



## General Meeting Minutes - 27<sup>th</sup> July 2003

Item	Agenda	Action
<b>1.</b>	<p><b>Present – Executive Committee Members – with Voting Rights.</b>            Glenda Sheppard – Chairperson    Carmen Hancock Jones-Secretary    Chris Bramall - Treasurer            Keith A Bird    Beverley Buxton    Maria Kelk            Christine Lyons    George H Needham    Colleen Stud</p> <p><b>Present – Members &amp; Associate Members – Without Voting Rights</b>            Isobel Harris    Andrew Glover    Sandra Greatorex            Gillian Bates    Eileen Needham    Marlene Taylor            Cllr Fisher    Michelle Marsh    Robin Bates            John Dowson    Maria Horton ( Guest Speaker )</p>	
<b>2.</b>	<p><b>Apologies for Absence</b>            Amanda Bradshaw, Cllr Dixon, Deborah Netherwood.</p>	
<b>3.</b>	<p><b>Review and Approval of the Previous Minutes 30<sup>th</sup> June 2003</b>            Point to add regarding Gillian Bates to check on the Legal Definition of Sub Group.            Approval proposed by Keith Bird. Approval Seconded by Beverley Buxton</p>	
<b>4.</b>	<p><b>Matters Arising not covered elsewhere in the Agenda.</b>            None</p>	
<b>5.</b>	<p><b>Correspondence</b>            We have received requests to join the management committee, Robin Bates, Mrs Needham, Michelle Marsh, which was dealt with in section 7a.            A Letter of complaint was received from PC Steve Bray regarding previous minutes agenda item 7b Community Safety.            List of Courses from Voluntary Action Barnsley</p>	
<b>6.</b>	<p><b>Finance Report</b></p>	
<b>6a</b>	<p><b>Report</b>            Current finances is £15,287.29 comprised of            £753.55 General Funds.            £57.06 Area Forum General Expenses Grant            £10,715.18 - Community Audit            £3,555.50 – Development Grant.            £206.00 – Gala 2003</p>	
<b>6b</b>	<p><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></p>	Isobel Harris (4th Iteration)
<b>6c</b>	<p><b>Funding Issues.</b>            It was raised that the treasurer had been unable to obtain a invoice from Circus Sensible for the VAB systems audit re GALA 2002 funding. John Dowson / Sandra Greatorex have offered to pursue this with Circus Sensible on our behalf.</p> <p>The missing invoices for St John’s Ambulance and Darfield Scouts have not been found.            Carmen Hancock-Jones is to contact Joan Hardcastle (SJA)            Chris Bramall is to contact Mick Empsal - Darfield Scout Group</p> <p>Sandra Greatorex presented information to the meeting regarding the Objective 1 endorsement of The Village 4 Community Action plan. Which has been approved subject to the following conditions</p> <p><b>1.Allocation of Funding</b>            £275,000 has been ring fenced for the Villages 4.with £200,000 specifically for Darfield, which is a priority 4 Pioneer area and £75k for Houghton. It will be the responsibility of the Village 4 Partnership that it is allocated accordingly.</p> <p><b>2.Project Development</b>            Projects funded by the action plan will be identified following the results of the community Consultation Audit being undertaken in Darfield. The original list of projects included in the action plan are therefore disregarded.</p>	JD  CHJ CB   G Sheppard



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	<p><b>3.Partnership Decision Making and Membership</b>          The villages 4 community Partnership will ensure that the views of the Darfield residents are formally fed into the partnership and that Darfield is appropriately represented on the Village 4 Partnership.</p> <p>The First project to come forward will be for the regeneration team that will serve the whole Village 4 area. Sandra Greatorex is currently identifying the Matched funding element which will have to be found</p> <p><b>John Dowson</b> gave a report on the funding under spend on the Darfield Healthy Living Centre which is £15,955.0 which had been allocated for salary and the money is currently unused. Options are to allow DHLC to spend it in a different way or to pull the sum back into the Darfield Allocation for use on activities highlighted within the community Audit. Timescale for decision is ASAP with a decision by the next meeting. Community Audit on draft report will be given on the 9<sup>th</sup> August. Upon completion an additional amount of approximately £30,000 will be released for fast track projects identified within the Community Audit.</p> <p>An executive Meeting will take place on the 18<sup>th</sup> August at 7pm at the Methodist church (Andrew to Book) at which these issues will be addressed as the main agenda item..</p>	
7.	<b>Activity Area Reports</b>	
7a)	<b>Executive Committee.</b>	
	<p>Overview of why the candidates wish to join the executive, discussion of why and whether we should have additional members.</p> <p>It was proposed that the vote should be deferred until a future meeting. A vote was taken of the eligible executive members with a majority decision to continue.</p> <p>The results of the decision to co-opt new members on the executive committee were as follows          Michelle Marsh – 5, Eileen Needham – 3, Robin Bates – 1          Therefore Michelle Marsh and Eileen Needham will become executive members from the conclusion of this meeting. Michelle Marsh offered to take up the lead of the youth subgroup.</p> <p>It was proposed that now the size of the group was growing that we formalize the meeting structure this will be modelled on the V4 partnership framework. This is that the executive meeting be comprised of the executive members plus key development workers on a Monthly Basis.          A General meeting will be held on a Bi-monthly basis at which all interested parties may attend.</p> <p>G Sheppard gave feed back on the training sessions hosted by the Villages 4 Partnership          The 1<sup>st</sup> session was well attended, 2<sup>nd</sup> session Glenda Sheppard, Beverley Buxton and Marlene Taylor attended.</p> <p>It was suggested by the group facilitator that two statements had been provided as a descriptor of the Darfield Community Association within the Village 4 and that the member ship who are not able to attend the full delivery could have input and discussion of the credibility of the statements. It was agreed that the members should now be involved to finalize this issue with the result being fed back to the Village 4 executive for consideration and approval after the next association meeting. the statements are.</p> <ol style="list-style-type: none"> <li>1. Darfield Community Association working in partnership with Villages 4.</li> <li>2. A Group within the partnership, which has been given full-delegated responsibility.</li> </ol>	ALL
7b)	<b>Steering Group</b>	
	A meeting will be arranged with V4 to define the role and function of the Workers Steering Group.	S Greatorex/ I Harris.
7c)	<b>Community Safety Group</b>	
	The chair requested information on the take up of membership with the community safety partnership it was proposed Maria Kelk & Carmen Hancock Jones act as the representatives of the Darfield Community Association and should complete the applications accordingly prior to the next meeting.	Carmen Hancock Jones Maria Kelk



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<b>7d)</b>	<b>Education</b>	
	No Report	
<b>7e)</b>	<b>Events &amp; Fundraising</b>	
	<p>The <b>Gala 2004</b> committee meeting shall be held on Monday 15<sup>th</sup> September 2003 at the Darfield Community Association Office – Maria Kelk offered to lead the sub-group. All interested parties to assemble at the first meeting.</p> <p><i>Darfield Volunteers Award Event – What, When, Where, How. – Deferred to a later meeting</i></p> <p>A <b>Teddy Bears Picnic</b> is being held in Partnership with Low Valley Parent &amp; Toddler. As at today 60+ tickets have been sold due to the efforts of Beverley Buxton and Tracey Bramall. There will be activities for the Children of Face Painting, Entertainer, Games &amp; other Activities. A picnic will be provided for each child. Cost of the event £1 per child.</p> <p>The Bridge Inn will provide toilets and raffle prize etc. They will also have available for purchase a range of refreshments.</p> <p>Maria Horton will be present from the Family Support Strategy will be present to undertake a mini survey of parents / carers etc.</p> <p>Volunteers who are engaging on Children’s activities are required to be vetted. Isobel Harris to provide this service.</p> <p><b>Sports &amp; Crafts</b> events will be held 11-22<sup>nd</sup> of August, a person required to undertake driving. The venue of the event will be Longbow Playing Field, St Mary’s Road Playing Field, Bridge Inn Playing Field. Notification and Promotional Materials have been distributed.</p> <p>Craig Marsh will be co-ordinate and provide feedback on the event. Volunteers are required.</p> <p>Mary Dyson who is the sports development officer for BMBC will be meeting with Glenda Sheppard and Andrew Glover about positive ways forward and coaching development on the 23<sup>rd</sup> September.</p> <p>Net wars event 13<sup>th</sup> August – Funds raised will go to fund the youth sub group. 13-18 years old.</p> <p>Fashion Show Event Date required.</p> <p>Christmas Festival. Carmen, Glenda</p>	



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<b>7f)</b>	<p><b>Community Participation</b></p> <p>A report from the Andrew Glover – Participation Worker was provide as follows</p> <ul style="list-style-type: none"> <li>• Working with the Dearne Big Band on a Coalfield Regeneration Trust application to purchase some new musical equipment to enable the group to set up a youth wing.</li> <li>• Little Dearne Credit Union have started collecting from the Darfield Community Centre on a Tuesday &amp; Thursday. We are currently talking to the groups who use the centre on those days with a view to setting up a collection table in the large hall.</li> <li>• Going out to see more groups to talk about the DCA and the Pioneer Project as well as looking at their needs</li> </ul> <p>Over the next 6 weeks I shall be meeting the following groups:</p> <ul style="list-style-type: none"> <li>• Darfield Dynamos JFC</li> <li>• Wednesday Fellowship</li> <li>• Toddlers Group</li> <li>• Mothers Union</li> <li>• Darfield Bowling Club</li> <li>• Friends of Foulstone School</li> </ul> <p><b>DARFIELD COMMUNITY ASSOCIATION WORK</b></p> <ul style="list-style-type: none"> <li>• Summer Activates Programme – 11<sup>th</sup> -22<sup>nd</sup> August. Publicity is now out and the volunteers have been recruited and Criminal Record Bureau checked.</li> <li>• Netwars – 13<sup>th</sup> August @ Darfield Church Hall. Tickets are now on sale.</li> <li>• Teddy Bears Picnic – 6<sup>th</sup> August @ Bridge Inn Field. Tickets now on sale.</li> <li>• Quality Assurance – form a small group to go through Quality First or other system</li> <li>• Community audit – Clearview has now finished the research and will be presenting the audit to the group on the 9<sup>th</sup> August @ Darfield Community Centre 10 – 12pm.</li> <li>• Youth Group – working with Michelle Marsh to set up a youth group in Darfield. The group is assisting with the Netwars event and we will be looking at doing some kind of consultation with young people on what they would like to see in Darfield. We can then work on specific projects and with existing service providers on providing suitable provision for young people.</li> <li>• Newsletter – anyone with any articles for the September / October edition please give to Deborah ASAP.</li> </ul> <p><b>PLANNED WORK</b></p> <ul style="list-style-type: none"> <li>• Training Courses to run in Darfield It is proposed to run courses on a monthly basis at venues in Darfield. <ul style="list-style-type: none"> <li>- First Aid Training – Provided by the St John Ambulance 24/09/2003</li> <li>- Child Protection Training – TBA (October)</li> </ul> </li> </ul> <p>Monthly Training Course – First Aid Training – 24/9 Child Protection Training – October Training Event.</p> <p>Andrew Glover is now having monthly meetings with Mike Andrews who is the Area Forum Officer. Andrew gave an overview Park, Scout hut, Fishing Pond which generate several questions which he will discuss with Mike Andrews at there next meeting.</p> <p>Applications are to be made to the Area Forum Fund for the Community notice Boards and Community BBQ. Apparently there is more money in the area forum fund this year and we should be able to utilise this for some of the projects that come from the Audit. Andrew to Obtain Applications.</p>	<p>A Glover</p> <p>A Glover</p>
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<b>7g)</b>	<b>Health</b>	
	<p><b>Marion Hauton – Family Support Strategy</b> – overview of activities and development in Darfield working to encourage people within Darfield in how to engage with the Family Support Strategy. A request was made for a representative of this group to be on the advisory group to determine the needs of families and young children in Darfield. Carers, Child care, emotional support, etc. Will be contacting both individuals and groups in Darfield. Left a short questionnaire, which can be filled in and returned anonymously. Names to be left with Andrew Glover.</p> <p>There will be a children’s centre in Darfield which has to be allocated by October 2003. Childrens centres will become part of the Children’s trust in Barnsley on the 1<sup>st</sup> October 2003. Local people will be involved in the management committee’s</p> <p>GB New government money which will come in over the next few years will be centre on formal infrastructure rather than informal infrastructure. Birth to 5years . Must work within the government strategy which will direct funding towards these provisions.</p> <p>The Chair advised that the Health Improvement worker had been appointed (Pamela Briggs) and will be in post 4<sup>th</sup> August. Initially it had been agreed that the worker would be based at the Great Houghton due to the fact that we did not have a Darfield Base at time of advertising the post. A discussion took place on the location of the worker and it was the unanimous decision was taken that worker is to be based at the Illsley Road, Darfield Community Centre. Sandra Greatorex and Villages 4 to arrange transfer arrangements.</p> <p><b>Robin Bates</b> gave an overview on the Healthy Living Centre. The initial idea was formulated 4 years ago for the HLC in Darfield from Doctors, Youth Service and Community Partnership. We in Darfield joined up with a number of other partnerships as a group of partners to NOF for the whole project for a large some of money. Brampton has already received £1m. After a long period of time there were 9 projects within the consortium. Did not get full allocations from NOF. Went to CRT for money. Trying to manage 9 different projects all over Barnsley has been extremely complicated. Darfield is lucky as they have got the first worker starting on the 4<sup>th</sup> August. Healthy Living Worker was decided for the 4 villages before this group was formed by the Village 4 partnership. Due to shortfall the Pioneer money accelerated the appointment with the worker to work within Darfield for a period of 1 year</p>	S Greatorex.
<b>7h)</b>	<b>Youth Group</b>	
	<p>Feedback on Netwars Event to be held in August in the Church Hall date of 13<sup>th</sup> August Venue to be booked. Lead person – Michelle Marsh a request was made for other members of the group to sell tickets.</p>	A Glover
<b>7i)</b>	<b>Other</b>	
	None	
<b>8)</b>	<b>Any Other Business</b>	
	<p>Maria Kelk raised the issue of commitment amongst the executive committee and reiterated that it had been discussed at the AGM that every committee member had to take a keen involvement in promotion and development of the organisation, as she feared that there was an imbalance of input.</p> <p>the chair said that for a future meeting we have events, which are funded which need people to take a lead in and run.</p>	
<b>9)</b>	<b>Date and Venue of Next Meetings</b>	
	<p>Next General Meeting Open to All Members &amp; Interested Individuals - October 6<sup>th</sup> 2003-Venue TBC Next Executive Committee Meeting – 18<sup>th</sup> August 2003. 7pm Darfield Methodist Church.</p>	



**Executive Meeting Agenda**  
**28<sup>th</sup> July 2003**  
Darfield OAP Centre  
Commencing 7pm

<b>Item</b>	<b>Agenda</b>
1.	<b>Present</b>
2.	<b>Apologies for Absence</b>
3.	<b>Minutes of the Last Executive Meeting.</b>
4.	<b>Matters Arising not covered elsewhere in the Agenda.</b>
5.	<b>Correspondence.</b>
6.	<b>Finance Summary</b>
7.	<b>Community Audit Meeting Feedback</b>
8.	<b>Funding Issues – Darfield Healthy Living Centre under spend and Community Audit additional funding.</b>
9.	<b>Code of Conduct</b>
10.	<b>Any Other Business</b>
11.	<b>Date and Venue of Next Meeting</b>



## **Standard Agenda General Meetings**

**Date, Time & Venue as Notified**

<b>Item</b>	<b>Agenda</b>
<b>1.</b>	<b>Present</b>
<b>2.</b>	<b>Apologies for Absence</b>
<b>3.</b>	<b>Minutes of the Last General Meeting .</b>
<b>4.</b>	<b>Matters Arising not covered elsewhere in the Agenda.</b>
<b>5.</b>	<b>Correspondence.</b>
<b>6.</b>	<b>Finance</b>
6a	Report
6b	Legal
6c	Funding Issues.
<b>7.</b>	<b>Activity Area Reports</b>
7a	Executive Committee.
7b	Steering Group (Inc Community Audit & Plans)
7c	Community Safety
7d	Education
7e	Events & Fundraising ( Incorporating Darfield Gala)
7f	Community Participation
7g	Health
7h	Youth Group
7i	Others
<b>8</b>	<b>Any Other Business</b>
<b>9</b>	<b>Date and Venue of Next General Meeting</b>

**Darfield Community Association  
Meetings Schedule**

Executive Meetings	General Meetings	AGM	Special Meetings	V4 Full Partnership	V4 Management
August 18 <sup>th</sup> 2003					
September 29 <sup>th</sup> 2003				September 22	September 15
October 27 <sup>th</sup> 2003	October 6 <sup>th</sup> 2003				October 13
November 24 <sup>th</sup> 2003				November 17	November 10
December 29 <sup>th</sup> 2003	December 1 <sup>st</sup> 2004				December 15
January 26 <sup>th</sup> 2004				*	*
February 23 <sup>rd</sup> 2004	2 <sup>nd</sup> February 2004				*
March 29 <sup>th</sup> 2004				*	*
April 26 <sup>th</sup> 2004	5 <sup>th</sup> April 2004				*
May 24 <sup>th</sup> 2004				*	*
June 28 <sup>th</sup> 2004		June 7 <sup>th</sup> 2004			*
July 26 <sup>th</sup> 2004				*	*
August 23 <sup>rd</sup> 2004	2 <sup>nd</sup> August 2004				
September 27 <sup>th</sup> 2004				*	*
October 25 <sup>th</sup> 2004	4 <sup>th</sup> October 2004				*
November 29 <sup>th</sup> 2004				*	*
December 27 <sup>th</sup> 2004	6 <sup>th</sup> December 2004				*

\* Dates to be confirmed by V4 Management Committee.

**Accounts Information**  
**Allocation Information**

**1 – General Funds**

General funds are the funds held within the group for general expenses not covered by grants, such as general insurance, meeting room hire etc

**2 – Forum Grant – Admin Expenses.**

The Forum grant was awarded to cover initially set up and running expenses and has been used to cover such things as cost of minutes, postage etc.

**6 – Community Audit**

The community Audit grant is 100% allocated to the community audit run by Clearview which will use the entire grant allocation.

**7 – Publicity & Development Grant**

Description	Budget	Spent	Comments
Letterheads – Two Colour – 250	£ 85.00	89.00	
Complement Slips – 1000	£ 51.00	51.00	
Flyers – Two Colours + Key Fobs	£ 190.00	80.00	
Quarterly Newsletters – 4 x3560	£1,040.00	210.00	
Delivery of Newsletters – 3560 x 4 x 5p	£ 692.00	223.00	
A3 Posters – 200	£ 30.00		
Raffle Tickets (Gala / Christmas Raffle )	£ 85.00		
Development Day – Hire of Room	£ 300.00	211.50	
Refreshment & Buffet Lunch £ 15pp x 20	£ 300.00		
Tutor 8Hour x £35.00	£ 280.00	280.00	
Volunteer Award Event Room Hire - Darfield OAP Centre	£ 57.00		
Buffet / Refreshments @ £4.00 per head x 60	£ 240.00		
Certificates / Trophies / Prizes	£ 200.00		
Launch for Youth Sub Group – Netwars event – 150 people	£ 650.00		
Quality Assurance Kitemark	£ 500.00		
<b>Total</b>	<b>£4,700.00</b>	1096.50	

**8 Gala & Events**

This is for the operation of the Gala and associated fund raising events. It is envisaged that the main amounts raised would stay within this allocation until such time until sufficient funds has been raised that surplus money could be utilized to fund other activities.

Date: 03/08/2003  
Time: 16:10:23

**Darfield Community Association**  
**Allocation Report**

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Allocation Number 1				Allocation Name			General Funds				
No	Tp	Account	Ref N/C	Date	Inv Ref	Details	Credit	Debit	Net Amnt		
2	BF	1200	4000	01/04/2003	B/FWD	General Funds	716.00		716.00		
37	JD	4000	4000	24/06/2003		Donation - G Sheppard	25.94		25.94		
48	BF	1200	4098	10/07/2003		INTERESTINTEREST	11.61		11.61		
<b>Sub Total</b>							<u>753.55</u>		<u>753.55</u>		
Allocation Number 2				Allocation Name			Forum Grant - Admin Expenses				
No	Tp	Account	Ref N/C	Date	Inv Ref	Details	Credit	Debit	Net Amnt		
1	BF	1200	4001	01/04/2003	B/FWD	Area Forum - Admin Expense	133.00		133.00		
36	JC	5001	5001	24/06/2003		Stamps etc		25.94	-25.94		
40	PI	SB006	5001	28/06/2003	1274	Accounts Audit		50.00	-50.00		
<b>Sub Total</b>							<u>133.00</u>	<u>75.94</u>	<u>57.06</u>		
Allocation Number 6				Allocation Name			VAS - Community Audit				
No	Tp	Account	Ref N/C	Date	Inv Ref	Details	Credit	Debit	Net Amnt		
3	SI	CV001	4001	01/04/2003	1	Community Audit Grant	11664.00		11664.00		
6	SI	CV001	4001	19/04/2003	2	Community Audit Payment 2	9766.00		9766.00		
13	PI	SC002	5001	14/05/2003		Audit - 25%		5357.41	-5357.41		
21	PI	SC002	5001	09/06/2003	70/03-04	Community Audit Invoice 2		5357.41	-5357.41		
<b>Sub Total</b>							<u>21430.00</u>	<u>10714.82</u>	<u>10715.18</u>		
Allocation Number 7				Allocation Name			VAS - Publicity / Development				
No	Tp	Account	Ref N/C	Date	Inv Ref	Details	Credit	Debit	Net Amnt		
8	SI	CV001	4001	29/04/2003	3	BC028 Community Chest App	4700.00		4700.00		
22	PI	SD001	5001	17/06/2003	1218	STATIONARY		365.00	-365.00		
38	PI	SN001	5001	26/06/2003	694	Training Day		211.50	-211.50		
42	PI	SL001	5001	18/06/2003	08/03/04	Facilitator for Development		280.00	-280.00		
47	PI	SD001	5001	11/07/2003	1232	KEY FOBS		65.00	-65.00		
50	PI	SM002	5001	17/07/2003		Newsletter		223.00	-223.00		
<b>Sub Total</b>							<u>4700.00</u>	<u>1144.50</u>	<u>3555.50</u>		
Allocation Number 8				Allocation Name			Gala - 2003				
No	Tp	Account	Ref N/C	Date	Inv Ref	Details	Credit	Debit	Net Amnt		
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		
15	BF	1200	4000	20/05/2003		Low valley Parent & Toddler	5.00		5.00		
17	BF	1200	4000	20/05/2003		Little Dearne Credit Union	5.00		5.00		
18	BF	1200	4000	28/05/2003	cash	Friends of Foulstone	5.00		5.00		
19	BF	1200	4000	28/05/2003	000110	Darfield Wesley Methodist	5.00		5.00		
20	BF	1200	4000	05/06/2003	000956	Keresforth Childrens Unit	5.00		5.00		
23	BF	1200	4000	18/06/2003	000812	St Michael Church Great Hou;	5.00		5.00		
24	BF	1200	4000	18/06/2003	000034	Great & Little Houghton Tara	5.00		5.00		
25	BF	1200	4000	18/06/2003	000118	Darfield Churchs Together	5.00		5.00		
28	BF	1200	4000	24/06/2003		Gt Hought Village Hall	5.00		5.00		
29	BF	1200	4000	24/06/2003	000287	Blubell PreSchool	5.00		5.00		
30	BF	1200	4000	24/06/2003	002546	Northern Hampster Club	5.00		5.00		
31	BF	1200	4000	24/06/2003		Darfield Against Crime	10.00		10.00		
43	BF	1200	4000	06/07/2003	GALA	Gala Stall - Glenda	65.00		65.00		
44	BF	1200	4000	06/07/2003	GALA	Bouncy Castle Takings	126.00		126.00		
45	BF	1200	5000	06/07/2003	GALA	Bouncy Castle Hire		70.00	-70.00		
<b>Sub Total</b>							<u>276.00</u>	<u>70.00</u>	<u>206.00</u>		
<b>Grand Total</b>							<u>27292.55</u>	<u>12005.26</u>	<u>15287.29</u>		