

Minutes of the First Steps Working Group meeting 11/01/2017

Present: Kathy Higgins (Chair), John Orr, Dave Lee, Ron Ellis, Nicky Johnson, Cliff Green and Sheila Taylor (Minutes).

Apologies: Lesley Berry, Rosemary Englander, Terry Weller and Derek Weller

1) Minutes of the meeting held on 14th December 2016

These were approved as a correct record, proposed by Ron and seconded by Kathy.

Kathy began the meeting by reminding the meeting that Rosemary has stepped down from editing The Bridge and expressed warm thanks to her for initiating and editing the Bridge in 2016. She also thanked Nicky for formatting and printing recent editions. The Meeting agreed on how well The Bridge has been received all year under Rosemary's editorship.

2) Matters arising not elsewhere on the agenda

Item 2.1 John has talked to the adult whom he thought was responsible for the Juniors but has been advised to speak to the current chair, who is now over 18. It was agreed this needs further thought. John should carry on trying to make contact with the Juniors. **Action John**

Item 3 Nicky did not identify any further ring-fenced funding. There is some difficulty in understanding what is and is not 'ring-fenced'. After discussion it was agreed Nicky, John, Ron and Kathy would meet to review this so that the Financial Report can be submitted each month in a format so that we can understand what monies are committed and what monies are available for spending on ad hoc activities. **Action Nicky, John, Ron and Kathy**

Item 4 Lesley was not able to go to the pantomime but Dave made the speech thanking the organisers on her behalf.

3) Financial report

There was no formal presentation of a financial statement but Nicky reported that there is currently a total of £1,858.94 in the RA's bank account. There is £437.44 in the petty cash fund including ticket sales for the pantomime. Nicky also said that Hifsa, the volunteer book-keeper, has been busy with exams but is now available to help with the preparations for the financial report for the AGM. The Financial Report will be a staple item on each meeting agenda. (See Item 3 above). **Action Nicky**

4) Report from Grants sub-group

Sheila presented a report which was almost entirely about preparations for the Celebration Event on 28th January. The following was agreed:

- A draft timetable has been produced with displays and activities from 11-1. Lunch will be staggered from 12.30-2.15. In the afternoon from 2.30 the displays will still be available and the activities will be geared towards children and young people. The event will finish at 4.

- Rosemary has explored a number of options for food in discussion with April. It does not seem practical to have hot food when there is not room for everyone to sit down. It was agreed to go for hot soup, homemade if possible, with sandwiches and finger food. **Action Rosemary**
- David Humphries has advertised the photo competition on Facebook. Entries are coming to Nicky (only one so far). Nicky will make sure the entries go to Dave for display on the day. Ron volunteered to be a judge and it may be that Yvonne would be another. **Action Nicky and Ron**
- Cheryl Price is organising activities for younger children and there will be a pool table for the older children. Sheila has asked Yvonne Field to lead a discussion with them but has not so far received a reply. Kathy has asked the head teacher of Charles Warren Academy to publicise the event and Sheila will ask Cheryl to do the same. Tash Darling, youth officer of WCC, has suggested we visit the Youth Group that meets on Wednesday nights. Sheila will do this with John and/or Dave. John will talk to the leader of the Juniors, who may be willing to organise an activity if Yvonne cannot help. **Action, Sheila, John and Dave**
- Dave has produced a plan for displays. He needs more photos. **Action All** A key activity to be generated by the displays is that people will give ideas about what should be done and what they are willing to do to help. Kathy suggested flipcharts paper and pens for ideas. Sheila has these from previous events. **Action Sheila** It is also an opportunity to publicise the AGM in February and to find any volunteers for the committee. Dave will let Nicky know what needs to be printed for the displays by the weekend before the event. **Action Dave**
- The CAB Big Energy Network has produced a flier about their service and 350 copies will be delivered to Nicky to go out with the newsletter. A problem has arisen in that WCC have stopped providing Wi-Fi at the Meeting Place. Dave will investigate alternatives. **Action Dave**
- Publicity will include the Bridge, Facebook and the website. A separate flier/poster will be produced for near the time of the event. **Action Nicky**
- After discussion it was agreed to increase the budget for the event to £650, i.e. up to £300 from the First Steps grant in addition to £350 from WCC. This may not all be needed as the food may be cheaper than initially planned. To save on costs one display board will be purchased and a second borrowed.
- There will be another planning meeting for the event on Monday 23rd January at 8pm at Cliff's house, 1 Holmfield.

5) Draft Local Agreement

Kathy led a discussion on the remainder of the draft "Concordat" produced by Kevin Wilson, including comments from Nicky and from Kevin himself following our first discussion at the November meeting. Kathy will send round a draft of the final response to Kevin. **Action Kathy**

6) Action Plan

Dave produced an update on the Action Plan. It was meant to be discussed at the meeting but there was no time. He will send it round. It will be used on the display at the Celebration Event. A separate flip chart page will request people to add ideas for possible activities/projects for 2017. **Action Dave**

The Meeting finished at 9.00 pm

Date of Next Working Group meeting Wednesday 8th February 2017 at 7.00 pm in The Link

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