# St James Big Local Meeting

## 10 March 2014, The Windmill restaurant

Present

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| Fabien Strawbridge-Ho | Alan Horne | Annemarie Cancienne |
| Betul Cuninnghame | Mo Gallaccio | Tommy Anderson |
| Jamie Abbott | Fiona Cobb | Feroz Khan |
| Claire Whitney | Rob, Ascham homes | Trevor Mbatha |

Apologies
Jason Tetley
Wendy Davis
Tara McNicholas

Guest invited to meeting: Claire Whitney, community development team at council.  Could be help promoting group back to council and infusing w blood/promoting - has involvement w William Morris.

Item 1: Finances
Annemarie asked about what needs to be done to get funds released.  Group talked about the internal steering group process, getting steering group people to agree/ok the expense.
Trevor advised that need 3 signatories, and to authorise payment by Crest it should be ok'd by 2 of the 3. As part of authorisation, can identify which part of budget it came from so Crest knows where it's to be pulled from.  Needs to be discussed/ratified at a meeting at some point (before paying if possible, otherwise demonstrated after fact if it missed a meeting, via Crest's updating). Mo asked if there could be a small budget threshold (say £50) that meant it didn't have to come to steering group. Invoicing shouldn't be Crest's responsibility, perhaps down to worker, but making sure audit trail is there for their own safety.  Alan raised that lack of invoicing may be problematic at auditing times, Trevor explained this is to simplify the auditing process and Crest's only concern should be that they know it was all kosher rather than be burdensome.
**ACTION**: Trevor to write down procedure (fewer than ten steps!) so we have it all down, circulated by this Friday (14 March). Include in there what expectations group has for reporting from Crest.
Payments at moment needed for Fab, upcoming for Fiona and possibly Jason. Signatories as Tommy, Annemarie and Fiona? Put to vote and group agreed.
**ACTION**: Fabien to forward his bank details to Alan to get payment prepped for release.

Item 2: Clare Whitney and Community development
Fab mooted topic of retention, where barriers are for getting people to attend as well as return.  Noticed William Morris (WM) has active meeting, no tables, post it's, etc - seemed more lively.  Claire felt still in planning stages and getting worker in would be a good revitalising moment – (WM) started getting rooms full of people once had someone in place.  They did loads of surveys and events and pulling plan together, which brought people in to work on practical things. Mo spoke of importance of capitaling on interest when it's expressed rather than waiting long time til after event. Tommy says he has gone around asking people why they haven't attended/joined more meetings, says feedback is that people have heard nothing and so have abandoned notion. Tommy has met with Alan to organise small event at Crest shop.

Fab asked about leaflets, might get more people signed up from that and decide what to do from there with sign ups. Leaflets potentially going out next week. Trevor spoke of the balance between acting sustainable - not just making instant change, but embedding the processes so that numbers of citizens would take the change on themselves. Annemarie talked about expanding working groups since those are the concrete things, with identified outputs, that people can work on but the steering group members don't find the time for (didn't I between the last two meetings!).
**ACTION**: Fabien to indicate when leaflets likely to drop; all of us check to make sure we have received
**ACTION**: after leaflets have been dropped, filter people toward working group activities (WHO, HOW?)

Jamie asked if there were other tips Claire couple pass along.  She suggested getting match funding from other organisations, speak to local orgs (police, etc) to see if they could cover any of the area shopping lists. Jamie asked what Claire's community dev team has on in the area.  Said they manage the grants, and esp if suggesting activities that match the council's strategic plans. Fab pointed out we could play more of a part of being a vocal, lobbying group.

Item 3: Worker update
One application to date, several phone calls, still another week before deadline. Short listing by 18 March, interviews on 22nd. Trevor said expectations for worker are that they are proactive and update us about their progress, as well as are flexible about how/when they work (I.e., not a set number of days a week).
**ACTION**: all do final social media push for worker post with 1 week to go.

Alan asked about whether or not the funding has been released. Trevor said can support the supervision of the worker but need a contact here around being general worker liaison. Feroz reminded group of the decision about having vice chairs oversee the worker. Fab clarified whether vice chairs were still willing to take on the role, and how many hours a month it would be. Trevor estimated that it would be no more than 2 hours per month. Fab offered to take on if no other volunteers, Tommy was happy if there was further support for him, Trevor said Linda was also able to support but not right now.
**ACTION**: Trevor needs to write paper identifying HR mechanics (crest), who would pay salary (crest) and the line management /supporting of person (tommy and Fabien for now) in order to release funds.
**ACTION**: Trevor to pull together induction letter to worker

Item 4: Heritage bid
**ACTION**: follow up w Claire and jacintha about getting name of freeholders for the properties along high street. Intention is that it will enable us to negotiate with landlords about pop up shop
**ACTION**: Betul to email list of the empty properties she has scoped out, in order to get names of landlords

Still no official word on bid. If successful, which means that we may be involved in process of selecting worker, setting things up from here. Council would employ full time worker, possibly take one of shops, be interested in Betul's work.  Likely to run and organise events, so possibility of piggybacking on that. Trevor pointed out that we should encourage local authority to pay attention to Crest shop as one of current assets.  Also discussion of the successful min holland bid, announced today, means more money and activities will come into area. Alan pointed out that reinforces Claire's point of matching funding with existing organisations/funding opportunities. Feroz tempered this by talking about how being involved in forces bigger than us means we will be swept along a bit on the tide of what their drivers are. Mini holland and heritage funds are pots of cash controlled by outside sources, so as Trevor says there is less of a chance of total political decisions.

Item 5: Tfl contact
Greater Anglian not longer franchisee for St James St station, but Fiona none wiser about who contact is despite trying to chase down. Feroz suggested bringing chief of safer neighbourhoods team round here to help tidy up/make safer the health centre and train station triangle. Fab summarised by highlighting opportunities: health authority contact, safer neighbourhood contact, new franchise contact, then us be in touch about them coming to work w us at future meeting
**ACTION**: Fiona to chase up rail contact. Linda has health authority contact? sgt lee, bob champion as safer neighbourhoods team.  Try to invite all to next meeting (tho with purpose about what to talk about - us pull items from wish list to show concrete)

Item 6: Shop list
Betul has compiled list of shops, put into categories (for instance: 12% are grocery or off license). Can be helpful in shops differentiating themselves, or promoting area to potential shop holders. What can we do w list? Again, can go back to wish list and tie in people's wishes and promoting businesses (pampering weekend! International food weekend!).
11.30-3 on Fridays, pop in for businesses and charities locally to meet, get together, know one another, etc at Italian restaurant (***updated note: restaurant now closing?***)
**ACTION**: promote info of pop-in business meet on Fridays at Italian restaurant via social media (***updated note: restaurant now closing?***)

Feroz talked about the market manager, policy or free or reduced stalls for arty crafty stalls
**ACTION**: invite Abdul  Komar to future meeting to inform us of what people need to do to set up stall, get license, and we have wish list of who has been in touch, what sort of stalls we would like to see (who to coordinate this?)

Upcoming events
St Mary's fair
Invited to have stall on Saturday 26 of April, opportunity to promote us and get others signed up

7 June 10.30-2.30, library and Feroz's organisation on Saturday 2nd June.  We can piggyback.

1 August, village festival, Feroz says we can have a stall there as well.

AOB
Jamie brought up hop growing initiative and energy efficiency initiatives he is involved with, offered to be contact and swap information (rob.passmore@aschamhomes,org,uk)
ACTION: Jamie to send me email with information do can post on Facebook