



**Neighbourhood Management Programme  
Board Meeting**

**25<sup>th</sup>.September 2008 – 12.30pm - 2.30pm  
(Lunch Provided)  
Christchurch, King Street,  
Great Yarmouth**

**Attendance**

**Board members**

Michael BLANK	- Chair	Comeunity Forum
Valerie PETTIT	– Vice Chair	Councillor – GYBC
Carol CONGREVE		Norfolk Constabulary
Lorraine FINCH		Comeunity Forum
Jean FISHER		Comeunity Forum
John HOLMES		Norfolk County Council
Jamie MCGARRITY		Comeunity Forum
Simon O’LEARY		Voluntary Sector Partnership
Bob PECK		Board Member
Aurelio SPINOLA		Comeunity Forum
Nick TUPPER		Norfolk County Council
Gloria WEBB		Comeunity Forum

**Also present:**

Rob GREGORY	Neighbourhood Manager
Ruth THOMPSON	Administrator – Minute Taker
Lisa CROOK	Observer
Doug PALETHORPE	Resident - Yourmouth Committee Member
Doreen WALTON	Resident - Yourmouth Committee Member

**Apologies (received)**

Cora BATLEY	Comeunity Forum
Paul CHEESEMAN	Voluntary Sector Partnership
Joy COSAITIS	Comeunity Forum

**Absent**

Terry EASTER	Councillor – GYBC
Tim HOWARD	Head of Regeneration and Environment - GYBC
Dan MOBBS	NORCAS – Drug & Alcohol Team

1. **Welcomes** Michael Blank – Chair welcomed everyone to the meeting. Introductions were made around the room.
2. **Apologies** Refer to list for apologies received.
3. **Minutes of the last meeting** The minutes were agreed and approved as accurate.
4. **Matters arising**

Item 5. Working Group Reports  
Comeunity Safety – Pg2

Carol confirmed that Nick Cheshire had taken over as Inspector for the Safer Neighbourhood Team and added that there would be better representation by the team at future working groups.

Comeunity Pride – Pg 3

Rob confirmed that Terry Bensley (NEMO) had commenced work on Camden Passage/West Street area  
Several improvements have been made:-

  - Bins re-positioned to back yard
  - Drains cleaned out
  - Passageway cleared.

Discussion took place around alleygates, Carol confirmed that it can be a long drawn out process involving Norfolk County Council, Pilot sites i.e. Southtown, Dolman Close, Cobholm, and King's Lynn outcomes will be reviewed to inform future schemes.

Item 7. Forward Strategy – Pg.4

Rob advised the board that as from 29/09/08 Neighbourhood Management will fall under the Policy & Improvement department Great Yarmouth Borough Council, Brian Partridge will take over from Tim Howard as the GYBC Officer representative, until December 2008.

**Action: Letter of thanks to be sent to Tim Howard and future invites to be extended to Brian Partridge – Ruth to follow up.**

Rob advised that at a recently held LSP Executive Board meeting endorsement was given for rolling out Neighbourhood Management to other parts of the borough, commencing April 2009.

**Action: Working group to look at putting together a business plan, and feed back to board members at next board meeting on 30/10/08**

## **Wolverhampton - Neighbourhood Management**

Carol will forward paperwork to Rob for distribution with minutes.

Rob reminded the board that Neighbourhood Management was a member of the National Network of Neighbourhood Management Programmes and information was held in the resource library at the centre or on line.

## **St. Georges Chapel (Theatre)**

Public meeting being held at the Marina Centre on 7/10/08  
5.30pm – 7.30pm to discuss the future of St. Georges. The Comeunity Programme will be supporting the consultation.

## **St. Nicholas Recreation Park Festival**

Concerns expressed regarding the cancellation of the festival, it was felt that not enough support was given to the organiser, Chris Anson.  
Comeunity Together

### 5. **Working Group Reports**

Michael Blank fed back to the board the outcomes of the recent working group meeting:-

The working group received an update on the Youth Engagement Work currently underway in the neighbourhood.  
The Working Group considered the allocation of its remaining £7,000 for community events towards supporting community engagement as part of the Outthere Festival (scheduled for 31<sup>st</sup> Oct-2<sup>nd</sup> Nov). The international festival will include a range of cultural activities to foster community cohesion. The Working Group was presented with costings to facilitate resident workshops in the lead up to the festival. The Working Group was happy to endorse this proposal.

The Working Group also considered forthcoming support to the first East Coast Run. This will be publicised and promoted through forthcoming activities and the Neighbourhood Centre.  
Proposal put to board for the remaining £7,000 for community events towards supporting community engagement as part of the Outthere Festival

The Board were asked to note the remaining allocation of the Community Events budget as per the Comeunity Together Delivery Plan.

**Action: Board agreed and noted the remaining allocation. Leon to liaise with Sarah James (SeaChange Arts) on monitoring, expectations and outcomes of the King Street Festival.**

## Comeunity Safety

Rob updated the board on outcomes of recently held meeting attended by the Joint Commissioning Lead for Substance Misuse, the CDRP and Voluntary Sector.

The NORCAS Street Outreach Worker presented a profile of need report to the group.

They agreed to pilot a “Breakfast Club” project for one year to aid access to services and ensure the basic health needs of Street Drinkers are met. The PCT will be asked to fund this pilot either through existing delivery budgets or through a small (£10k) community grant. It is envisaged that the project will be launched before Christmas. First Move has expressed an interest to host this project.

Concerns were raised regarding the accumulation of street drinkers within and around Christchurch area.

Propose that Richard Knight (NORCAS) to make daily contact at Christchurch.

### Action: Rob to follow up with Richard Knight (NORCAS)

## 6. Finances

### 5a) Re-Charges

#### Neighbourhood Management Recharges

<b>Service</b>	<b>Requirements</b>	<b>Not included</b>	<b>Suggested Methodology</b>	<b>Budget estimate</b>
<i>Human Resources</i>	<ul style="list-style-type: none"> <li>▪ Recruitment support</li> <li>▪ Personnel advice and support</li> </ul>	<ul style="list-style-type: none"> <li>▪ Adverts</li> <li>▪ Staff Welfare</li> </ul>	Actual time spent	£1,000
<i>Management Team</i>	<ul style="list-style-type: none"> <li>▪ Senior support as required</li> </ul>		In kind support	Nil
<i>Financial Services</i>	<ul style="list-style-type: none"> <li>▪ Monthly meeting with service accountant to review SAFX cost centre</li> </ul>		Actual Time spent – 1 day per month (preparation, meeting and actions) based on gross salary of £40k (including on costs) (12 days out of 220 working days)	£2,200
<i>Creditors</i>	<ul style="list-style-type: none"> <li>▪ Processing of invoices and payment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Initial coding/ processing</li> </ul>	Actual invoices processed	£4,000
<i>Debtors</i>	<ul style="list-style-type: none"> <li>▪ Raising of invoices and payment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Initial processing</li> </ul>	Actual invoices raised	Nil
<i>Property Services</i>	<ul style="list-style-type: none"> <li>▪ Support issues</li> </ul>	<ul style="list-style-type: none"> <li>▪ Maintenance</li> </ul>	Actual time spent	£2,000 (based on

	surrounding lease arrangements at 143 King St			2007/08 actual)
<i>IT Services</i>	<ul style="list-style-type: none"> <li>▪ Troubleshooting</li> <li>▪ Planned maintenance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Citrix licences x 3</li> <li>▪ ISP charges</li> <li>▪ Software</li> <li>▪ Hardware</li> </ul>	Based on number of Citrix licenses (3 of 605 staff)	£7,000
<i>Regeneration Programme Accountant</i>	<ul style="list-style-type: none"> <li>▪ Support as instructed</li> </ul>		Actual time spent	£1,500 based on 2007/08 actual.
<b>TOTAL</b>				£17,700

Rob updated the board of the current outcomes of meeting recently held with Seb Duncan, Head of Finance and summarised by adding that budgets will need to be re-aligned this year, which will be a base for future planning next year.

**Action: Board agreed it was a more realistic figure and approved the re-charges.**

Lorraine Finch raised the issue regarding previous charges and suggested Great Yarmouth Borough Council is approached to request a refund to Neighbourhood Management, or an explanation on 07/08 high figures.

**Action: Rob to follow up with Seb Duncan, Head of Financial Services**

#### 5b) Budget Update

Rob guided the board through the budget and added the Year End Account shows an overspend due to Target Opportunities funding still being paid until the 30th September, however reassurance has been given by Jane Ratcliffe, Executive Director, Great Yarmouth Borough Council that this will be underwritten and reimbursed to the Neighbourhood Element account.

#### **08/09 Budget**

#### **Expenditure:**

#### **Employees**

Adverts (1500)	1,000
Expenses (1504/1614)	300
Staff (original budgets)	91,580
Training (1540/1544)	4,000
	<b>96,880</b>

#### **Premises**

Clean/Domest (2700/2706/2708)	5,000
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Energy (2550/2552)	3,000
Insurance (2750)	2,200
Business Rates (2610)	3,000
Rents (2602/2603)	10,000
Reps & Mtce (2800)	2,500
Water/Sewerage (2620/2622)	500

**26,200**

### **Supplies & Services**

Communications (42--)	6,000
Eqpt/Furn/Materials (410-)	2,000
Expenses (4302/4520/4530/4552)	1,000
Grants/Subs - nat. network (44010400)	350
Community Builder Grants	10,000
Community Safety	73,593
Community Opportunities	45,700
Community Pride	38,300
Community Together	37,202
Community Wellbeing	700
Middlegate Estate Action Plan	20,000
Projects	97,663

**332,508**

Printing/Stat - (4150/4155) **2,500**

Prof services - Evaluation	0
Prof services - CLIP Worker	19,522
Prof services - Comm Dev worker	24,999
Prof services - Mgmt fee	5,000
Prof services - Running costs	7,500

**57,021**

### **Infrastructure**

Community Partnership	1,500
Board Development and Infrastructure	2,500
Communication Strategy	16,500

**20,500**

### **Support Services**

Departmental recharges (7999) **12,300**

**Budgeted Expenditure (incorp. Virements)** 547,909

### **Income: Funding streams**

LAA Allocation 412,800

08/09 Carry Forward	126,079
Other - hot desking income	9,000
<b>Budgeted Income (incorp. Virements)</b>	<b>547,879</b>

7. **Staffing** Rob gave an overview of the current staffing structure, advising the board that this infrastructure will not be replicated over the borough when the roll-out commences, future staffing will need to be streamlined, the working group will review and consider the options. Although deliveries will not be so intense next year, there will be an impact on Rob's time, due to other commitments with the roll-out of Neighbourhood Management and emerging work around Community Cohesion.
- Jeanne (CLIP worker) will start her maternity leave after Christmas. Holly (CDW) is currently undertaking a Masters Degree, one day a week at the UEA.
- Board were reminded of the following:-
- Renewal of the Service Level Agreement with Community Connections is due before Xmas.
  - Staffing arrangements for next financial year will need to be reviewed.
- It was proposed that part of the £8,000 staffing underspend be used to buy-in project support work from Great Yarmouth Borough council for 3-5hrs per week to address these capacity issues.
- Action: Board agreed to the proposal of part of the £8,000 staffing underspend be used to back-fill Great Yarmouth Borough council officer time to provide the above additional support until March 09.**
8. **Yourmouth Presentation** Doug Palethorpe and Simon O'Leary gave a presentation outlining a brief overview of the production and future development of the newspaper.  
(Please refer to distributed paper at board meeting)  
Michael Blank thanked them both for the well presented item.  
Discussion took place around the sustainability of the newspaper.
- Action: Copy of newspaper to be distributed to all board members. Meeting to review the sustainability and establish a business plan. Simon to organise.**
9. **Residents Nominations for SHARP 2** Rob extended an invitation should anyone wish to consider being on the SHARP 2 board; the deadline is the end of November.
10. **Comeunity Builder Grants** None presented to the board.  
Michael expressed his disappointment of lack of interest in the grants.

11. A.O.B.

Middlegate

Respect Action Week

This is a national programme of activities to bring communities together, as part of the Middlegate Visioning Exercise an event will be held between 27<sup>th</sup>-31<sup>st</sup>.October 08. It will be branded as the launch of the Estate Action Plan.

Melting Pot Cabarets in St. George's Park.

Gloria advised that there was lack of public support, possibly due to insufficient publicity; this has been fed back to SeaChange Arts.

Melting Pot – Cabaret marathon

Event being held on Sunday, 28<sup>th</sup>.September 2008  
2pm-10.30pm

Middlegate – Health Roadshow

Event being held on Saturday 27<sup>th</sup>.September 2008, 11am-2pm

GY Careers Opportunities

Event being held on Monday 20<sup>th</sup>.October 2008 at the King's Centre.

Lowestoft Together

Rob advised that their programme has been frozen due to finance issues from Waveney Council. It has been agreed to co-host event with Lowestoft Together on 3/11/08 for the regional NM Network. Lowestoft will attend the Neighbourhood Centre in the morning and Comeunity will go over to Lowestoft in the afternoon. Transport to be organised.

**Meeting closed at 2.10pm**

**Next Board Meeting:**

Date: **Thursday 30<sup>th</sup> October 2008 Christchurch, King Street**  
Time: **10-12.30pm (LUNCH NOT PROVIDED)**