*St James Street Big Local*

**Minutes of Steering Group meeting**

**Monday 19th May 2014 at Harmony Hall**

**Present:** Tommy (Chair), Alan (minute taker), Annemarie, Trevor, Jamie

**Apologies:** Neesha, Jason, Fabien

1. **Finance**

Alan circulated a sheet detailing expenditure against the budget heads from the original Getting Started proposal budget. There was discussion concerning the process for authorising payments. This would be on the agreement of two out of four signatories, to be notified to Alan either in writing or by e-mail. The four signatories being Annemarie, Fiona, Fabien and Tommy. Two payments have been made to Neesha so far -- £300 for work already undertaken and £800 payment in advance as promised. Trevor had unintentionally agreed an advance payment. In the circumstances, this arrangement was not fully agreed until it had gone out to all the Committee that she be paid in advance this time. Alan had received a signed contract from Neesha before the amounts were released to her. The arrangement with Neesha was that she gets paid a regular amount each month, but that £1,400 is held back to be paid on completion of all the work. There are amounts detailed for worker’s hours under other budget heads, but these are for individual groups to buy in specialist support if and when required. Annemarie had concerns about communication over this issue – not knowing what Trevor had agreed. Tommy asked to be removed from the list of signatories as he was not happy sanctioning payments by e-mail but preferred to do it face to face. Trevor said so far in total only three payments had been made and he was satisfied that Alan had e-mailed all four signatories and received two confirmations before making payment. Tommy said he was unhappy about the worker receiving some payment in advance. Trevor said that in future she would be paid on the 15th of the month. It is important that set targets are met in order to release payment. It is important also that we are a responsible employer. More than 10% of her total salary has been held back to ensure that she meets her targets. We need to consider how she reports back. Tommy was pleased to hear we had got a signed contract and agreed process before making payment. It was agreed that in future the finance sheet should wherever possible show expenditure up to the date of the meeting broken down by month.

**Actions arising:**

1. **Tommy to be removed from the list of signatories**
2. **In future Neesha to be paid on the 15th of the month**
3. **In future, wherever possible the finance sheet should show expenditure up to the date of the meeting broken down by month.**
4. **Worker**

Following due recruitment process, Neesha Badhan had been appointed Worker and had commenced. We need to ensure that we are a good employer and that she is working in line with what is required. Annemarie had a breakdown of what she had been doing so far. There followed a discussion about the Big Lunch event and the Burdon Close Street Party. These are both events happening on the same day. Tommy felt we should concentrate on Burdon Close as it is directly within our catchment area. Annemarie felt that the majority of the people who go to the St James Park event live within our catchment area. It was at first agreed that, if we have to pay for a presence at the St James Park event, then we don’t do it. If possible we will try to cover the two. Tommy would need help at Burdon Close and we should ask for volunteers. Trevor mentioned that he had been approached by Enfield Road about borrowing our gazebo. There was some discussion about the relative merits of the two gazebos we have and Trevor would liaise with Enfield Road about it. There was continued discussion about the merits of having events –

* would it be better to have an event in the second half of June when there’s not a lot on
* should we have an event in Harmony Hall later in the year (September)
* on 26th/27th July the Barbican is taking over Lloyds Park for an event and LBWF have told them they have to publicise other events taking place
* should we hire a local school hall for an event

It was agreed that Neesha should have responsibility for plotting events and deciding which ones to be present at. Annemarie felt that events have to be about signing people up for the working groups. Trevor wondered whether our time would be better spent putting effort in to developing the Street Champions Scheme as this will ultimately attract more people in to the Big Local than will events. Annemarie said we are undertaking leafleting for volunteers – what are these people going to do once recruited? Jamie felt we needed an event which engages people for a reasonable amount of time. It was agreed to have an event towards the end of June with themed tables for specific conversations with the option of an event in July inviting speakers, that we concentrate on Street Champions from July, that we do not do the St James Park event. Concerning street leafleting, Neesha reports that everywhere in our area has been covered but Rob Anye from Ascham Homes has left and he offered to cover their properties. Should we get more leaflets printed – 4,000 have already gone. Unless anyone objects we should get a further 2,000 printed. All remaining streets were reallocated among attendees.

**Actions arising:**

1. **Trevor will liaise with Enfield Road about the loan of a gazebo.**
2. **Neesha should have responsibility in future for plotting events and deciding which ones to be present at**
3. **to have an event towards the end of June with themed tables for specific conversations with the option of an event in July inviting speakers,**
4. **that we concentrate on Street Champions from July,**
5. **that we do not do the St James Park event**
6. **unless anyone objects we should get a further 2,000 leaflets printed**
7. **PAL Feedback**

Annemarie and Tommy reported back about a recent meeting at and about St James’ Street Health Centre which has lost its heating and hot water for the last couple of months. The CQC have condemned the building which acts as Health Centre for 12k patients. It really needs a new development.

**Actions Arising:**

1. **Annemarie and Tommy to keep regular contact with the action group and keep us updated**
2. **Any Other Business**
* Trevor reported that we have had an invitation from Elthorne Big Local in North Islington encouraging all London Big Locals to send three representatives to an event on the morning of 14th June. This has been sent out by e-mail. Tommy may possibly attend
* Tommy reported that, in the last two weeks, five cars and a van have been stolen from Southcote Road. Tommy has been asked to set up a Neighbourhood Watch and has spoken to the police about it. Anybody interested in joining should e-mail Tommy.
* Tommy also reported he is setting up a Tenants and Residents Association in Southcote Road and Tenby Court. This will be happening in the next fortnight. Once more, contact Tommy.