



Management Meeting Minutes - 4th August 2004

6b	<p>Legal We have received notification from the solicitor that we now have the articles and memorandum prepared. He wish's to arrange a meeting with the Management committee to go through the articles and memorandum. It was proposed the September Evening Dates are obtained and checked availability. Once the management committee has agreed on the articles and memorandum an extraordinary meeting shall be called of all members to approve and ratify the change.</p>	Glenda Sheppard																		
6c	<p>Funding Issues V4CP have not yet applied for any of the funding from Objective 1 this may cause difficulties as they may not have funds to pay any of the rent money, funding for activities or expenses until this is received.</p>																			
6d	<p>Under Spend No Under Spend in main pioneer fund due to error on salary input and under estimation on refurbishment of building with a recorded over spend of (£7,557.48) . V4 HLP Under Spend : £6,355. Area Development Fund Under Spend: £5,500. Total Under Spend Available: £4,297.</p> <p>It was debated to what use the underspend should be applied and the outline decisions is as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Installation of New Light</td> <td style="text-align: right;">£ 150</td> </tr> <tr> <td>Notice Board Installation</td> <td style="text-align: right;">£ 900</td> </tr> <tr> <td>Folding Chairs x8</td> <td style="text-align: right;">£ 200</td> </tr> <tr> <td>Room & Venue Hire for projects</td> <td style="text-align: right;">£1500</td> </tr> <tr> <td>Tag Rugby for Pitch Hire</td> <td style="text-align: right;">£ 170</td> </tr> <tr> <td>Havenfield Activities for elderly / Disabled</td> <td style="text-align: right;">£ 300</td> </tr> <tr> <td>Purchase Folding Tables for events x12</td> <td style="text-align: right;">£ 760</td> </tr> <tr> <td>Office Storage Cupboards</td> <td style="text-align: right;">£ 217</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">£4,297</td> </tr> </table> <p>Final Values to be developed following approval by VAB</p>	Installation of New Light	£ 150	Notice Board Installation	£ 900	Folding Chairs x8	£ 200	Room & Venue Hire for projects	£1500	Tag Rugby for Pitch Hire	£ 170	Havenfield Activities for elderly / Disabled	£ 300	Purchase Folding Tables for events x12	£ 760	Office Storage Cupboards	£ 217	Total	£4,297	
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7a.	<p>Executive Committee Staffing : V4CP Partnership Initiative Worker Appointed - Michael Orrington. Admin Finance Officer – 1 Applicant, did not attend interview, re advertised, closing date Friday 6th August. Short listing 5 Applicants August 15th. Interviews 1st September Community Engagement Worker – 8 Applicants – 4 Meet Criteria, interviews 11th August, Beverley Buxton Observer. Welfare Rights / Debt Worker – 2 Applicants – Short listing advised by Laurence Sheppard, interview 9th August 2004. Community Recreation – Adam White Community Information Officer – Deborah Netherwood (On Maternity) Maternity Cover – Nancy Marsh approved as paid maternity Cover, if not acceptable to VAB then advertise or agency Cleaning – Beverley Buxton, 5 Hours per week plus key holding.</p> <p>BDA – Maureen Bates, Business Development plan draft, Staff profile & Costing Analysis. Once complete to be brought back to group for approval for trading activities.</p> <p>Pat Faulkner has tendered her resignation due to business commitments.</p>																			



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7b	<p>Steering Group No report due to No Staff available on previous schedule date. All groups to review and confirm meeting dates as per schedule. For reissue</p> <p>Program from Adam for School Holiday Period.</p>	
7c	<p>Events Group Community Day for Darfield House one afternoon, neighbourhood suggestion board, games etc Tue 31/8 1-4pm Mike Andrews to try to arrange waste skip etc, Trevor Maine looking at funding for community tidying. Park Consultation Event 21st August – Park 1-4pm,</p> <p>Fund Raising :- Xmas Fair – Dec 4th - Barbecue & Folk Night to be arranged, Kendry Gala attended by Glenda & Nancy, Raised £98. obtained quite a few good ideas KCP Provided Food and raised over £2k. Gala Next Year to be scheduled by Events Committee but does not have to be tied to the Darfield football tournament., Events Committee to feed back.</p>	
7d	<p>Youth Group. Meeting was held on Monday, Youth Group making enquires regarding Youth Provision for Darfield and the use of Centre 17. George Needham to contact Christine Baker / Phil King at Foulstone to agenda C17 use / school use for next governors meeting</p>	
7e	<p>Poverty / Welfare Rights Group It was proposed that a poverty / welfare rights group be set up to facilitate / support the activities of the welfare rights / debt councillor. Approved by Unanimous Vote.</p> <p>The Credit Union is currently ineffective with few savers and failure to recruit local collectors.</p>	
7f	<p>Parks A consultation event / park clean up has been arranged for the 21st August. This will be a consultation event as well as a basic clear up. Publicity has been produced by the group under the DCA Logo.</p> <p>Meeting was called on Monday of this week, met with Mike Andrews, Mary Dyson, Sab rob King, 2 from Park Committee, Adam White. The next phase requires business plan, sports development plan and application to be complete by 27th August 2004. Adam, Glenda and Sandra put together possible uses of the park. Mary Dyson will convert and finalise prior to consultation event on the 21st August.</p> <p>Park to be best for entire community and not one particular group.</p> <p>20% revenue funding for park management.</p> <p>Scouts 40year lease on peppercorn rent, Scouts advised not to look for more than £200k Match funding to be obtained in partnership with DCA, football foundation, future builders and wren.</p> <p>Possibility for multiple funders to obtain full amount to meet requirements.</p> <p>Recommendation that no further action taken until September regarding super school measures in Darfield.</p>	



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7g	<p>Objective 1 / Villages 4 The SRB business plan has been amended to take into account the changes the current draft was provided at the meeting for information purposes..</p> <p>Sandra Greatorex have agreed on behalf of VAB to manage pay & vitals for Darfield Team. Service Level Agreement introduced and have been check by BMBC solicitor and has been agreed and signed.</p> <p>VAB agreed until the PIW in post then as Robin Bates has resigned from V4 no line management is in place, V4CP has legal responsibility to provide line management. Glenda Sheppard undertaking day to day line management of Darfield Workers.</p>	
7h	<p>Community Action Plan When staff are in position a review of action plan will be undertaken.</p>	
7i	<p>Premises Insurance quotes are being sought, Application forms have been submitted but as yet no reply's Furniture & Fittings,</p>	
8.	<p>Urgent Business A Meeting has been with Lesley Walton action for jobs, 15 criteria of who they can work with. Will network with the DCA, and hope to provide a job search facility for older workers</p> <p>Visit from Stephen Bray, possibility of police surgery every six weeks , advised that it would have to be discussed with the management board. The Management board decided that it was not preferred to have presence here as this may conflict with success of activities of group in community engagement of the hard to reach but a confidential mail drop off approved providing collection is by a plain clothes officer..</p> <p>Notice board planning and funding agreement in progress</p> <p>Social Capital Survey to be redone In Darfield after the 2000 survey, contacted DCA and will contact interviewers from our Community Audit, briefing session last week in August, DCA premises to be used as base for process in September / October. Glenda has queried whether funding available.</p>	
9.	<p>Next Meeting Date and Time of next meeting August 4th 2004 at 7.00 The meeting closed at 9.30</p>	

Circulation List

Glenda Sheppard – Chairperson
Beverley Buxton
Nancy Marsh
Colleen Studd

Chris Bramall – Treasurer
Brian Lee
Eileen Needham

Keith Bird – Secretary
Christine Lyons
George Needham