

vcsTogether – North Norfolk

Steering Group – 6 September 2006.

Minutes

1. Welcome & introductions.

Present:

Andrew Campbell	NVS
Mary Granville-White	Age Concern North Norfolk
Carolyn Heydon	Norfolk Rural Community Council
Liz Holman	BREAK
Fiona Hunter	Citizen's Advice Bureau
James Kearns	BUILD
Julia Moss	WINN
Cat Plewman	Cromer Past, Present and Future
Shirleyanne Seel	Bacton Village Hall
Leigh Vallance - chair	BREAK
Don Venvell	Mundesley Information Centre

Maureen Clarke, Active Communities Manager, North Norfolk District Council introduced herself and at the invitation of those present joined for the first part of the meeting.

Apologies:

Richard Butler, Richard Draper, David Gale, Chris Lemon, Jeanne Norman, Peter de Oude, Ann Poberefsky, Sean Steadman.

2&3. Matters arising from minutes of 3 July

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It was reported that details of the Wells forum meeting had been placed on the website but following a comment from one attendee, the contact details of all attendees had been removed.

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Don Venvell had been elected to the Norfolk Community Foundation's grants panel for North Norfolk grants. Four candidates had stood for election (one further nomination was received after the closing date) and 53 organisations had registered a vote.

AOB

The North Norfolk Community Partnership stakeholders event on November 30 will be held at Cromer Parish Hall

4 Communication Plan

The previously circulated document was welcomed as a useful 'strategy' statement to guide future activity – with one amendment to Key Messages third bullet point which is to be amended to read:

- The forum is an effective way to identify the support needs of the sector.

It was agreed that the process of meeting 'by email' had not been effective for this task. And a meeting of the Communication Group will be arranged to consider an events programme that will also include a discussion about training issues raised under Item 6.

Action: AC to convene meeting

5 Representation and inclusion

A report of the day in Wells on June 15 had been previously circulated. Returns of the evaluation sheets had been mainly positive, throwing up issues to do with the suitability of the building and its access. It was additionally reported that of the 66 people attending, 12 had claimed travel expenses totalling £249.95.

In discussion it was noted that while the majority of the speakers were very strong, some were less so and improvements were needed to make the feedback form more useful in identifying where improvements could be made.

It was noted that a number of smaller organisations were present and that the event had succeeded in reaching organisations in the west of the district.

The carousel activity had produced a lot of useful material, in spite of the difficulties imposed by the restricted space. These notes would be used by working groups charged with taking forward the action plan.

The action plan, derived following last year's consultation, had identified key areas of:

- Networking and mapping
- Improving access to management and other development support
- Representation issues and development of an inclusive forum
- Volunteering support

In view of certain developments getting underway in:

- Volunteering - the imminent arrival of a rural volunteer development worker;
- Management and other development support - a BASIS lottery bid that, if successful, would result in two development workers for North Norfolk.
- Mapping - the development of a vcs database and the 'Time to be Counted' survey;

it was agreed that the working groups should initially focus on:

Communication - specifically ways to supplement the regular Forum meetings with more regular activities with a local focus.
and

Representation and Inclusion - to develop proposals to ensure the transparency for the process of electing a continuation steering group and ensuring the forum is appropriately represented.

The communication working group would comprise: Carolyn Heydon, Mary Granville-White, Peter de Oude and Don Vennell.

The representation and inclusion groups would comprise: James Kearns, Shirelyanne Seel, Leigh Vallance and Fiona Hunter.

Andrew will co-ordinate these groups with the view that they should report back to the steering group in September.

6 Training

The forum meeting in Wells had asked the steering group to devise a method for electing a representative for the Norfolk Community Foundation's Grants Panel when it considers awards from its North Norfolk fund. This fund has been established following the North Norfolk Community Partnership's commitment to put £50,000 (this year and £50,000 next year) into an open fund administered by the Norfolk Community Foundation.

It was decided that the full membership should be invited to nominate candidates and that an election process should follow. Nominations to be requested by July 14 and voting to be completed by 28 July.

This role of the steering group in determining representatives in future would be something for consideration by the Representation and Inclusion working group.

7 Next forum meeting

Agreed to be on January 18 if possible. In the east (Stalham preferably).

8 Co-ordinator's report

This had been previously circulated and was discussed.

9 Dates of next meetings

All meetings will be in the Committee Room, Council Offices, Holt Road, Cromer

10.00am	Wednesday 6 September
2.00pm	Monday 6 November
2.00pm	Wednesday 28 February

10. Any other business

1 North Norfolk Community Partnership stakeholder event will be on November 30. Venue to be announced.

2 James Kearns agreed to substitute for Richard Draper at the Scrutiny Board meetings of the North Norfolk Community Partnership if needed.

3 Peter de Oude is continuing to develop a forum for Disabled People in the area and would welcome suggestions for contacts of anyone likely to be interested in supporting this initiative. Mary Granville-White is passing on some contacts.

4 A request from Spencer Shaw of the Omnibus Project for information about any training courses covering Health and Safety and First Aid was passed on. His contact details are 01692 536617 omnibus@freeuk.com.