

Minutes of the First Steps Working Group meeting 09/11/2016

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

Apologies: Rosemary Englander

1) Minutes of the meeting held on 13th October 2016

These were approved as a correct record.

2) Matters arising not elsewhere on the agenda

Item 2.2 John and Nicky have not been able to contact the right person in the Juniors. He will try talking to the supervising adult.

Item 2.4 Dave reported that Gideon is carrying on with talks with the school about football.

Item 2.5 Kathy could not mention the offer of bulbs to the head teacher of Charles Warren Academy but the bulbs are not now available anyway.

Item 5 The Bridge Rosemary asked about producing the Bridge earlier in the month if it is now planned to produce a separate flier about the TBRA meeting each month. After discussion it was agreed not to produce this flier and to keep the publication date for the Bridge at its current date. The deadline for content to Nicky for formatting is therefore the Friday two weeks before the TBRA meeting. There was also some debate about whether a December issue is possible; Kathy and Nicky will discuss this with Rosemary. **Action Kathy and Nicky**

3) Financial report

Nicky reported that there is currently a total of £3,245.94 in the RA's bank account. The petty cash fund now stands at £192.64. There is £870.50 left in the First steps Grant, which is within the direct control of the Working Group.

There was further discussion about how to identify ring-fenced and non-ring-fenced funds. John will work with Nicky on this. **Action Nicky and John**

Thanks are due to Nicky for all the work she has done on this.

4) Treasurer role

Following the discussion at the last meeting, Ron continues to feel that the Treasurer must be a resident of Tinkers Bridge, although this is not explicitly stated in the constitution of TBRA. Sheila agreed this is the ideal arrangement but said this is not always possible. She noted that many voluntary organisations involve someone with accountancy experience from outside the organisation to help with this role.

Kathy and Nicky have not yet been able to fill in the Community Action form. Sheila e-mailed the college students to see if they understand the role and would be interested in acting as book-keepers but has not so far had a response.

5) Report from Grants sub-group

Sheila presented the report.

1. The sub-group will meet on 29th November 7.00 pm at Sheila's house. They will start to plan the January Celebration event.

2. The WCC grant for the pantomime was not awarded but Cllr Kevin Wilson gave a grant of £310 for the cost of coach so the trip can go ahead. Deanna and Cassandra are happy to help with the organisation. After discussion it was agreed to subsidise the price of tickets by £5 a head, leaving a cost to each participant of £4. It will be advertised in the Bridge, and simultaneously on our FB page and website, with 15 places reserved initially for older members of the community. Any places not used by Tinkers Bridge Residents by one week after the next TBRA meeting will be offered to other residents of Woughton.
3. The grant from MKC for the Christmas Party may not arrive in time for the necessary expenditure. It was agreed this could be taken from the first Steps grant and repaid when the money arrives from MKC. John will give Sheila information for the application. **Action John and Sheila**

6) Pipeline activities

Kathy mentioned some funding that is available for future activities involving public art. She will look into applying for this. **Action Kathy**

John said Netherfield has obtained some large grants recently. It was suggested that we ask someone from Netherfield to speak to us about this in the New Year.

Action John

7) Draft concordat

Kevin Wilson sent a draft concordat between WCC and TBRA. The meeting discussed the draft, suggesting amendments for the first part. A number of questions were asked about sections and further clarification is needed. Kathy will send these questions to Kevin. We will finish considering the draft at the next meeting. **Action Kathy**

8) Any other business

8.1 Kathy is going to the Neighbourhood Plan steering group tomorrow.

8.2 Ron and John are going to the Housing Forum meeting, also tomorrow.

8.3 John asked for someone to represent TBRA on Remembrance Day. Kathy and Nicky will go. **Action Kathy and Nicky**

8.4 Rosemary sent a message about an offer from the CAB to help residents get better deals for gas and electricity. It was suggested this might be part of the event on January 28th.

The Meeting finished at 9.00 pm

Date of Next Working Group meeting Wednesday 14th December 2017 at 7.00 pm in The Link

Next TBRA meeting 26th January 2017 at 7.30 pm in the meeting place.