



## Executive Committee Meeting Minutes - 18<sup>th</sup> August 2003

Item	Agenda	Action
<b>1.</b>	<p><b>Present – Executive Committee Members – with Voting Rights.</b>            Glenda Sheppard – Chairperson    Carmen Hancock Jones-Secretary            Keith A Bird                            Beverley Buxton                            Maria Kelk            Christine Lyons                        Michelle Marsh                            Eileen Needham            George H Needham                    Colleen Studd</p> <p><b>Present – Members &amp; Associate Members – Without Voting Rights</b>            Scot Mathewman                        Andrew Glover                            Deborah Netherwood.            Mike Andrews                            Sandra Greatorex            Cllr Fisher                                Amanda Bradshaw                        Cherry Daniels VAS            Cllr Dixon</p>	
<b>2.</b>	<b>Apologies for Absence</b> Chris Bramall	
<b>3.</b>	<b>Review and Approval of the Previous Minutes 30<sup>th</sup> June 2003</b> Approval proposed by Maria Kelk. Approval Seconded by Colleen Studd	
<b>4.</b>	<b>Matters Arising not covered elsewhere in the Agenda.</b> None	
<b>5.</b>	<b>Correspondence</b> We have received Letter from VAS regarding the under spend on the HLC project, ASAP decision regarding this to be taken. A Letter was received from PC Steve Bray regarding not been able to attend Community Audit Leaflets on Conference for Tackling Debt & Extortionate Credit. Info regarding Barnsley Refugee Support Group.	
<b>6.</b>	<b>Finance Report</b>	
<b>6a</b>	<b>Report</b> In the absence of the Treasurer a written report was handed out for group information C Hancock-Jones has obtained invoice from St John's.	
<b>6b</b>	<b>Legal</b> <i>No further information provided regarding Insurance for the association, (i.e. liability, public, employers, indemnity, equipment, etc) Isobel Harris still working with Cllr Dixon &amp; BMBC legal to ensure correct insurance to cover group activities.</i> Cllr Dixon reported that insurance had been taken out by V4 at a premium of approximately £700 per annum for public liability and employers insurance.	<i>Isobel Harris (5th Iteration)</i>
<b>6c</b>	<b>Funding Issues.</b> <b>Under spend.</b> As per letter from VAS, a discussion was held regarding same with various option discussed, Cllr Fisher felt that more figures in relationship to health matter needed pursuing and suggested the under spend be spent on pursuing this from the PCT. Sandra Greatorex stated that Shaun Brady is still pursuing these figures. Glenda Sheppard suggested that a Debt councillor/welfare rights person be sought. This was rejected by VAS as they felt it was not appropriate from this funding. Andrew Glover thought that there may be some issues on Community Safety we could meet, but it was decided by the group that as the new Impact teams initiative, is to begin in Nov 03 we should see how the multi-agency initiative will work.  Keith Bird proposed a Sports development worker this was seconded by Cllr Dixon, the whole group agreed that this would be the best idea for the under spend. Sandra Greatorex will prepare the job description, Specimen advertisement, and co-ordinate release, Short listing and interview date with the chair.  Glenda Sheppard has contact Les Asquith of Global Grant Fund regarding funding, this is key funding up to £10,000, an advisor will contact us to discuss an application which could possibly be used for the Development of the youth group.  Glenda as also contacted TSB they have a small community fund, it is hoped we will obtain some of this. Carmen and Glenda are in the process of writing a bid for the Christmas Festival, to feed this through V4 to Pioneer funding.	



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<b>7.</b>	<b>Activity Area Reports</b>	
<b>7a)</b>	<b>Executive Committee.</b>	
	<p>Community Audit: - The community Audit as been forward to us in a draft format and distributed to all Executive members. Please read, digest for the end of August Shaun has made a request for any comments on the audit to be put in writing and handed in to the Office on Illsley Rd, where Andrew will gather them all together.</p> <p>Glenda will obtain copy of existing projects form V4 concerning Darfield, to compare with Darfield community audit. It was also discussed that all appropriate services be asked to a workshop that will be held to obtain their commitment serving in a timely and honourable fashion the community of Darfield. Shaun will arrange this with Sandra.</p> <p>It was suggested that a day be set to one side for the Development of the Community Plan. Date to be arranged.</p>	<p>AGlover</p> <p>S Greatorex. S Brady</p> <p>G Sheppard. S Greatorex</p>
<b>7b)</b>	<b>Steering Group</b>	
	<p>A discussion was held on the day-to-day management of the workers in our Darfield Office, it was suggested that a small steering group be put together for this purpose. Sandra Greatorex will organise a training day to ensure that the steering group as the required information to do this.</p> <p>Glenda needs to confirm whether a steering group has been put together by the V4/Mr Bates for the HLC and if so who and what format this has taken.</p>	<p>S Greatorex</p> <p>G Sheppard</p>
<b>7c)</b>	<b>Community Safety Group</b>	
	<p>It was report by Maria kelk that she had received some complaints, which she has passed on to the police. Carmen stated that she had completed the applications to join the community safety forum and send them.</p>	
<b>7d)</b>	<b>Education</b>	
	<p>Amanda reported that Spanish for beginners and Aromatherapy classes are in the process of being set up and will commence in September 03. BMBC are continuing with their computer classes.</p> <p>She also reported that with her post an admin worker will be supplied, this would be for 14hours per week, anyone with experience to obtain application form and job description from Illsley Rd.</p> <p>Amanda and Marion Horton, is in the process of setting up a drop in session for the women of Darfield, entitled Women Past, present and future. This will take place on Thursday 25<sup>th</sup> Sept 03. No location specified. Carmen requested publicity should go out for this ASAP, as it was felt that the event that took place, to day at the Methodist chapel did not give enough notice to the community.</p>	
<b>7e)</b>	<b>Events &amp; Fundraising</b>	
	<p>Fashion show still to be arranged when a venue as been found.</p> <p>Christmas Event meeting to be arranged and date forward to all interested parties.</p> <p>A special thank you for there hard work and effort was given to Beverly Buxton and Tracy Bramall from the chair, due to all their hard work in preparing and running the Teddy Bears Picnic.</p>	
<b>7f)</b>	<b>Community Participation</b>	
	<p>A report from the Andrew Glover – Participation Worker was provide as follows</p> <ul style="list-style-type: none"> <li>• Summer Activities project commenced on 11<sup>th</sup> August 03, there have been approx 20-25 participants at every session.</li> <li>• Bowling this as been well attended and coaching for this as been offered by Darfield Bowling Club</li> <li>• Teddy Bears Picnic 6<sup>th</sup> August 03 there was 100+ children and very good feed back from the community on this event</li> <li>• Netwars 14<sup>th</sup> August 03, was well received by the children who went, but there was a lower than expected turn out for this event.</li> </ul> <p>CLlr Dixon Commented on the fact he felt the event would have been better attended if Danielle the youth representative had taken it to the speak easy, and asked when events like this take place, would we please inform the youth council, as they are very good at making things known.</p>	



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- Andrew has meet with Mike Andrews and Paul Varney regarding the redevelopment of Darfield Park they explained the process and likely timescales, confirmation that the park can go ahead should be granted by the end of the year. We will then hold an other consultation with the community regarding contents of the park

Discussion was held regarding needs of the community and if their wishes would be listen to, it was stated that no official plans have been approved by the BMBC regarding the park. The school are waiting to hear if there bid has been successful for Astroturf area the are planning on. Mike Andrews stated that a survey had taken place in 2002, and he was prepared to undertake, presentation of findings and proposed ideas at out next meeting.

- Intermediate Labour Market Worker/Office Volunteer.

We have a volunteer to work in the office for 2 days per week. To assist in covering the times when Deborah in not working, Monica Gough will be starting on 16<sup>th</sup> September and will be working along side Deborah for the first couple of weeks.

- Volunteer time sheets

All volunteer time needs to be put on the time sheets for any work carried out on behalf of DCA, this is so we can use the volunteer time as 'Match funding' for future funding applications Please find attached time sheets with these minutes

- Newsletter Can Items for the news letter please be send to Deborah by the 28<sup>th</sup> August 03

#### 7g) Health

The Health Improvement Worker was not present at the meeting and no apologies were received.

Sandra Greatorex gave a brief description on the Health Improvement worker, Participation worker and administration officer's rolls and outputs. She also presented a spreadsheet giving a breakdown on the Healthy Living Centre until June 2004, when the funding will change to NOF.

Cherry Daniels stated, It is not appropriate for the HIW line manager to be out of our community group. Mr Bates should not manage the worker, as he is no longer on the management committee. She also stated that she thought technically V4 could already be in breach of the funding regulations by letting this happen. As it was made clear the worker is for the pioneer areas of Darfield, and must be lead by DCA.

Glenda Sheppard said, that in Mr Bates letter of resignation from the management committee of DCA he had said, that he had agreed with Dorothy Higginbottom the chair of V4 that he would continue to take the lead on the Healthy Living Centre and line manage the workers in order to see that project to a successful conclusion.

Mike Andrews, Cherry Daniels felt that as there are a lot of issues to resolve regarding the HIW management, her objectives and rolls, we should arrange a meeting with Pioneer group VAB, PCT, V4 and DCA, to look at the needs with clear framework for the Darfield area. The Steering group should have 2 members of the DCA (as per the requirements of VAB) they will take the lead on the HIW, the remainder of the Steering group should be comprised of Possibly Tim Brown of the PCT and other individuals / organisations that are involved with Darfield Community daily.

#### 7h) Youth Group

The inaugural meeting of the Youth Group had to be rearranged due to our special meeting . New date and time will be forwarded to all concerned.

A Glover

#### 7i) Other

None



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<b>8)</b>	<p><b>Any Other Business</b>  Carmen asked that all apologies for meetings be given to her directly. Contact 759660 or 07884 310189.</p> <p>Carmen reported Andrew Nichols has missed 3 meetings, so as per our constitution this matter needs addressing.</p> <p>Maria Kelk proposed that at this point in time no other committee member should be voted on to executive until we feel established as a committee. Beverly Buxton seconded this. The rest of the committee agreed.</p>	C Hancock-Jones
<b>9)</b>	<p><b>Date and Venue of Next Meetings</b>  Executive Committee Meeting –  Date and Venue to be decided on, as we need a permanent home. Letter to be forward to all regarding this.</p>	A Glover.