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

Monday 2nd February 2015 7-9pm at La Mandache

**Attendees**: Alan, Annemarie, Feroz, Betul, Tommy, Trevor, Fiona and Neesha,

**Apologies**: Fabien, Fiona, Wendy, Jamie and Linda

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| **Discussion points** | **Actions** |
| **Matters arising**   * Alan to send an update as soon as the finance team to return. * Tommy to give Neesha his receipts to reclaim the expenses * 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 * Neesha to process wishes. * Betul to send list of ideas of what can be done to Annemarie and Neesha. * Neesha to contact the mill and circulate dates we could use. Tuesday 13th January 2015. * 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. * Neesha to write application and send for review by Monday 19th to then therefore be agreed and sent off by Friday 23rd January. | * Did not happen but covered in these months’ minutes. * Tommy has been reimbursed. * Not applicable * Annemarie could not attend but is in contact with Jamie. * Betul sent ideas and has been planning with Neesha * Dates were circulated but an opening event was not arranged. An event may take place at a later date. * As above. * Percentages were corrected. * Workshop discussed at meeting * Application was written and sent at a later date of 2nd February. |
| **Finance update**  Alan is still rejigging the budget – this seems to be a work in progress. As of January we have £8,295.00 remaining out of the get started budget which by April will be £3,595.00 – there seemed to be a discrepancy of £817 – which turned out to be a contingency.  This leads on to a discussion about the Pathway Funding and worker contract which is due to end at the beginning of March. | Alan to look again at the budget now that clarification has been made. |
| **Pathway Funding**  Discussion about pathway funding – Neesha has drafted the document but had not had input from the Steering Group about what the extra funds are required for.  A number of options were discussed including use a a film to submit as The Action Plan and/or a report prepared by an external consultant; or possibly both. It was agreed that the application form be completed mentioning a film and/or a report to keep options open but the group were keen to investigate the film which would be useful for awareness raising and discussions with sponsors as much as being an application to Local Trust.  Trevor explained that additional funding could be drawn down from the £1m and other areas had used this to pay for worker costs, events etc. Fiona explained briefly about the investigations she had made about the costs involved in running a 2nd Jumble Trail. It would seem that costs might be about £3-5k so this would have to be drawn down from the £1m. Preparation might require quite a bit of web development work which would need to begin very soon if another event was to be held in Sept. Due to lack of time, it was agreed that the Jumble Trail should be added to the agenda for the next meeting.  The importance of keeping worker continuity was discussed and agreed by all. It was agreed that £2400 was to be drawn down from the £1m to pay for Neesha's salary for a further 6 months = £800 per month as current contract. The application process was discussed and it emerged that this could take 6 weeks, therefore the contingency/unallocated budget would be used to pay for Neesha's salary in March to tide over until the additional funds are released. The group voted and this draw-down from the £1m was agreed. | Trevor to meet with Neesha to go over comments on the funding application.  Agreed to investigate using a film as the main part of the application to Local Trust for the £1m. Film also to be suitable for marketing of Big Local and sharing with stakeholders as a general introduction to St James Big Local.  Jumble trail development to be discussed at next meeting.  Agree to continue Neesha contract to July 2014 – see worker update below for more details.  Neesha & Trevor to liaise over drawing down £2400 from the £1m. Annemarie to liaise with Trevor over the writing of a supporting letter for the application. **URGENT ACTION TO AVOID NO SALARY BEING AVAILABLE FOR APRIL!** |
| **Partnership Working Group (PWG)**  Jamie was unable to attend the meeting but has sent an email and document to the group which is discussed at the meeting. Unfortunately it seems that the PWG has expanded in remit and appeared to be proposing to duplicate the main work of the Steering Group. The Steering Group were very grateful that the PWG had met and done some good work, but thought (while this might be the case long term) in the short term its initial tasks should be much more focussed. Until agreed otherwise, the PWG should report to the Steering Group.  There was a long discussion about the purpose of the PWG and Steering Group – how the arrangements differ across different Big Local areas. The Steering Group thought that the PWG's first task was as a research group to investigate how other big locals and similar organisations have worked. Through the discussion and review of the stakeholder list it emerged that it would probably be more effective for The Partnership to co-opt members as priorities developed, rather than starting with a full membership of all possible stakeholders and risk them being less engaged. It was therefore decided to ask the PWG not to approach stakeholders about membership until the Phase II survey work had confirmed what the priorities will be for St James Big Local over the next 2-3 years – “Cycle 1”.  It was agreed that the PWG initial output should be a description of the options and suggestions for which organisational model might be most effective. In addition some ideas about governance documents and codes of conduct could be researched from various sources for St James Big Local to adapt. It was agreed that Annemarie (who is to be a member of the PWG) would report back to Jamie on all of the Steering Group discussions.  A meeting with Cllr Coghill for 13th February had been organised by the PWG and it was agreed that it would be a good idea for this to go ahead. Tommy said that he would like to attend. | Trevor agrees he can send codes of conduct to Jamie with reference to his request.  Annemarie to apologise for any miscommunication and feedback to the PWG what outputs the Steering Group would like them to focus on.  Annemaire to also let Jamie know that that Tommy would like to attend any PWG meeting with Cllr Coghill |
| **Enterprise update**  Betul has the monthly sessions – Link for Growth – established and going strong. The next event is on Thursday 12th February. The last event had approx. 20-25 attendees.  Group discussion about booking an event for enterprise which has now been outstanding for several months. Neesha highlighted that she had some pay which was related to her booking this event and that if her contract finished at the end of February (this was extended in a subsequent discussion) she would have to book it now or never!  When deciding on hosting an event – Trevor mentions Mike who works with other Big Locals on enterprise. After much discussion it is was decided that the ‘small business event’ would take place on Wednesday 18th February and have two times slots to try to allow for as much attendance as possible. It was agreed to focus on marketing as the training. Ideally the attendees from the St James Street area would be given priority.  Betul will be attending a meeting at the Mill held by consultants Vision-On as part of the HLF work with retailers 9th February 2015. Vision on had contacted Fiona about attending at Betul's suggestion. The meeting is to be the beginning of a business forum to support retailers in the St James Street area. There are huge areas of crossover work with Big Local and the HLF and this was agreed to be a valuable meeting to attend. Fiona had been asked to prepare some slides for a PowerPoint.  Discussion about pop up shop in Hoe Street – and what empty properties their might be around St James. Betul has spoken to the council but they do not own the shops that are empty – they are owned by private land lords.  Fiona suggests that £500 of the business budget go towards supporting the Business Forum that HLF are setting up. It is agreed after a long discussion on what we would like to see out of a forum. | **Post Meeting Note:** Betul has joined Link4Growth as a member and the £36 fee is to be paid for out of the Enterprise budget. Betul to claim a refund from Alan.  Trevor to send Mike’s details to Betul.  Neesha to book venue and design flyer – Betul and Neesha to liaise with regards wording.  Betul to book enterprise/marketing experts to attend.  Fiona & Betul to report back at the next Steering Group meeting in March.  Tommy adds that there is a list of shops he knows about that he will speak to Betul about. |
| **Community Worker Update**  (see attached report for more details )   * 4 schools workshop with architects all completed * Further out reach groups booked in for February   Still to do in February 2015   1. Complete exhibition and attend various dates as agreed 2. Support Betul with completing a training sessions 3. Support Linda in the street champion scheme 4. To attend further outreach |  |
| **AOB**  Annemarie is organising a children’s art activity for the E17 Art trail and would like to know if we needed any more area profile data and if therefore to incorporate this element in to her .  Meeting time ran out and preparations for the Mill exhibition about the Area Profile were not discussed. | Agreed that we would not need any area profile details but that would like to be involved somehow – further discussion to take place when applicable.    Fiona & Neesha made arrangements by phone & email after the meeting. |

**Date and time of next meeting: Monday 3rd March 2015 @ 7pm**

**Venue: to be confirmed**