

**Big Local DY10 Steering Group**  
**8<sup>th</sup> January 2013, 7-8.30pm, St. Ambrose Parish Centre**

**Present**

Rev. Rose Lawley - Chair (RL)  
 Rob Brown (RB)  
 Carol O'Brien (CO)  
 Siri Hayward (SH)  
 John Stevenson (JS)  
 Terry Thomas (TT)  
 Sarah Rook (SR)  
 Sandra Weidrick (SW)  
 Jo Knight (JK)

**Apologies**

Vander Browning (VB)  
 Monika Boehmer (MB)  
 Corina Harper (CH)  
 Helen Fairweather (HF) Big Local Rep

**Also Present**

Justin Bryant - (JB) Vestia Community Trust

**Actions Agreed:**

<b>No.</b>	<b>Action</b>	<b>Details</b>	<b>Who</b>
1	<b>Project name discussed and agreed</b>	Big Local DY10 Website, Social Media & publicity to be developed.	<b>JB</b>
2	<b>Terms of Reference</b>	Group discussed and agreed amended TOR which included a section on not representing the group without an agreement from the group. Group to read and adopt the TOR	<b>All</b>
3	<b>Marketing &amp; Key Messages working group</b>	TT volunteered to meet with JB to discuss publicity and promotional products.	<b>TT, JB</b>
4	<b>Community research Questionnaire working group</b>	SR, JK & JS volunteered to meet with JB to discuss and agree content of questionnaire.	<b>SR, JK, JS, JB</b>
5	<b>Engagement activities working group</b>	CO, JK & SR volunteered to work with JB to discuss, agree and plan the engagement activities (Play Bus, Youth Bus & Lunch clubs)	<b>CO, SR, JK, JB</b>

6	<b>Multimedia Project working group</b>	SW volunteered to work with JB to plan the multimedia project (Photographic competition, Video project)	<b>SW, JB</b>
7	<b>Additional members for working groups</b>	The group were keen that people who were not present had the opportunity to be part of any working groups they were interested in. Volunteers to contact JB.	<b>All JB</b>
8	<b>Community Researchers Training Dates</b>	<p>JB confirmed that there will be 2 courses available (1 during day and 1 in the evening). Both courses will be held at the Trinity Methodist Church, Churchfields.</p> <p>This training is open to all involved with the project - volunteers are asked to forward their names to JB.</p> <p><b>Course 1</b> - Tues 12<sup>th</sup> Feb &amp; Tues 26<sup>th</sup> Feb. 10am - 1pm</p> <p><b>Course 2</b> - Tues 12<sup>th</sup> Feb &amp; Tues 26<sup>th</sup> Feb. 6pm - 9pm (light buffet provided)</p> <p>The group asked JB to email out the opportunity to all people that have shown an interest in the Big Local and not just those currently attending the Steering Group.</p>	<b>All</b>          <b>JB</b>
9	<b>Administration</b>	<p>JB discussed with the group what administration/reporting they would like. It was agreed that at each meeting JB will report on:</p> <p><b>Projects</b> - provide verbal update on progress with each project/theme.</p> <p><b>Budget</b> - breakdown of spend and remaining fund. Exception reporting for individual activities. JB will provide a printed budget sheet.</p> <p><b>Hours/Timesheet</b> - JB will keep a record of hours worked on the project and will report to the group if there is any difficulty managing the projects with the allocated time or if he is being underused.</p>	<b>JB</b>

10	<b>Big Local Rep</b>	The group asked if HF had received confirmation of any extended/additional support hours available for the group.  JB will enquire	<b>JB</b>
11	<b>Future meeting dates</b>	The group agreed to meet on a monthly basis as there will be project groups meeting between Steering Group meetings.	<b>All</b>
12	<b>Date of next meeting</b>	The group agreed to meet on Tuesday 5 <sup>th</sup> February 7:00 - 8:30pm at Trinity Methodist Church, Churchfields	<b>All</b>

Information added following the meeting:

Confirmed contact details:

Website - [www.biglocaldy10.org](http://www.biglocaldy10.org)

Facebook - [Big Local DY10](#)

Twitter - [BigLocalDY10](#)