**Big Local Steering/Partnership Meeting**

**25th June 2014**

**St Oswald’s School**

**Apols.**

Carol and Rob in London

Vander – Get well soon

**Present:**

Jo, Jayne, Helen, John, Terry, Siri, Sandra, Jackie, Brenda, Sarah

**ACTION POINTS**

1. Notes taken by Jo
2. All agreed. Calendared meetings to be on the 3rd Wednesday of the month. Dates to end of the year are: 16th July, 20th Aug, 17th Sept, 15th Oct, 19th Nov, 17th dec. Time of meetings 7.30pm at St Oswald’s. School Review of timings Oct/Nov. meetings to end by 9.00pm.
3. £18,000 in advance. What to use it for? Who to hold the funding? Will need to submit a project plan to draw down the money. £4,183.13 outstanding. Ideas are:
   1. Revised flyer 1000 copies, approx. cost £59
   2. Profile 50 copies
   3. Need to have some flyers in other languages – Sandra to research for next meeting.
   4. A one off Newsletter – Jayne for every household, plus our other contacts 3,500 copies. Approx. cost £500 plus the cost of someone to do it Jayne and Brenda to explore tendering for someone to do this. Copies to be kept at the library. NEXT MEETING ALL TO COME WITH IDEAS FOR THE NEWSLETTER. AGREED
   5. Networking events

Possibly at the Town Hall. for local services/businesses /residents/circle of friends

* 1. Social Media to be kept updated and creative. – noted that we would have to pay someone.
  2. Funding for small grants discussed.
  3. Appointment of a coordinator until November

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1. LTO short term. Single proposal small project plan to include a coordinator to drive the plan. Vestia was proposed by John and seconded by Sarah. Unanimous vote of all members present.
2. AOB item Communication between Partners to be improved. - phone numbers to be circulated by Brenda. Helen to check the progress of the signed partnership papers.
3. Next Agenda:
   1. Ideas for newsletter
   2. Interim project plan proposal with costs
   3. Agree general principles for the partnership – using list on the bottom of the agenda for the 25th

Meeting ended at 8.50pm