**St James Street Big Local Steering Group Meeting**

Monday 3rd November 2014 7-9pm @ the

**Attendees**: Alan, Fiona, Linda, Betul, Tommy, Annemarie, Jamie, Neesha

**Apologies**: Feroz,

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| **Discussion points** | **Actions** |
| **Matters arising**  Neesha to type in wishes from various previous visit  All to review the financial status and look at areas that are have not spent any money yet.  Neesha and Fiona to be in contact with the school regards next steps of the area profiling  Neesha to send report at end of each calendar month  Fabien suggested he would contact Betul about generating information for the business facebook page.  Fiona to discuss her and Annemarie’s meeting with the HLF to update Betul  Betul suggested she would ask businesses if they would collect wishes.  Tommy, Linda and Neesha are available to be a the station for collecting more wishes  Betul to talk to business once postcards are printed to see if they will discuss wishes with their customers.  Fabien to get quote for T-Shirts, business cards and postcards.  Fiona Is in contact with the Buxton Road library.  Fabien to design book mark | Completed.  Discussed in finance update and other area regards reallocating funds.  Slightly delayed due to appointing a new facilitator to support the arear profile – covered in area profile discussion.  Completed- new cycle of reporting system in place.  Betul has not heard from him yet.  Unsure if this item was covered?  Completed.  All three met at the station and collected another 20 wishes  A6 and business cards have been ordered and are in the office.  Fiona ordered A6 cards, business cards they have arrived.  The library project are aware – funding came out of street champion scheme pot  Fabien was not at the meeting – to follow up. |
| **Finance Update**  Alan has changed the display of the financial information in order to make a clearer view of where the group are underspending.  **(Please see document Monthly financial analysis St James Nov3rd).**  Fiona then shows a version of the budget in accordance with the get started aims and overall percentage for each area – where we are up to with each bit.  **(Please see document St James Street Getting Started Progress checker).**  Group go through the document together.  Neesha’s been asked to produce an activity plan of key activities to get through to achieve the GS bid – to be shown with Worker update. |  |
| **HLF update from Alison Griffith**  Alsion gave the group an update with the HLF bid by LBWF. She came to ask 2 main questions  1) Would St James mind if we offer 200 of our volunteer hours in their match funding calculations as our consultations and business activities qualify?  2) They hope to build up website and possibly an App covering the St James St area businesses. Alison enquired if we would be interested in partnering with them.  Group discussion pros and cons of the idea. | All Agreed happy to offer 200 hours of volunteer time into the application.  Final decision that we could be interested but we would need to know more and have input into the development it. As of yet we will not definitely commit money to the project |
| **Geeks update**  **Please see document attached (1103 Geeks Report)**  **Visioning**  Word diagram by Jamie Abbott.  Fiona informs group about a pair matching programme that we could use to help get to the priorities of the wishes once key themes are identified. Discussion about having a PHD student to review the current data (Paid) to analyse and look for the key 20-30 themes.  Fiona has suggested a first vision statement – identified by the group that things are currently missing and therefore we should take our time to get to the vision rather than have to change it later.  Discussion about how to get more diverse representation into our wishing figures. Suggestions that Neesha visit   1. Asian Women’ group at the mill 2. Male Mosque group at Harmony Hall 3. St Michael’s church 4. Local Hindu temple   **£50 Survey entry winner**- Helen Hickman  **Area Profile**  **(see document 2014 10 27 Mapping outline brief)**  Fiona has received 2 expressions of interest to be a facilitator for the Area Profile activity with schools/wider public. Both EOI’s are shown to the group.  Party at the Mill – Area profile exhibition to hang on the walls, public workshops to take place over 2 weeks. Party to invite key stake holders. | Annemarie to follow up at the university where she works.  All to look at vision statement and see how it can be improved.  Annemarie to contact St Michael’s church regarding meeting the attendees.  All agreed that Helen is the w inner  All to look at EIO’s and let Fiona know their preference. Fiona to email both to all  All agreed Mill is a good venue for a party. |
| Enterprise Update  Fiona asked Betul about her previous research and whether this could feed into our wishes.  Betul and Neesha will be working together to develop and deliver a 2 day training programme for local business in January/February 2014.  Betul and Neesha to attend website training with Fiona to be able to add more enterprise/business content. Potential to create a business of the month section to highlight different local shop owners and what they do.  Fiona suggested she has spoken to Clare Coghill who would be very interested in hearing more from ST James Big Local and could possibly offer some help with some of the problems raised by business. | Betul to email her document – Neesha to input research.  Betul and Neesha to work when, where, who, what how of training.  Betul and Neesha to attend training.  Betul to contact Clare Coghill |
| **Worker Update**  Please see worker update for October 2014.  (**see** **document** **Community Worker Update for October(1)**  Along with Activity planned mentioned previously in finance update. (**See attached Activity Plan Big Local Nov**)  **Street Champions**  Since this time a local resident has been identified a potential street champion to do a bulb planting and hedge trimming event in Leucha Road. Neesha has contacted Ascham Homes to see if they will be partner the activity.  Tommy and Linda said they might be available to help out.  **Christmas bazaar**  Group discussion about Christmas Bazaar – Neesha has been in contact with the market who have said there will be no free pitches during December on a weekend. They had suggested an alternative might be to use the area directly outside the internal supermarket and therefore Neesha has been in contact with street high ways team and is awaiting a response.  Discussion of an indoor event due to market factor and smaller budget. | Neesha to contact Tommy and Linda with a date once agreed with the street champion.  Annemarie to contact St Michael’s Church regarding availability for an inside bazaar. |
| **AOB**  **T-Shirts**  Agreed to order 25 large and over Big Local T-Shirts.  **William Morris Big Local**  Alan informs the group that CREST along with some other organisation has been approached to be the LTO for William Morris ward as well. Awaiting to hear more. | Neesha to order T-Shirts. Fiona to send Neesha the details. |