



**Neighbourhood Management Programme
Board Meeting**

**31st.July 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
Cora BATLEY	Comeunity Forum
Paul CHEESEMAN	Voluntary Sector Partnership
Carol CONGREVE	Norfolk Constabulary
Joy COSAITIS	Comeunity Forum
Terry EASTER	Councillor – GYBC
Lorraine FINCH	Comeunity Forum
Jean FISHER	Comeunity Forum
John HOLMES	Norfolk County Council
Jamie MCGARRITY	Comeunity Forum
Dan MOBBS	NORCAS – Drug & Alcohol Team
Nick TUPPER	Norfolk County Council
Gloria WEBB	Comeunity Forum

Also present:

Rob GREGORY	Neighbourhood Manager
Ruth THOMPSON	Administrator – Minute taker
Michael COLLINS	CDW Leader-Community Connections
Lisa CROOK	Observer
Seb DUNCAN	Head of Finance - GYBC

Apologies (received)

Bob PECK	Councillor and Cabinet member - GYBC
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Absent

Paul BRICE	Gt Yarmouth & Waveney PCT
Tim HOWARD	Head of Regeneration and Environment - GYBC
Aurelio SPINOLA	Comeunity Forum

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**

Delivery Plans – Item 8 – Pg.4

Comeunity Safety Working Group

Melting Pot Cabaret Nights

A salsa evening was held on Sunday 27th.July, 150 people participated making it a successful event.
Series of other events planned, St.Georges Park to be utilised for the next event.

Neighbourhood Environmental Management Officer post.
Fly Tipping /Dog Fouling

Rob confirmed that NEMO position will commence at the beginning of September. The role will involve looking at residents issues, including fly tipping and dog fouling.
Camden Passage and West Walk area to be a pilot project.
Further discussion to take place at next Comeunity Pride Working Group meeting. Refer to web-site for dates www.comeunity.info

 - St James Bottle Bank in place. Two other locations are being considered.

Chair reminded the board that any further issues need to be addressed at the working groups, this information will then be reported back to the board.

Forward Strategy – Item 9 – Pg 5.

Rob updated the board regarding the programmes future strategy and the essential function and restructuring of the Local Strategic Partnership.
Outcomes of initial meeting held, chaired by Pam Fox,

 - Briefing of elected members meeting 19/08/08 and Wider Stakeholders meeting on 21/08/08 arranged.

- There has been a positive response to the initial proposal that Neighbourhood Management could be rolled out across the rest of borough, providing similar frameworks in other areas.

Action: Members from Forward Strategy Sub-Group, Michael Blank; Carol Congreve; Rob Gregory and Tim Howard to attend meeting.

5. Finances

5a) Re-Charges

Seb Duncan, Head of Financial Services, GYBC gave an overview of the service re-charges confirming it is a legal requirement for supported services to be re-charged, however, there was room for discussion on the most appropriate way of calculating re-charge to meet the needs of the programme.

Chair, Michael Blank invited board members to put forward questions to Seb Duncan, Head of Financial Services, GYBC.

Seb Duncan summarised by adding that finance would like to work together with NM to ensure that an agreed methodology for calculating recharge can be reached. It was proposed that an initial meeting between Rob Gregory and Seb Duncan, Head of Financial Services, GYBC to discuss current arrangements and propose a way forward.

Action: Meeting to be arranged and outcome to be reported back in August board meeting. RG to follow up

5b) Carry-Forward

Rob talked through the budget paper and confirmed that there was a carry forward of £126,079.00.

Projects

An amount of £96,663.00 to be allocated to physical projects as previously agreed in principle by the Board. This would contribute towards the cost of the skate park and a contribution to Grey2Green.

Norfolk County Council have agreed to match fund the Victoria Place, Grey2Green project.

Action: Agreed by board to support both projects with the £96,663 carry forward.

5c) Budget

Rob talked through the budget paper with the board. advising that there was a carry forward of £126,079.00 This was still subject to Norfolk County Council sign-off.

Expenditure:

Employees

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

Premises

Clean/Domest (2700/2706/2708)	5,000
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
Comeunity Builder Grants	10,000
Comeunity Safety	73,593
Comeunity Opportunities	45,700
Comeunity Pride	38,300
Comeunity Together	37,202
Comeunity Wellbeing	700
Middlegate Estate Action Plan	20,000
Projects	97,663
	332,508

Printing/Stat - (4150/4155)	2,500
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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
Budgeted Income (incorp. Virements)	547,879
Net Budget	

6. Credit Union

Rob gave an overview of the Project Report for Credit Union (please refer to distributed paper at board meeting)
The Board are yet to confirm the allocation of funds for 08/09 to the Credit Union.

The Board were asked to consider three options:

- a) **To commit to the agreement in principle of £14,000 towards the Credit Union for this financial year (this will draw on any Carry Forward approved from 07/08).**
- b) **To offer a contribution to the Credit Union of £5,000 (this equates to the unallocated funds at the last Board meeting).**
- c) **To offer no contribution to the Credit Union due to under-performance last year.**

The board were reminded that in addition to the funding offer through the programme, free hot-desk space has been provided at the Neighbourhood Centre equating to over £1,200 per annum.

A discussion took place around the work carried out by Credit Union, residents' awareness and the implications to the programme.

It was suggested that further support for Credit Union could be offered via Age Concern and Great Yarmouth Borough Council.

Proposal is to fund the amount of £5,000 conditional, on a forward plan. This is to be discussed at the next Comeunity Opportunities Working Group meeting.

Action: Agreed by board to offer a conditional grant of £5,000. Agreed to defer until next NM Board meeting in August.

Meeting to be arranged with Credit Union

7. **Target Opportunities**

Rob presented the Target Opportunities Project Report.
(Please refer to paper distributed at board meeting)

Rob summarised by advising the board of the following:-

As the request to the Employment and Skills group to be included in the NRF projects had been rejected and Neighbourhood Management does not have the available budget to fund for a further six months, also contingency arrangements have not yet been made explicit. The Neighbourhood Management Board was asked to consider the implications of the report and the potential redundancy situation.

Discussion took place amongst board members where the following main points were raised.

- Register at LSP Board level Neighbourhood Managements disappointment in decision taken by the Employment and Skills Working Group.
- There is a real opportunity to expand the project across the borough.

Paul Cheeseman whilst declaring an interest confirmed that Voluntary Norfolk was working alongside Neighbourhood Management to explore the sustainability of the project.

Action: Discuss with Jane Ratcliffe, Executive Director, GYBC. RG to follow up
Agreed by Board to defer decision until NM board meeting in August.

8. **Comeunity Builder Grants**

None presented to the board.

Further training sessions for appraisers took place on 21st. July 2008.

Board members were reminded that the grant amount awarded had been reduced to £2,000 per grant.

9. **A.O.B.**

Norfolk Constabulary

Inspector Danny Kett is moving post to Norwich and will be replaced by Inspector Nick Cheshire.

It was raised that there was no police presence at the recent Comeunity Forum meeting held.

Town Centre Music Festival

The recently held festival sponsored by Comeunity was a success despite weather conditions.

TCMF are aiming to raise their own funds for future events.

Leon De Beer

Leon is taking on the role of Neighbourhood Officer commencing on the 6/08/08.

NM Board meetings

A vote was taken to establish the preferred time of the board meetings.

Action: Agreed by the Board that the time remain the same as previously planned.

Meeting closed at 2.20pm

Next Board Meeting:

Date: **Thursday 28th. August 2008 Christchurch, King Street**

Time: **10-12.30pm (LUNCH NOT PROVIDED)**