

Darfield Community Association
Committee Meeting Minutes - 19th May 2003

8.	Sub Committee Reports	
8a)	Steering Group	
	<p>The Development day at Northern College has been undertaken which was very successful. Information has been generated to enable a 12 month action plan to be formulated which covers the administration and co-operation aspects of the Association which would ensure that they enable the activities which are defined by the community audit and community plan to be undertaken efficiently and with a minimum of delay.</p> <p>VAB is collating the information for the initial action plan document from the development day on our behalf.</p> <p>Urgent actions are required which are as the distributed sheet, which will be covered by the working group on the 20th May 2003 6:30pm Darfield OAP Centre.</p>	
8b)	Health	
	Not Active	
8c)	Environment	
	Not Active	
8d)	Park Management	
	Not Active	
8e)	Community Safety Group	
	<p>Darfield Against Crime - Public Meeting 29th May 2003–Darfield Parish Hall 7pm. Request 2 members from this group to attend plus the Participation Officer. All other members are welcome.</p> <p>They are continuing collecting Questionnaires from Darfield residents.</p>	Robin Bates & Glenda Sheppard
8f)	Education	
	Refer to 7C	
8g)	Publicity	
	<p>Several Logo designs have been produced which those who are interested indicated there choice for formal acceptance at the AGM. Stationary to be ordered after AGM has accepted name and logo.</p> <p>Newsletter has been produced in draft form, it is urgently awaiting the mini questionnaire</p>	R Bates
8h)	Darfield Gala	
	<p>Gala Committee Meeting Date arranged for May 27^h 7pm– Darfield Village Club.</p> <p>Letters have been sent to Police & Fire Service. Gala Sub Group coming along – 19 Applications for stalls forms the Base for starting for next Gala. Bouncy Castle & Slide Booked, Karate Demo.</p>	
8i)	Neighbourhood Plan	
	No Action at this time awaiting outcome of community audit.	
8j)	Youth Group	
	No Representation at Meeting	
9)	Premises for Workers	
	An agreement has been reached to allow the office space within the Darfield OAP Centre to be set up and operated. The workers now have a key for access.	
10)	Community Audit	
	<p>An introduction to the audit was given by Sean Brady of Clearview Consultants. 1st door step interviews should commence 9th June 2003.</p> <p>Response from advert for researchers - 11 people – 9 applications promised – 6 received. Training day on 4th /5th /6th June for those not experienced who are accepted.</p> <p>Selection of interviewees. Scientific sample based on electoral register, random sample. Designated Pioneer Area within Darfield – every 7/8th name Rest of Darfield – every 30th name.</p> <p>Completion now envisaged by middle August. All researchers to be provided with Photographic Identification Badges Police to be informed of proposed activities and liased with by Clearview.</p> <p>Councillor Fisher stated that the activities that the group is to undertake should come out of</p>	

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	the Mesh of Community Audit and Community Plan.	
11)	AGM Arrangements / Clarification and Adherence to Constitution AGM is to be held Monday 2 nd June. Venue confirmed as Darfield Parish Hall. 7pm 21 day notice to members of AGM already issued with previous minutes. Constitution development session at OAP Centre 20 th May 2003 @ 6:30. Posters produced for AGM and will be displayed.	
12)	Any Other Business No Other Business	
13)	Date and Venue of Next Meeting AGM for All Members 2 nd June 2003, 7pm, Darfield Parish Hall, 7pm Executive Committee Meeting - 30 th June 2003. 7pm DARFIELD OAP CENTRE.	

Accepted as a true record

Signature

Chairperson.

Date

Enclosures

AGM Agenda & Nomination,
 Pioneer Team report
 Finance Report.

Pioneer Team –progress report: 19/05/03

Community Participation Worker

Meeting People

Much of the first three weeks has been spent getting to know people and groups in the area. I have been visiting groups and offering support to them on a wide range of issues – from writing funding bids to helping with consultation.

Gala

I am currently working with the Gala Committee. Spending time going out to see groups and encourage them to attend the Gala.

Group Work

Blue Bell pre-school – Helping with organisation of fun day. Working with the group and the Pre-School Learning Alliance to look at ways to take the project forward. The main problem at the moment is lack of a suitable venue. Have also written up a short report for the group based on some of the groups consultation – this should help the group with funding applications later on.

Low Valley Mother and Toddler – Looking at ways in which this organisation can be taken forward. Have identified the need for the group to develop a code of conduct and undertake some management training. Will be delivering this in partnership with the Pre-school Learning Alliance.

Community audit

Sandra and I have been working closely with Sean Brady of Clearview consultants to ensure that he has a good overview of activity in Darfield. Also working with Sean to develop the questionnaire.

Administration Worker

Office

Getting quotes and ordering furniture for the new office.

Procedures

Setting up procedures for payment of invoices, ordering equipment etc.

Newsletter

Gathering information and putting it in to the first edition of the DCA Newsletter.

AGM

Producing posters and contacting local media in reference to the AGM.

Gala

Designing and producing posters for the Gala.

Bluebell pre – school

Designed and produced letterheads for this group.

Date: 21/05/2003
 Time: 22:20:27

Darfield Community Association Allocation Report

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Allocation Number		Allocation Name					Credit	Debit	Net Amnt
No	Tp	Account	RefN/C	Date	Inv Ref	Details			
1		General Funds							
2	BF	1200	4000	01/04/2003	B/FWD	General Funds	716.00		716.00
Sub Total							<u>716.00</u>		<u>716.00</u>
2		Forum Grant - Admin Expenses							
1	BF	1200	4001	01/04/2003	B/FWD	Area Forum - Admin Expenses	133.00		133.00
Sub Total							<u>133.00</u>		<u>133.00</u>
6		VAS - Community Audit							
3	SI	CV001	4001	01/04/2003	1	Community Audit Grant	11,664.00		11,664.00
6	SI	CV001	4001	19/04/2003	2	Community Audit Payment 2	9,766.00		9,766.00
13	PI	SC002	5001	14/05/2003		Audit - 25%		5,357.41	-5,357.41
Sub Total							<u>21,430.00</u>	<u>5,357.41</u>	<u>16,072.59</u>
7		VAS - Publicity							
8	SI	CV001	4001	29/04/2003	3	BC028 Community Chest App	4,700.00		4,700.00
Sub Total							<u>4,700.00</u>		<u>4,700.00</u>
8		Gala - 2003							
10	BF	1200	4000	29/04/2003		M J & C Empsall	5.00		5.00
11	BF	1200	4000	02/05/2003		Multiple Sclerosis Society	5.00		5.00
12	BF	1200	4000	10/05/2003		Sandhill Pop in Club	10.00		10.00
Sub Total							<u>20.00</u>		<u>20.00</u>
Grand Total							<u>26,999.00</u>	<u>5,357.41</u>	<u>21,641.59</u>

Darfield Community Association
Agenda
30th June 2003
Darfield OAP Centre
Commencing 7pm

- | | |
|-----------|---|
| Item | Agenda |
| 1. | Present |
| 2. | Apologies for Absence |
| 3. | Review and Approval of the Previous Minutes 31st March 2003 |
| 4. | Matters Requiring Action from AGM 2nd June 2003. |
| 5. | Matters Arising not covered elsewhere in the Agenda. |
| 6. | Correspondence |
| 7. | Finance |
| 7a | Report |
| 7b | Legal |
| 7c | Funding Issues. |
| 8. | Activity Area Reports |
| 8a | Steering Group |
| 8b | Health |
| 8c | Education |
| 8d | Community Safety |
| 8e | Environment |
| 8f | Publicity |
| 8g | Darfield Gala |
| 8h | Community Audit & Neighbourhood Plan |
| 8i | Youth Group |
| 8j | Park Management |
| 9 | Community Audit |
| 10 | Any Other Business |
| 11 | Date and Venue of Next Meeting |

Darfield Community Association

Annual General Meeting

2nd June 2003

Agenda

- Ratification of Name Change
- Acceptance of Constitution
- Report from the Chair
- Report from the Treasurer
- Report from the Secretary
- Election of Officers
- Election of Executive Committee
- The Darfield Vision.
- Chairpersons Closing Comments.

In line with the constitution of the Association those members present at the AGM will have the opportunity to elect the Executive Committee of up to 12 members

Requests are made to all persons and organisations resident, based or with a vested interest in Darfield that if they wish to be considered for election could they please complete the attached tear off slip and return to the secretary no later than 30th May 2003.

Please complete and return to

The Secretary, Darfield Community Association c/o, 15 Springbank, Darfield, Barnsley, S73 9LF

As a person or organisation resident, based or with a vested interest in Darfield and knowing of no lawful impediment to my nomination I wish to stand for nomination to the following post/s on the Executive Committee of the Darfield Community Association.

Chairperson

Secretary

Treasurer

Committee Member

Name or Organisation

Address

Telephone Number