



Item	Agenda	Action
1.	<p>Present – Directors – with Voting Rights. Glenda Sheppard - Chairperson Chris Bramall – Treasurer Keith Bird - Secretary Colleen Studd</p> <p>Present – Observers & Guests – Without Voting Rights None Nominated Minute Secretary: Chris Bramall,</p>	
2.	<p>Apologies for Absence None</p>	
3.	<p>Approval Minutes of the Trustee meeting of the 2nd February 2005 were read and approved by Colleen seconded by Keith</p>	
4.	<p>Matters Arising All items covered in normal agenda.</p>	
5.	<p>Correspondence Northern College Community Regeneration Programme Funding News Feb & March Sheffield Hallam Course Advertising in Charity Finance Management</p>	
6a.	<p>Finance The Finance report was presented to Trustees.</p>	
6b	<p>Legal The Darfield Community Association (Constituted) was formally closed down at the General meeting of the 26th January 2005. minutes have been produced and posted on the web site, no approval of these minutes are required.</p> <p>Kieth to be given bank authorised signatory form.</p> <p>Standing Orders reviewed and approved.</p> <p>Bids & Funding Applications must be authorised by the Board and must be signed by the Chair of the Association.</p> <p>Do have business plan in place, the CIO role is to help market the organisation, Management Board to have a review session for the business plan and community action plan and decide action to meet the business plan.</p>	<p>Glenda Sheppard</p> <p>Glenda Sheppard</p>
6c	<p>Funding Issues All money sourced for Inkaman Project, £25k Wren, £25k 106 money. responses to questionnaires 41 Positive, 12 Negative. Serious problem revealed , BMBC paying VAT element. SRB funding £2,750.</p> <p>106 money allocated to , Pitt Street, Ikerman Area, Scarborough Corner Football Pitch refurbishment,</p> <p>Next 106 money from Havelock Street, down to Chip Shop,</p> <p>Total green space development project £688,000. already secured £145,000.</p> <p>Mike Andrews had discussed with Mike submitting bid for park pavilion, which has been submitted but has not been submitted for full value advised.</p> <p>Keith – Park funding elected members has advised they are looking at fundng for street lighting, pavilion,</p> <p>Glenda will look to supporting the play areas with other landfill tax funding.</p>	
7a.	<p>Board of Trustee's Send out list of dates to trustee's</p> <p>A list of all scheduled meetings be circulated to trustees by Steering Group</p> <p>January Area Forum designated DCA as a nominated organisation to become members of the area forum panel.</p> <p>Feedback received from Away day, Feedback from skills audit queried and discussed. No skills gaps have been identified, no residents and volunteers identified under the skills audit.</p>	
7b	<p>Steering Group Reporting structure developed to detail outcomes, DPT, V4RT, Darfield Action Plan, V4 Action Plan. Bids, Health & Safety, Training. Each bid & Project to be detailed. Should be completed on a monthly basis.</p> <p>Confidentiality Policy Produced, Terms of reference to define authority of the organisations and individuals, Look at meeting structure to rationalize.</p>	



7c	<p>Events Group No Feedback, Kevin Kitchener who is the new CIO worker from Royston lots of experience,</p>	
7d	<p>Youth Development Group. Reviewed minutes from Youth Group, Recruit young people to run the CLC drop in café, supervision for sessions. Maria requested to display art within the offices – Submitted bid to DAPPA key fund, £8k ish. How does it meet the requirements of the Action Plan. Might be better as an additionality to the CLC Café youth project.</p>	
7e	<p>Poverty / Welfare Rights Group Appointed Joanne Pritchard, currently working displaced people in leads will be starting , 3 days per week , Meeting with Steve Davis of Bearnely Homes and agree in principle that we can assist in housing repair registration and a BMBC impact officer based in our offices one day per week. To submit letter to BMBC.</p>	
7f	<p>Parks Finalised requirements and submitted to architect, 6 month finalisation, tender submission and contract award. Meeting on 30th March, Jo Birch in attendance regarding play equipment. Will be contacting Trevor Maine regarding Bio Diversity. Keith spoken to Paul Marsh who is responsible for Darfield Park, 1 weekend per month to work on tidying.</p>	
7g	<p>Objective 1 / Villages 4 Last V4 Management very unproductive, took 3 Hours to do correspondence. Staffing – Kevin Kitchen CIO 30 Hours Starting Monday, Existing course on Friday for 5 sessions will be working Monday to Thursday. Pam Briggs has put notice in obtained job in Rotherham. Mike advised today that another project (needs worker) from PCT will not now be coming into the project. Harry tasker resigned from V4 Management, Colleen still interested in becoming Trustee of V4CP</p>	
7h	<p>Community Action Plan Area Transport Strategy, Community transport, Tim Brown PCT, No action has been received from the memo sent to Mike Ovington to arrange an away day to review early November Saturday.</p>	
7i	<p>Premises Planning Department Approved Planning. Notice Boards – Letter received from BMBC stating terms and conditions, Response to Letter, will not be liable for replacement, and will be door surveying. Chris to see Jackie on Saturday regarding repairs & heat sensors.</p>	
8.	Urgent Business	
9.	<p>Next Meeting Date and Time of next meeting 6TH April 2005 at 7.00 The meeting closed at 9:15pm</p>	

Circulation List

Glenda Sheppard – Chairperson
Beverley Buxton
Lisa Nadin

Chris Bramall – Treasurer
Brian Lee
Colleen Studd

Keith Bird – Secretary
Nancy Marsh