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

Monday 22nd September 2014

**Attendees**: Alan, Fabien, Fiona, Linda, Betul, Tommy, Trevor and Hannah

**Apologies**: Annemarie, Feroz, Jason

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| **Discussion points** | **Actions** |
| **Matters arising**   * NB to send Fiona previous minutes to upload to the website – including adjustment to one set of minutes. * Neesha to go through GS Bid to high-light where we need more focus to achieve our targets * Book Bags to have survey information in. Feroz had suggested in previous meeting, however he has been away and since which time the survey has gone via the Jumble Trail therefore not applicable for this meeting. Could be considered again for another appropriate advertising push. * NB to Type in wishes –due to technical Neesha has been unable to type in the wishes. * Attending the station to collect wishes – did not occur in the last month due to the Jumble Trail taking up more time than original anticipated as it was a great success. | * Fiona has since found minutes and made adjustment where applicable – Fiona to upload minutes to the website * NB to update * Not applicable * NB to have typed in wishes by next meeting * Group to agree dates and volunteers to do this before next meeting |
| **Finance Update**  Alan shows the financial update. Please find attached for those who did not attend.  Tommy asks if the Pipe Band had been paid. Alan confirms they have been paid.  The finance update shows some area has no spend in for example ‘building event kit’.  Fiona suggests she is looking into paying for a facilitator for the school mapping project. | * All to review the financial status and look at areas that are have not spent any money yet. |
| **Worker Update**  Full report attached  Neesha attended 2 Ascham Homes sites along with the resident manager and PR representative from Ascham Homes.   * Longfield House * The Grange   Neesha met with DR Kawar and the Practice Manger to arrange date for a consultation event.  Neesha and Tommy attended ‘St James Practice’ and did the consultation.  **Wishes target**  86 wishes were collected in total over the 3 locations.  **Jumble Trial**  Neesha has been supporing the success of the jumble trial by being the contact point on publicity for the public – by providing technical support for resident need help with registration, and talking to shop owners getting 6 to sign up the Jumble Trial.  **Stoney Down School**  Neesha attended the Stoney Down School to do an assembly to 9 year old children.  **Graduation October**  The Challenge Network offer volunteering opportunities for young people. Neesha has been in discussion with them about having a young person on the steering group of the project. She has been asked to attend a Graduation event where she will advocate for a young person to come forward.  **Reporting and Payment**  Discussion with the group about Neesha’s reporting system which falls in line with her payment. The structure has been changed so that a short report will be sent at the end of each calendar month – therefore leaving 2 weeks to go through the report and make any adjustments and payments on time. | * Neesha to type wishes collected from the Longfield site * Neesha to type wishes * Neesha to type in wishes * Neesha and Fiona to be in contact with the school regards next steps of the area profiling * Neesha to attend and report back to steering group * Neesha to send report at end of each calendar month |
| **Enterprise Update**  Betul arrived later to the meeting and therefore Trevor did an update for Enterprise that he had received from Betul before the meeting.  A business meeting is taking place on the 1st October at Café Rendezvous on the high street. The previous meeting had been very successful.  A request for people to generate information for the business facebook page. Fabien suggested he would contact Betul about this. Neesha said she would be happy to add content if is generated.  Discussion around HLF updated. | * Fabien to contact Betul. * Fiona to discuss her and Annemarie’s meeting with the HLF to update Betul. |
| **Geeks update**  Fiona gives feedback on the Jumble trail with pros and cons.  119 stalls registered – the best Jumble trial yet. The event was much more successful than original anticipated and took up a lot of admin time. General public feeling was good. Lots of interest in it reoccurring. If it were to happen again then we would need to think about the logistic and perhaps signing other people up to help out.  Full group discussion about the Jumble Trail takes place.  The Jumble trail was so large that on the day the route was divided up into 3 with Trevor and Jason to help Fiona.  Trevor gives an update again general consensus was very good – **he has images as well (see attached**).  Tommy suggested his road was not very busy and they did not do as well as some other areas. Discussion around if we do it again what could be done for the roads that did not get as much foot fall.  Tommy had been asked and therefore took part in a promotion video which was being filmed by the Jumble Trail.  Fabien reported his stall did very well and it was good day.  **(see attached Fiona further report)**  **Wishing Target**  To reach our final target there is potential for more door-knocking needed. Linda volunteer to door knock with Neesha.  **The station**  Tommy, Linda and Neesha are available to be a the station for collecting more wishes  **Businesses**  Betul suggested she would ask businesses if they would collect wishes | * Neesha to liaise with Linda regarding availably * Neesha to Liaise with Linda and Tommy regarding days. * Betul to talk to business once postcards are printed to see if they will discuss wishes with their customers. |
| **Christmas bazaar**  Tommy would like to organise a Christmas Bazaar. The group discussed ideas about how we could make a bazaar unique for our area to encourage more people to attend. Discussion about pros and cons of indoor vs outdoor events, what the content could be, the usp for the event. Generally concession is that we would like a Christmas themed event but more discussion to take place as to what it looks and feels like. To discuss further at next meeting. | * All to have further thoughts about what a Christmas event could look like. |
| **Marketing**  Out of the success of the Jumble Trial we have had some interest in the St James T-Shirts   * Agreed we would order more T-Shirts along with 2000business cards, and 500 postcards | * Fabien to get quote for T-Shirts, business cards and postcards |
| **The little library on Buxton Road**  We have been approached by Wedny McMillian of the little library to support their kick starter project.   * Agree we will support with £50.00 donation.   Following on from the marketing discussion – idea was suggested to create a St James book mark  Alan suggestd in the little library needs books then CREST WF charity shop would be happy to donate books | * Fiona Is in contact with the library contact and let them know. * Fabien to design book mark and liaise with Fiona regarding details agreed with the artist. |