

Minutes of the First Steps Working Group meeting 09/05/2019

Present: Lesley Berry (Chair), Dave Lee, Cliff Green, Derek Weller, Terry Weller, Kathy Higgins and Sheila Taylor (minutes).

Apologies: Dave Boatwright, John Orr, Mavis Boatwright, Rosemary Englander and Ron Ellis

1) Minutes of the meeting held on 11/04/2019

These were accepted by those present.

2) Matters arising not elsewhere on the agenda

- Lesley has not yet seen Barbara about joining the Regeneration sub-group of TBRA, but she will do so. **Action Lesley**

3) Financial report

Mavis was not present. Sheila brought her comments on the accounts for the month ending 30/04/2019:

- The bank balance at the end of April was £2044.37, with £94.27 in petty cash.
- Expenditure during the month included £664.90 for printer ink. Dave L mentioned that it had been agreed £700 from the general fund to the Printing column. Sheila will ask Mavis to amend this. **Action Sheila and Mavis**
- John has not yet presented the cheque for the expenses of the Christmas party. Sheila will ask him to do this. She will also remind him about the outstanding receipt for £20 for the same event. **Action Sheila and John**

4) Grants update

- Sheila reported that she has made an application to WCC for a grant towards the cost of a coach for a seaside trip. As there has not yet been a definite decision about a destination for this trip, she applied based on quotes for Hunstanton. If the application is successful and a different destination is eventually chosen, it may be necessary either to subsidise with a small grant from the general fund or to pay some money back to WCC.
- There has been no further information about the agreement between WCC and RAs, which has some implications for grants. Sheila will check on this with John, who is now our representative on WCC. **Action Sheila**

5) Healthcheck

The application form for a grant from MKC for the general running of TBRA (the "Healthcheck" process) was completed from a draft already started by Dave L. The final version that was submitted on 17th May is attached to these minutes.

6) Regeneration and RORE

- The Big Conversation – the next workshop will be on 24th May at a time and venue to be announced. Parish and Ward Councillors will be invited. There will be a planning meeting for the event.
- There was a RORE meeting on 3rd May where it was announced that Chris Williams is withdrawing from his role of advisor to RORE. Phil Gerrella will be taking on this role.

7) The Bridge

The following items were put forward for the May edition:

- Choice of a venue for the seaside trip

- Canvassing interest in a keep fit group, using wording from Rosemary's post on Facebook
- Lesley's proposal of a sports day as a summer activity
- Fly tipping photos
- A report on the Easter event
- The swan diaries
- A recipe if possible

Kathy will discuss these suggestions with Sarah **Action Kathy**

Dates for the May edition are:

- May 24th all copy to Sarah
- May 27th to Cliff for printing, Dave for the website and Ron for distribution

Action Sarah, Cliff, Dave and Ron

8) Welcome Pack

Sheila has now taken over from Rosemary the co-ordination of the Welcome Pack. She brought along a mocked-up copy and this was generally well received. Kathy suggested some minor amendments. The outstanding work to be done before the pack can be printed includes:

- The inclusion of some more photos taken by Derek at Rosemary's request. Sheila will pass these photos on to Sian.
- The creation of an index, which Rosemary will do.
- Working out how to number the pages within each section, as this is not straightforward from the way the pack has been designed.
- After these items have been included by Sian, Sheila, Dave L and Cliff will consider how to produce the final version of the pack.

Action Sheila, Rosemary, Dave L and Cliff

9) Any Other Business

- Terry and Derek have their DBS documents ready, so Sheila will now arrange to go with them to the Play Association to apply for their certificates. **Action Sheila, Terry and Derek**
- Dave L said that MKC has alerted RAs to an NHS review workshop on 21st May 9.30 to 1. Lesley will attend. **Action Lesley**
- Dave L also reported on an email from MKC about new funding available from The England Illegal Money Lending Team to be used to benefit local communities.

10) Forthcoming meetings

May

Tue 14 9:30-10:30 Tenants annual report workshop

Wed 15 19:30 MKC Cabinet meeting – set up the new administration

Fri 24 Big Conversation workshop

Thu 30 19:30 TBRA meeting

Fri 31 9:30-10:30 Tenants annual report workshop

June

Tue 4 18:30 MKC cabinet meeting

Fri 7 19:00 RoRE general meeting

Thu 13 19:00 Working Group meeting

Wed 19 19:30 MKC full council

Thu 27 18.15 Regeneration sub-committee

Thu 27 19.30 TBRA meeting

The meeting ended with a minute's silence in memory of Councillor Kevin Wilson, who has died recently.