

Big Local DY10

3 neighbourhoods, 1 voice

Steering Group

12th March 2013, 7-8.30pm, Trinity Methodist Church, Churchfields

Present	Apologies
Rev. Rose Lawley - Chair (RL) Rob Brown (RB) Carol O'Brien (CO) Siri Hayward (SH) John Stevenson (JS) Terry Thomas (TT) Jo Knight (JK) Meg Mullen-Knight (MM) Sandra Weidrick (SW) Irina Smith (IS)	Monika Boehmer (MB) Corina Harper (CH) Ben Bendall (BB) Vander Browning (VB) Helen Fairweather (HF) - Big Local Rep Sarah Rook (SR)
Invited	
Justin Bryant (JB) - Vestia Community Trust	

Actions Agreed:

No.	Action	Details	Who
1	Marketing	<p>Badges The group agreed these have been very popular and are a great way of getting the 'message' out.</p> <p>Bags The group looked at 2 different types of bags available. After much debate and a vote the group agreed to purchase the cotton style bag and agreed on the logo & text. It was agreed to place the order.</p> <p>Pens The group agreed on the style and text for the pens. It was agreed to have the website address with the tag line "Share your ideas" It was agreed to place the order</p>	<p>JB</p> <p>JB</p> <p>Info</p>

		<p>Banners JB showed the group the approved proofs for the banners. These will be ready for collection on 14th March therefore will be available for all future events.</p> <p>They have been purchased through the Big Print Shop who is keen to work with the project. They offered a discount on this purchase and are keen to work with the group on the photographic competition.</p>	
2	<p>Current Project Updates</p>	<p>Engagement Activities</p> <p>Play Bus - Feb 20th The group agreed that on a whole this was a major success. 46 questionnaires were completed with parents and as a result of this exercise IS had attended tonight's meeting.</p> <p>Feedback from the volunteers was that residents were very happy to be asked what they thought the issues were in the area and were very supportive of the project.</p> <p>It was also felt that the Play Bus represent good value for money.</p> <p>Youth Bus The group debated the available dates for the Bus. It was felt that due to other activities going on in the area it would be best if this could take place during May half term (27th - 31st May). JB will find out the availability.</p> <p>Lunch Clubs JK updated the group on progress with the Lunch Clubs. BRAG will be delivering these on behalf of the Big Local. The first one will be taking place on Sunday 17th March at St. Oswalds School. They already have enough people booked to make it viable however there are still places available if the group knows of anyone who may be interested. Volunteers will also be attending to</p>	<p>Info</p> <p>JB</p>

		<p>complete questionnaires with everyone who attends.</p> <p>The second one will be on Sunday 24th March at St. Ambrose. This is an existing Lunch Club so we are providing the funding for all to have a free lunch and we have donated the raffle prize. In return all attending will complete a questionnaire with a volunteer.</p> <p>Anyone interested in volunteers at this event please email JK direct</p> <p>Questionnaires to be printed and Banners/publicity material to be given to JK</p>	<p>ALL</p> <p>JB</p>
3	Community Research Questionnaire	<p>Feedback from Training The group thought the training provided was very good. It was asked if certificates would be provided. JB will enquire.</p> <p>Feedback from completing questionnaires Feedback from those who have been using the questionnaires was that they are easy to use but as people are very keen to give their views they can take a long time to complete (which is good!)</p>	<p>JB</p> <p>Info</p>
4	Vestia Update	<p>JB distributed the project budget and talked through the agreed spend so far. This phase of the project is currently under budget due to only running 1 Community Researchers Training course.</p>	Info
5	Any Other Business	<p>Event at St. Oswalds School JS explained the event went well and the profile of the project was raised alongside getting at least 11 questionnaires completed. JS suggested it was worth attending the next event at St. Marys School however suggested that more volunteers would be needed. Event at St. Marys School is on Monday 25th March 2.30-4.30. If anyone is available to volunteer for this please let JS know.</p>	ALL

		<p>Public Liability Insurance SW had raised a question concerning PLI. She asked if the group had its own PLI? JB explained that it was his understanding that as LTO, all structured, agreed and organised events as part of the agreed delivery of this stage of the project were covered by Vestia. It was also stated that Vestia complete risk assessments for all elements of this phase of the project.</p> <p>JB will clarify this with HF and the Local Trust and provide a written update to the group detailing the arrangements.</p> <p>Invite to Wyre Forrest Matters At a previous meeting it was agreed to invite the chair of WFM to a Steering Group meeting. However since then the group have reconsidered this and feel that it is not the right time for this opportunity. As there has been an ongoing debate about the role of elected members with this project the group feel that inviting the chair of WFM to a meeting may be misconstrued and may cause some issues.</p> <p>Also as this phase of the project is all about delivering activities in order to engage with residents the Steering group meetings have a very full agenda. When the project moves to the next phase and the Steering Group begins to engage with organisations then it is anticipated they will meet with WFM.</p> <p>The group asked RL to write to the Chair of WFM to explain the situation, to thank them for their interest and to update them on progress of the project so far and to direct them to the open and transparent communication channels the group have established so they can stay in touch with real time progress of the project.</p>	<p>JB HF</p> <p>RL</p>
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8	Date of next meeting	The group agreed to meet on Tuesday 9 th April 7:00 - 8:30pm. The venue is TBC but it is hoped it will be at Trinity Methodist Church, Churchfields	
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