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

Monday 5th January 2015 7-9pm at The Chequers Pub

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

**Apologies**: Fabien, Fiona, Trevor, Wendy and Feroz

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| **Discussion points** | **Actions** |
| **Matters arising**   * Alan to work on a new display versions of the finance. * Neesha to send out a request for volunteers. * Neesha to attend Homeless party and gather wishes. * Neesha to put SJBL logo on advertisement for these events. * Tommy to get receipts/invoices for costs incurred up to the value of £150 in total for all events. * Trevor to contact Mo about Book Swap event. * Betul to give update next month on progress for the enterprise group * Betul and Fiona to attend. * Fiona to send survey monkey link. Everyone who wants their opinion counted please respond to Fiona by this Saturday * Alan to ask CREST board if they could change the date for their February meeting because we would like the committee to attend. * Neesha to look at other venue options. | * This was not done as the finance department were not around * N/A some volunteers did attend * Neesha did attend but did not collect wishes due to the recommendation of the leader of the group who would prefer to meet at another time. * N/A * Tommy to send in invoices * Unknown as Trevor did not attend * See Business update * To happen later this month * Link was sent and votes were counted * CREST board cannot change the date of their February meeting * Not completed. Action passed to Betul to choose the next venue. |
| **Budget update**  Alan was unable to show an update as the finance team has not returned from the festive break | Alan to send an update as soon as the finance team to return. |
| **Community Events update**  Tommy informed the group that both events went well – the homeless event had over a 100 attendees. Neesha and Linda attended and it was a successful event. | Tommy to give Neesha his receipts to reclaim the expenses. |
| **Partnership Working Group**  Jamie has been in contact with some people regarding the partnership group but could do with more members.  Linda suggests she might know some people who could be interested. Annemaire suggests she may be able to attend.  He has mainly been doing research about what the group would be doing. He will report more about this group at next month’s meeting  There was a discussion about the ‘Vision Statement’. This included comments left by Trevor who could not attend the meeting but had sent his input via email.  Final agreement of vision statement:  *“St James Big Local's vision for the area in 2025 is that our diverse community will be living in a cleaner, greener, safer* area with a reinvigorated local economy",  Vote was 5 yes (of 7 attendees) all of whom were local residents.  Also agreed to review the working of it in around a year's time | Jamie to send Neesha some information about the partnership group to send out a request for people to join.  Jamie to send Annemaire the date of the partnership working group meeting.  All to send Jamie contacts of people they think might be interested in being part of the partnership working group. |
| **Enterprise update**  Betul hands in some wishes she has collected from local businesses.  Her last Link for Growth meeting was not so well attended as they are usually but she believes this is due to the time of year and hopes the next one will go back to having a better attendance.  Betul is still booked in to attend a meeting at the Mill later this month with Fiona but this has not happened yet.  Discussion around what to do with the Enterprise budget as things has changed since writing the bid in terms of what is actually need rather than was is anticipated.  Betul would like some support to do this so will send a list of her ideas of what to do. | Neesha to process wishes.  Betul to send list of ideas of what can be done to Annemarie and Neesha. |
| **Event at the Mill**  Discussion about the Mill event and whether it should happen. All agreed that they would like to do something even if it is smaller than the first idea. Fiona who had been leading on the idea was unable to attend today.  Alan confirmed that Crest cannot change their date so it could not be a Thursday. Neesha asked to contact the Mill. | Neesha to contact the mill and circulate dates we could use. Tuesday 13th January 2015. |
| **Community Worker Update**  **(please see worker report and activity plan attached)**  Went over community worker report and activity plan with percentages of completion – recognised that more emphasis needs to go on the enterprise budget and street champion scheme.  Discussed the Area profile development – the exhibition at the Mill. | Neesha to support Betul to do some enterprise activity. Neesha to make some corrections to percentages of some completed actions which currently do not say so.  Jamie requested a breakdown of activity to happen on the outreach workshops. |
| **Pathway Funding**  Neesha met with Trevor in December to discuss the pathway funding.  All shown the application and brief look over. There were 2 options of applying for Over or under £2k – Agreed to apply for under £2k.  Discussion about what that the pathway funding is and what to use it for.  Decided that we should not be so specific about using the funding to employ someone to write a bid but rather to allow us time to administrate the writing of the bid and having a seamless transition. | Neesha to write application and send for review by Monday 19th to then therefore be agreed and sent off by Friday 23rd February. |
| **AOB**  **HLF bid -** Went over all information sent by Alison – all agreed this seems fine.  **Change of location:** discussion about changing location of the venue.  **Email form Big Local** – request received this afternoon about energy saving ideas for Big Local’s.  **Dates and times of this year’s meetings**  Monday 2nd February – Jamie is unable to attend  Monday 2nd March – Neesha is unable to attend.  Monday 1st June  Monday 13th July | Annemarie to send follow up letter to confirm we are happy with the situation.  Betul volunteered to book the next meeting location.  Jamie to attend this meeting. |

**Date and time of next meeting: Monday 2nd February 2015 @ 7pm**

**Venue: to be confirmed**