

Minutes of the First Steps Working Group meeting 14/12/2016

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

Apologies: Terry Weller and Derek Weller

1) Minutes of the meeting held on 11th November 2016

These were approved as a correct record.

2) Matters arising not elsewhere on the agenda

Item 2.1 John has not yet been able to talk to the Juniors' leader, although he has established who holds their funds. He will do so as soon as possible and will also mention their participation in the Celebration Event (see item 5 of these minutes).

Item 2.2 The Bridge the December issue has been produced and is currently being printed.

Item 6 Pipeline activities Kathy made enquiries about funding for painting a mural but the process was too complex to be done in this year's timescales.

Item 7 Concordat Kathy replied to Kevin with the results of our discussion at the last meeting. We will discuss this further at our January meeting.

Item 8.3 Kathy and Nicky attended the Remembrance Day ceremony on behalf of TBRA.

3) Financial report

Kathy read Nicky's report: there is currently a total of £1985.94 in the RA's bank account. The petty cash fund has been used for printing requisites and the voucher prize for the Neighbourhood Plan consultation. It has been topped up again to £200.

As John and Nicky had not arrived by this point in the meeting there was no update on their work to identify ring-fenced and non-ring-fenced funds. **Action**

Nicky and John

Sheila reported that she and Nicky have had a meeting with Hifsa Niazi, a student at MK College who is interested in the role of volunteer book-keeper. It was agreed that Nicky will ask Hifsa to help her with preparing the financial report for the AGM, so that we can get to know each other. If appropriate, the AGM will then be asked to approve Hifsa's appointment. **Action Nicky**

4) Report from Grants sub-group

Dave reported that the pantomime trip is fully booked and paid for by Tinkers Bridge Residents, including a small number of older people. Deanna and Cassandra have been very effective organisers. Lesley will say a few words on the coach to thank them and to encourage others to follow their lead in helping to organise events. **Action Lesley**

There was a discussion about planning future activities for 2017. A review of the Action Plan will be on the agenda for our January meeting.

5) The Celebration Event Saturday 28th January

Sheila reported on this: Initial planning for this event took place at the last grants sub-group meeting on 29th November and the notes of that meeting formed the basis for further planning. A number of issues were discussed.

5.1 Food Rosemary has volunteered to co-ordinate plans for the food. She presented a short paper (attached). Her proposals were accepted. Dave mentioned the names of a number of possible helpers, including Jenny Hathaway. Rosemary will make contact with these people in discussion with Dave. **Action Rosemary and Dave**

It was agreed we need to know more about the kitchen facilities in the Meeting Place.

Ron offered to provide tea, coffee, milk and sugar. This offer was gratefully accepted. **Action Ron**

5.2 Exhibition of photos and other items about the history of Tinkers

Bridge/photograph competition This was suggested at the grants sub-group but no co-ordinator was named. Nicky will

It was also suggested that the items submitted for the exhibition should form the basis of an archive but more work needs to be done on this after the event.

5.3 Young people's activities Cheryl Price has been approached and is willing to organise activities for younger children (approx. age 5-10). Sheila will get back to Cheryl to confirm this offer is accepted and to discuss what space and budget will be needed. **Action Sheila**

There is no plan yet for activities for older children. WCC has offered the services of its Youth Officer, Tash Darling. Sheila will contact her. John will also mention this when he talks to the leader of the Juniors (see item 2.1 above). **Action Sheila and John**

5.4 Displays Dave, John and Cliff have volunteered to co-ordinate the displays. Dave pointed out that we will need to use the available space very carefully to contain all of the activities that we are planning. He will look into buying display boards. He is also negotiating to borrow a large screen to show videos and the website. WCC has offered to laminate documents for us. **Action Dave**

5.5 Big Energy Saving Network This CAB-hosted initiative aims to help people save money on energy bills. They have been approached and are willing to provide this service at the event. They have sent a draft flier which can be used as part of the publicity for the event. Sheila will contact them with further details for the flier. **Action Sheila**

5.6 Visitors/guests A number of names were mentioned at the last meeting. Sheila has invited Yvonne Field who has agreed to attend and say a few words to open the event. Sheila also contacted the agents of Greg Rutherford and Nadiya Hussain but they are not able to attend. She was not able to find an e-mail address for David Stabler. Nicky and/or Dave will supply this and Sheila will write to him. **Action Nicky, Dave, Sheila**

5.7 Films to be shown after lunch At the grants sub-group two films were suggested; the documentary “The Estate We’re In” and the short film “3 Curly Wurlies and 106 Roundabouts” about the history of Milton Keynes. On discussion, it was felt that “The Estate We’re In” would be too long to show in full. Instead, Dave will look into having all or part of it showing on the screen or on the website. **Action Dave**

Other possible activities for after lunch are to show a different film, to move children’s activities to the afternoon or to ask Yvonne Field to lead a discussion. This will be discussed further at the next meeting to plan the event.

5.8 Publicity Nicky agreed to co-ordinate publicity. This will be via The Bridge, the website, Facebook and possibly a separate flier. Sheila asked that all publicity includes the WCC logo and acknowledges their grant. **Action Nicky**

5.9 Budget We have been awarded a grant of £350 from WCC made up as follows: £100 for display boards, £200 for food and £50 for sundries. It was agreed to supplement this with up to £150 from the remaining First Steps Grant. Rosemary will consider, with help from Jenny, what budget is needed for food.

Action Rosemary

Sheila will talk to Cheryl about the budget needed for crafts for the children’s activities. **Action Sheila**

In order to maintain control of the budget, Sheila asked that no expenditure is incurred without consultation with her and Nicky. Receipts will be needed for all purchases. **Action all**

5.10 Planning meetings These will be held from 8-9 pm on Monday 19th December and Monday 9th January in the Meeting Place after the yoga class. Sheila will book this venue. **Action Sheila**

5.11 Kathy asked what are the exact aims for the day. It was agreed that the aim is to encourage more active participation in Tinkers Bridge community life and to recruit people willing to be event coordinators.

6) Any Other Business

6.1 Dave has received a request from Samantha Snelus for photos of our activities to go in the MKC Residents’ Involvement newsletter. She particularly mentioned the children’s Christmas party. Dave pointed out we will also need good quality photos for other events for the Celebration Event and other purposes. There was a discussion about how to ensure no Child Protection or Data Protection rules are breached in the publication of photos. Dave will investigate. **Action Dave**

6.2 Sheila suggested we should discuss the AGM next time and this was agreed.

The Meeting finished at 8.40 pm

Date of Next Working Group meeting Wednesday 11th January 2017 at 7.00 pm in The Link

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