



General Meeting Minutes - 24th September 2003

7b)	Steering Group	
	<p>The first meeting of the Steering group took place on the 24th September 2003 with the steering committee being George Needham, Christine Lyons, Glenda Sheppard, Carmen – Hancock Jones.</p> <p>Premises was a key issue, it was agreed that the staff need to look at office layout, signage, times of opening and ensuring that the office is covered at all times.</p> <p>It was agreed that the management Committee of the Darfield Community Centre need to be approached with view to resolving the storage issues and informed that the DCA will be having a sign to the front of the building.</p> <p>Deborah Netherwood informed the group that the Darfield Community Centre required bookings to be taken by the admin staff. It was agreed that the steering group was not in favour of the admin staff having the responsibility of handling “unknown” amounts of money with out good systems of accountability and traceability being in place.</p> <p>No Tariffs had been agreed for room hire by the Darfield Community Centre. It was agreed that this information needed to be sort and to whether in return for free administrative services that the DCA would not be charged for room hire for meetings.</p>	<p>A Glover D Netherwood</p> <p>G Needham</p> <p>G Needham</p> <p>G Needham</p>
7c)	Community Safety Group	
	<p>No report was given as no representative was present from the sub group.</p> <p>Carmen Hancock-Jones and Maria Kelk have been representative for DCA on the community safety forum.</p> <p>PC S Bray gave a report on the new policing strategy in the Darfield Area.</p> <p>The local authority is to fund 5 local partnership teams Royston / Hoyland / Town Centre / Houghton’s, Darfield & Wombwell / Dearne Towns. It is a three year project. Each team will consist of 8 Police Offices, 1 Sergeant working with PCSO civilian officers who will carry out patrolling. Duties will be combat low level criminal activities in the area. The Darfield Partnership will be a pilot team from the 1st November 2003. Tasking officers will identify areas for working in. The PCSO’s will be uniformed and easily recognized. The PCSO will be able to make arrests but will not be able to arrest people for suspicious behaviour which must be referred to a police officer. These teams will align to tenancy enforcement officers. Special Constables will still be operable within the community. A School liaison officer will continue to undertake work with children and schools.</p>	
7d)	Education	
	<p>Amanda reported that Spanish for beginners and Aromatherapy classes have been started and they are asking for ideas for other courses.</p> <p>She also reported that interviews for the admin worker will take place 1st October 2003 at the WEA office in Goldthorpe. GS to be included on interview panel.</p> <p>The womens drop in event has been scheduled for 25th September and community transport will be made available. Also a buffy lunch will be available. This was in partnership with Maria Horton and Pam Briggs.</p>	



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7e) Events & Fundraising	<p>Discussion took place regarding formation of the Gala committee to ensure that members become active and attend the meeting. It was agreed that a time table of meeting dates be set and presented at the next meeting. George Needham reported back that M Kelk had suggested that the Gala be held on an alternative day to the football tournament. The group were in disagreement and decided that the Gala would be held on the same date as the football tournament.</p> <p>GS reported back that no dates were available for the Fashion show until next year. It was agreed that a date should be set.</p> <p>Christmas Event meeting to be arranged and date forward to all interested parties.</p>	<p>A Glover</p> <p>G Sheppard.</p> <p>C Hancock-Jones</p>
7f) Community Participation	<p>The community participation worker gave an update on the progress so far.</p> <p>A detailed report will be added to the next minutes.</p>	<p>A Glover.</p>
7g) Health	<p>Pam Briggs advised the group that contact with local health agencies were well on target. The group discussed at some length and were adamant that the HIW should be based at Darfield and Not Great Houghton. It was agreed that this issue should be referred for action to Sandra Greatorex.</p>	<p>S Greatorex</p>
7h) Youth Group	<p>Colleen Stud gave a report that Colleen Stud, Beverley Buxton, and Michelle Marsh had attended a training course with a theme men and boys, they are to attend a women and girls course as part of gender / youth issues.</p> <p>It was agreed that to allow members to join the youth subgroup a time table should be put in place. The next meeting will be the 9th October 7pm, Darfield Community Centre.</p> <p>GS informed the sub group that she had spoken to Les Asquith of Key Fund who felt that there was a strong possibility of funding being gained to start a youth development group. Should they wish to pursue this a proforma for funding should be complete and returned to Lynn at the Key Fund Area</p>	<p>A Glover</p> <p>A Glover</p>



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7i)	Other	<p>Scott Mathewman distributed information on the community summit to be held at the Great Houghton October 16th. It was suggested that the next event take place in Darfield. Scott Reported back that GS had been accepted as the DCA representative for the V4 Management Committee.</p> <p>G Sheppard requested that subject to not being able to attend another member should be able to deputize</p> <p>Mike Andrews gave a report on the Park situation. He provided the meeting with the results of the consultation</p> <p>The current situation can be split into 4 elements :-</p> <ol style="list-style-type: none"> 1) New Health Centre – Ongoing to be completed before the end March 2004 2) School Bid – All Weather sports facility. There are 14 bids have been forwarded for safer space for sports and the top 6 have now been prioritised. Darfield has been prioritised at No. 6. The decision shall be made on the first three before Christmas and the next in January 2004. 3) Scouts – Problems had arisen between the scouts and the Health Authority and it has there fore jeopardized the access through the Healthy Living Centre. The Longbow playing field has been suggested as a potential site but covenants on the land is causing problems as the land is designated as purely plan activity. Site plans have been forwarded to agents for a lottery bid with the scouts and is waiting approval. 4) Transforming your space - £700k for improving park environments has been awarded across the borough. Surveys have been undertaken with Darfield and Wombwell ranking as the two worst park environments in the borough. Money is available for 5 key projects of which Darfield and Wombwell are the top two projects. £120k has been allocated to Darfield Park who will use this to lever in other funding. A second stage bid will be confirmed prior to Christmas. Rob Thompson has been appointed within BMBC planning department and is key to discuss projects with local groups. It was agreed to invite Mr Thompson to the next meeting to discuss the way forward within a special meeting as we should be key drivers of the park project. Keith Bird is currently arranging a meeting with M Empsall to discuss ways forward for the DCA to work with the scout group. Further information is required regarding the school playing field within the park. George Needham is to request information from the school regarding proposed projects within the park in his governor's role. 	S Matthwman.
8)	Any Other Business	<p>Carmen asked that all apologies for meetings be given to her directly. Contact 759660 or 07884 310189.</p> <p>A letter has been forwarded to Andrew Nichols regarding his absence and this now needs a vacancy on the executive committee which for the time being shall be held in abeyance.</p>	C Hancock-Jones
9)	Date and Venue of Next Meetings	<p>Executive Committee Meeting – 29th October 2003 – Darfield Community Centre.</p>	A Glover.

Date: 12/10/2003
Time: 20:48:27

Darfield Community Association

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Allocation Report

<u>Allocation Number</u> 1				<u>Allocation Name</u> General Funds					
<u>No</u>	<u>Tp</u>	<u>Account Ref</u>	<u>N/C</u>	<u>Date</u>	<u>Inv Ref</u>	<u>Details</u>	<u>Credit</u>	<u>Debit</u>	<u>Net Amnt</u>
2	BF	1201	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
113	BF	1200	4098	14/08/2003		INTEREST	9.99		9.99
114	BF	1200	7901	31/07/2003		FEE		5.00	-5.00
115	BF	1200	7901	14/08/2003		FEE REF REFUND	5.00		5.00
116	BF	1200	4098	10/09/2003		INTERESTINTEREST	9.23		9.23
118	BF	1200	4001	11/09/2003	000819	Marion Horton - Copier Usage	10.00		10.00
<u>Sub Total</u>							<u>787.77</u>	<u>5.00</u>	<u>782.77</u>

<u>Allocation Number</u> 2				<u>Allocation Name</u> Forum Grant - Admin Expenses					
<u>No</u>	<u>Tp</u>	<u>Account Ref</u>	<u>N/C</u>	<u>Date</u>	<u>Inv Ref</u>	<u>Details</u>	<u>Credit</u>	<u>Debit</u>	<u>Net Amnt</u>
1	BF	1201	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
<u>Sub Total</u>							<u>133.00</u>	<u>75.94</u>	<u>57.06</u>

<u>Allocation Number</u> 6				<u>Allocation Name</u> VAS - Community Audit					
<u>No</u>	<u>Tp</u>	<u>Account Ref</u>	<u>N/C</u>	<u>Date</u>	<u>Inv Ref</u>	<u>Details</u>	<u>Credit</u>	<u>Debit</u>	<u>Net Amnt</u>
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
<u>Sub Total</u>							<u>21430.00</u>	<u>10714.82</u>	<u>10715.18</u>

<u>Allocation Number</u> 7				<u>Allocation Name</u> VAS - Publicity / Development					
<u>No</u>	<u>Tp</u>	<u>Account Ref</u>	<u>N/C</u>	<u>Date</u>	<u>Inv Ref</u>	<u>Details</u>	<u>Credit</u>	<u>Debit</u>	<u>Net Amnt</u>
8	SI	CV001	4001	29/04/2003	3	BC028 Community Chest Apr	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
72	PI	SN002	5001	31/07/2003	NW00167	Netwars & Disco		834.25	-834.25
101	PI	SB007	5001	06/08/2003	3003/215	Teddy bears Picnic Entertain		100.00	-100.00
<u>Sub Total</u>							<u>4700.00</u>	<u>2078.75</u>	<u>2621.25</u>

<u>Allocation Number</u> 8				<u>Allocation Name</u> Gala & Events					
<u>No</u>	<u>Tp</u>	<u>Account Ref</u>	<u>N/C</u>	<u>Date</u>	<u>Inv Ref</u>	<u>Details</u>	<u>Credit</u>	<u>Debit</u>	<u>Net Amnt</u>
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	CF	1230	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	CF	1230	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

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31	CF	1230	4000	24/06/2003		Darfield Against Crime	10.00		10.00	
43	CF	1230	4000	06/07/2003	GALA	Gala Stall - Glenda	65.00		65.00	
44	CF	1230	4000	06/07/2003	GALA	Bouncy Castle Takings	126.00		126.00	
45	CF	1230	5000	06/07/2003	GALA	Bouncy Castle Hire		70.00	-70.00	
110	BF	1200	4000	08/08/2003		Gala Stall Check	10.00		10.00	
							<u>Sub Total</u>	<u>286.00</u>	<u>70.00</u>	<u>216.00</u>

<u>Allocation Number</u> 9				<u>Allocation Name</u> Youth Section						
<u>No</u>	<u>Tp</u>	<u>Account Ref</u>	<u>N/C</u>	<u>Date</u>	<u>Inv Ref</u>	<u>Details</u>	<u>Credit</u>	<u>Debit</u>	<u>Net Amnt</u>	
88	CF	1230	5000	05/08/2003	GTRetail	Teddy Bears Picnic		3.96	-3.96	
89	CF	1230	5000	05/08/2003	Co-op	Teddy Bears Picnic		1.34	-1.34	
90	CF	1230	5000	05/08/2003	Morrison	Teddy Bears Picnic		24.09	-24.09	
91	CF	1230	5000	30/07/2003	Tesco	Teddy Bears Picnic		4.81	-4.81	
92	CF	1230	5000	24/07/2003	Poundlan	Teddy bears Picnic		2.00	-2.00	
93	CF	1230	5000	23/07/2003	Tesco	Teddy Bears Picnic		7.42	-7.42	
94	CF	1230	5000	03/08/2003	morrison	Teddy Bears Picnic		5.43	-5.43	
95	CF	1230	5000	26/07/2003	JTF	Teddy Bears Picnic		24.55	-24.55	
96	CF	1230	5000	23/07/2003	Blakemor	Teddy Bears Picnic		8.06	-8.06	
97	CF	1230	4000	06/08/2003	CASH	Tickets & Cash	183.35		183.35	
102	PI	SC003	5000	06/08/2003	57	Teddy Bears Picnic		35.00	-35.00	
103	PI	SP002	5000	07/08/2003	71000	Teddy Bears Picnic Generator		28.20	-28.20	
104	PI	SP002	9999	07/08/2003		Generator Deposit		50.00	-50.00	
105	BF	1200	9999	07/08/2003		Generator Deposit Returned	50.00		50.00	
111	BF	1200	5000	11/08/2003	000014	V4 Petrol Float		50.00	-50.00	
112	CF	1230	4000	13/08/2003	CASH	Netwars	36.00		36.00	
							<u>Sub Total</u>	<u>269.35</u>	<u>244.86</u>	<u>24.49</u>
							<u>Grand Total</u>	<u>27606.12</u>	<u>13189.37</u>	<u>14416.75</u>



Steering Group 24th September 2003

Item	Agenda	
1.	Present	
	Glenda Sheppard, Pam Briggs, Andrew Glover, George Needham, Deborah Netherwood, Christine Lyons, Amanda Bradshaw, Robin Bates	
2.	Apologies for Absence	
	Sandra Greatorex, Carmen Hancock-Jones, Angela Taylor.	
3.	Minutes of the Last Steering Group Meeting .	
	No Previous Minutes.	
4.	Matters Arising not covered elsewhere in the Agenda.	
	None	
5.	Project Reports & Outcomes	
5a	Healthy Living Worker	
	<p>Pam gave an update regarding current situation and she has reported started to build up contacts with local groups, health workers, doctors and the mental health team.</p> <p>Pam to give the outcomes of the Healthy Living Project for the next meeting</p> <p>A discussion took place that the steering committee felt that this post should be at the Darfield base, Sandra Greatorex to resolve this issue as the funding agent</p>	<p>P Briggs</p> <p>S Greatorex</p>
5b	Participation Worker	
	Andrew presented to the meeting a break down of information relating to the objective 1 pioneer project..(See Attachment)	
5c	Education project Worker	
	<p>Amanda gave information regarding her position (See Attachment)</p> <p>WEA will fund an admin post to support this worker and operate in partnership with other admin workers.</p> <p>A request as made for Amanda to provide a copy of her project outcomes at the next meeting</p>	
5d	Admin Staff	
	<p>Deborah reported that she had been approached by G Bates – Chair of the Darfield Community Centre regarding transfer of the task of taking bookings for the centre. The steering group had some concerns regarding money handling, security regarding lack of a safe facility and general lack of systems for accountability and traceability.</p> <p>It was agreed that Deborah would not undertake this work until the required systems were in place by the Darfield Community Centre. It was felt that this task could be quite time consuming and further discussions need to be taken before allowing Deborah to accept this work.</p> <p>Deborah has been approached by G Bates - Chair of the Darfield Community Centre to produce logo and letter heads on their behalf. The Steering committee has instructed Deborah to refer back and give information on design inc at Wombwell who would undertake this task for them as part of their stationary order.</p>	

5e	Sports Development Worker	
	Not In Post, Interviews to take place 8 th October.	
5f	Credit Union	
	Concern was expressed regarding the apparent lack of effort to launch the credit union on Darfield. No publicity or official launch has taken place by the Little Dearne Credit Union. As pioneer funding has been provided to implement a credit union within Darfield this matter needs reporting back to Sandra Greatorex with a suggestion that Angela Taylor be invited to discuss this issue with the Steering group.	S Greatorex
5g	General Staff issues	
	None	
6.	Health, Safety & Welfare	
	Storage of equipment needs to be addressed as it is creating a health and Safety Hazard. Andrew has already notified the Darfield Community Centre and this is being discussed at a meeting on the 24 th September 2003. Andrew is currently working with the Management Committee to implement changes to the building to incorporate storage and other issues. Two gazebos are being stored at DCA members houses, urgent storage is required as this may affect the insurance of these items. Glenda suggested that an inventory of all items be prepared and presented at the next meeting. Currently the caretaker can only be contacted via the Wombwell housing department. October is the cut off point for the take over of the Centre and it is with the management committee that we should address this issue. To ensure that staff location is available at all times a diary sheet needs to be on view within the office. It was suggested a movement system be introduced.	A Glover
7.	Premises	
	It was discussed that the office facility is not user friendly. It is not deemed a good environment in which to meet visitors. It was suggested that the staff formulate a layout plan which would accommodate all workers. It had been noted by residents that the shutters were often down during the day and that the area had no known identity. Andrew to pursue signage and community notice boards for grant under the area forum. Suggestions for locations for notice boards are Bridge Playing Fields, Rose Avenue Estate, Bottom of Upperwood Road, Village Centre (Post Office), Upperwood Estate, outside DCA Office. George Needham and Andrew Glover to review locations and provide photos for funding application. Office Opening Hours were discussed as residents had complained that they visited the centre and it had been closed. Staff to agree opening times with steering group. A time table to be forwarded for next meeting	ALL STAFF
8.	Financial Issues.	
	None Discussed	
9.	Voluntary Workers	
	None Discussed	
10	Any Other Business	
	None Discussed	
11	Date and Venue of Next General Meeting	
	Wednesday 8 th October, Darfield Community Centre, 3:30pm.	