



Executive Committee Meeting Minutes - 30th June 2003

Item	Agenda	Action
1.	<p>Present – Executive Committee Members – with Voting Rights. Glenda Sheppard – Chairperson Carmen Hancock Jones-Secretary Chris Bramall - Treasurer Keith A Bird Beverley Buxton Maria Kelk Christine Lyons George H Needham</p> <p>Present – Members & Associate Members – Without Voting Rights Isobel Harris Andrew Glover Sandra Greatorex Deborah Netherwood Amanda Bradshaw Gillian Bates</p>	
2.	Apologies for Absence Colleen Stud, Cllr Dixon	
3.	Review and Approval of the Previous Minutes 19th May 2003 Approval proposed by Maria Kelk. Approval Seconded by Carmen Hancock Jones	
4.	Matters Arising not covered elsewhere in the Agenda. George Needham raised concerns over scheduling of the previous meeting in May and the relocation to the Methodist Church at short notice. It was agreed that a judgement call had been made By Glenda acting on behalf of the Chair to facilitate both meetings being able to take place. V4 had funded the alternate venue.	
5.	<p>Correspondence Mr R Bates – 25th May 2003 - Resignation Darfield Community Centre Management Committee – Representative Request 4pm 23/07/03 (George Needham, + Another Volunteer) Letter of confirmation Required Letter from Wildgoose Construction, re site security and vandalism Lifestyle 2003 Leaflets Voluntary Action Barnsley – Gala Audit Letters Invoice from Clearview 25% of Audit – £5,357.41 Invoice from Design Ink Printing Services - £365.00 Invoice from Northern College £211.50 Invoice from Beech Accountancy Services for 2 years audit £50.00</p>	Carmen HancockJones
6.	Finance Report	
6a	<p>Report Current finances is £15,732.68 comprised of £741.94 General Funds. £57.06 Area Forum General Expenses Grant £10,715.18 - Community Audit £4,123.50 – Development Grant. £95.00 – Gala 2003</p>	
6b	<p>Legal <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 & BMBC legal to ensure correct insurance to cover group activities</i></p>	Isobel Harris (3 rd Iteration)
6c	<p>Funding Issues. A Meeting with VAB took place on the 21st May 2003 for systems audit with VAB re GALA 2002 funding. The require copies of all invoices. We are to obtain three missing invoices for Circus Sensible, St John’s Ambulance and Darfield Scouts.</p> <p>We have secured the funding £1263 for the summer play bus scheme for Darfield through Village 11-22 of August, Jane Dale to be contacted regarding NOF application. Registration forms for Darfield 8-13 year old available for GALA. Hoping to do Teddy Bears Picnic with help from Low Valley P&T(under 8’s), Sports Van & Crafts, Netwars event August 13th in the Church Hall. (Volunteers Required for all activities) CRB Check required for all participants.</p> <p>Discussion to come up with fund raising ideas from the group (excluding grants)</p> <p>Fashion Show for September / October (Book on Thursday venue to be arranged) , Christmas Food Fair, Raffle, Party in the Park, 3 month plan, Christmas Fair, No of Volunteers Required.</p> <p>Little Dearne Credit Union Commences 8th July 2003 Tues/Thursdays</p>	C Bramall G Sheppard G Sheppard



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7.	Activity Area Reports	
7a)	Steering Group	
	<p>A meeting was arranged with V4 for the 14th June 2003 which was requested at the meeting of the 19th May 2003 to enable the links between the DCA and V4 to be clarified and agreement reached. Unfortunately this date was not available and two evening dates have been proposed by Isobel Harris & Sandra Greatorex on Behalf of V4. Thursday 10th July 2003 to formalize the relationship between V4 & DCA. Tuesday 22nd July 2003 to define the role and function of the Workers Steering Group. Both Sessions run from 6pm to 9pm. These sessions are funded and arranged by V4.</p> <p>The draft action plan, which was generated from the Northern College session, has now been collated and distributed to the group. An updated copy is attached. The Steering Group will need to build on this.</p> <p>It was proposed that a Different Font for completed actions, instead of colours.</p> <p>An offer was made by Cllr Bates that any member who wished to promote their activity at the Labour Party Garden Party 19th July 2003 would be welcome.</p> <p>Community Audit and Community Plan.</p> <ul style="list-style-type: none"> • The data trawl is complete, although new information may emerge as we continue to interview people. • The literature search has been undertaken and 95% of it has been written up. A short introduction is still outstanding. • Eight community researchers were appointed. To date, 284 of the 300 interviews are complete. The last few will be picked off over the next two weeks. • Data entry has started and will be complete by the 11th July 2003. • Six key agency consultations have been completed. Two are to be undertaken when the research results are known, three more are scheduled in and the final one is taking some time to arrange. • The original proposal included two focus groups. The two focus groups are to be with survey respondents and with young people. These are currently being arranged. • Also included were three days of "street interviewing". At least part of this time is to be devoted to work with businesses in Darfield. We have started drawing together a list of businesses and employers in the village. • The video package element is going well with over 20 people interviewed and more footage than we need already taken. The first results of this work will be on show at the gala day. • We have, today, been preparing material for the gala day. Glenda and Andrew have both had a preview of the displays. • The reporting stage now needs some consideration. We are due to complete fieldwork by 25th July 2003. Following this, we are to present the <i>main issues</i> to a workshop of Darfield Community Association (DCA) members. <p>A date of 9th August was agreed for the Presentation.</p> <p>Publicity Presentation of previously commented on Letterhead and Complement Slip. Website is live and available at www.darfield.info. Any executive member who wishes a darfield.info email address for there activities with group contact Chris Bramall. If anyone else wants a website developing then there is funding available from Steve Fox of Mediac</p>	Andrew



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7b)	Community Safety Group	<p>The chair of the Darfield Against Crime group reported that since the last meeting there has been lot of trouble reported on St Barbara's Road. The trouble has been in evidence over the last 3 years. Walk in intruders, paint, urine, etc. Little or No Police involvement, No response from the Community Constable unless involvement from Superintendent Sanderson. Passing the buck between solicitors for advice. (It was pointed out by Carmen Hancock Jones that on the times she has tried to contact PC Bray a response has always been forthcoming within a reasonable time span)</p> <p>Training Starts in September for Drugs Awareness Course for 2 DAC members attending may be available to others.</p> <p>There is a visit to the Regen School in Sheffield on Crime and Prevention.(Maria and Andrew)</p> <p>Glenda Sheppard has been invited by the Kendry Community Partnership to go visit Kelsey Community Partnership</p> <p>After Maria Kelk has seen Bob Sanderson then they will then need to look at funding routes.</p>	Andrew Glover
7c)	Education	<p>Last Thursday Family Learning Event, moderately attended, everyone who came to event enjoyed it and returned. Evening Computer Class in Darfield, Aromatherapy Course in September, Health & Beauty, Basic Spanish. (Dates need to be provided to Deborah for Diary)</p>	Amanda
7d)	Events & Fundraising	<p>Brief report on Gala Activity. Tally of who will be in attendance and in what capacity. Breakdown of Stalls etc.</p> <p>Feedback on enquires into Small Lotteries License. not required providing all draws are done on the day. We will need a license for the Christmas Raffle.</p> <p>Darfield Volunteers Award Event – What, When, Where, How. – To be discussed at the next meeting</p>	
7e)	Community Participation	Community Participation Report – Deferred to next meeting	
7f)	Health	Shortlisted 4 people interview 8 th July 2003.	
7g)	Youth Group	Feedback on Netwars Event to be held in August in the Church Hall provisional date of 13 th August Venue to be booked.	A Glover
7h)	Other	None	
8)	Any Other Business	<p>Requested Andrew to do a presentation at next meeting for the Quality System and form a quality team, volunteers please.</p> <p>To research funding for Area Forum Community Notice boards. Community BBQ's</p>	
9)	Date and Venue of Next Meetings	<p>Executive Committee Meeting – 28th July 2003. 7pm DARFIELD OAP CENTRE.</p> <p>Venue and day to be confirmed.</p>	