which could be undertaken by different people:

- Author/reporter – Kathy is willing to take on this role until another person is found.
- Contacting local groups for information about their activities – Lesley is willing to do some of this
- Formatter/printer – Nicky is willing to continue doing this

Dave pointed out that the same roles are needed for the website and it was agreed that material provided by Lesley and Kathy should go in both places.

7) WCC Neighbourhood Plan

Nicky has worked with WCC to try to make tomorrow's consultation event as effective as possible. She has produced response forms which are easier to use than those proposed by WCC. They will be sent out with the newsletter.

Arrangements for collecting them and returning them to WCC were agreed.

8) Any other business

8.1 Kathy and Lesley asked if the working group meetings could be changed from a Thursday night as they both have another commitment on Thursday. The TB meeting place is not available on other evenings, except perhaps after yoga on a Monday. An alternative is to use The Link meeting room at Charles Warren Academy on a Wednesday, when there is no charge as the building is already in use. It was agreed to try this option first. The Meeting agreed to convene on Wednesdays if The Link is available. **Action Kathy to discuss with the Head Teacher to find out if the room is available on Wednesday evening at no charge.**

8.2 Dave reported that Gideon is organising a Quiz night in the meeting place on Thursday 3rd November 7-9 pm.

8.3 Dave's presentation about the website has been held over to another meeting.

The Meeting finished at 8.45pm

Date of Next Working Group meeting Wednesday 9th January 2017 at 7.00 pm in The Link. This will be confirmed by Kathy after agreement with the Head Teacher.

Next TBRA meetings 27th October and 24th November, both at 7.30 pm in the meeting place.