



**Distington Big Local Ltd /Partnership Board Meeting
25 April 2017, 3:30 -5:30pm
Distington Community Centre**

Present: Rhoda Robinson (Chair), Julia Powley, Norma Pritt, Christine Pattinson, Josephine Greggain, Alison Boyd, Annette Whitehead, Karen Hodgson, Carl Cooper, Alan Lowe, Ingrid Morris (Minutes),

Apologies: Pete Duncan, Pat Nelson, Sue Hunter, Paul Tharagonnet, Alison Jackson, Hollie Dennis (PCSO), Shelley Hewitson

12.17 Welcome The chair welcomed everybody.

13.17 Conflict of Interests Ingrid declared a conflict for item 5 on the agenda 'Future Staffing'.

14.17 Minutes of Previous Meeting Alan reminded the group that the Housing Study highlighted 40 empty properties in Distington and that this fact should not be forgotten during the development of the land.

15.17 Actions & Matters Arising

Defibrillator North West Ambulance Service requires us to carry out weekly tests which we are then to log onto their website. We are still not listed on their website and will continue to remind them of this whilst carrying out the checks.

CCTV This is now all up and running. The condensation problem has been sorted, the PCSO needs to check it is all working properly, Hollie has also advised that the code needed to access the system (rewind & download info) will be forwarded to the relevant people. The Rugby Club camera is not on the main system. It may be necessary to box the system off and secure it with a lock so that it will be acceptable for evidencing, although the old code may suffice for this. DBL Ltd part funded and managed the installations of the new cameras and equipment. Now that this is completed they are the responsibility of the Parish Council i.e. owned and insured by them.

Joint Big Local Training Ingrid met with Ewanrigg a few weeks ago who are still keen on joint training but they don't have availability until next year now.

100% Purchase of the Kubota Lawnmower The Board agreed to the spend of £2K to buy the lawnmower outright from the Parish Council along with the cost of insurance which will be in the region of £270.

16.17 Future Staffing

Ingrid M reiterated her conflict of interest in this agenda item and retired from the room.
(Alan L responsible for minuting this item)

The meeting was informed that Julia P and Rhoda R had met with Alan L and Ingrid M to discuss future staffing in the light of Alan's leaving in early August. The aforesaid meeting had led to 2 new Job Descriptions being drafted for a Project Manager and a Project Assistant (attached to these minutes).

Ingrid had been asked by Julia and Rhoda whether she would consider applying for the Managers role and is interested in doing so. It was suggested that Ingrid be asked to do a presentation to the Board before any decisions were made.

Members were in agreement that this was a good process to follow and it was agreed that Ingrid will be asked to do a 15 minute presentation on -

'How do you see the Managers role developing in the next few years and what will you bring to that role'.

Subject to Ingrid's agreement the suggested date and time for the presentation was Tuesday 2nd may at 11 am in the main hall of the community centre.

The Job Descriptions and plans for the presentation have been run past CVS who 'seem happy with the situation' (Alan's words based on their email response) and bearing in mind they employ on our behalf).

Action: Alan to keep CVS updated and ask for total costs of employing the Manager.

17.17 Football Pitch AL reported that hopefully the company upgrading the pitch will be able to apply any necessary herbicide before the Fun Day on 20 May. Full sized goal posts have now been purchased and we are hoping to fix them into concrete with the help of Ronnie & Luke. Line marking needs to be done professionally in the first instance and can then be maintained by the club. The cost is approximately £260 for both the full sized adult pitch and junior pitch. The Board agreed to these costs. Once the pitch is completed, DBL are responsible for maintaining it and it is hoped that this will be done by volunteers from the football club. The Board agreed in principle to the purchase of a shipping container for the site. Action : AL to get some more container quotes (Lawson's & Armstrong's) and email them to Board Members. The recommendation for purchasing a container came from the *Young People and Families Group*. DBL will retain ownership of the container which will be lent out to sports clubs.

18.17 Summer Event More volunteers needed on the day, so please ask people you. There are toilets in the rugby pavilion so we don't need to hire Portaloos. We are still looking to borrow / hire a PA system, some board members stated they may be able to source one. Grassroad Sharks will organise junior and parent games. Numerous attractions have been booked. The BBQ will cater for 300 people, 150 sausages & 150 burgers. The risk assessment has been done and sent to the insurers.

19.17 Land Development *The Land Action Group* has now been set up and have had one meeting to date. PD has arranged for an architect specialising in Community Development to attend the next meeting on 2 May 2017. The group has suggested that the land behind nos. 9 & 10 Church Rd be split between the two properties. First Choice has valued the land at approximately £2 - 3K The Board agreed to sell the whole piece of land at £2K (squared off in line with the rest of the land) and DBL will fence it off. It was noted that a property with a garden backing on to the land has a gate opening on to it, but there is no public access to the land. Local man Tony Robinson has quoted £160 to move the concrete blocks across the access point, he may also be able to arrange skip hire for this. The Board agreed to this course of action. The owner of the horses on the site now needs to be asked to remove them so that we can clean up the land. AL to action letter for sale of land, access to land and removal of horses.

20.17 Development Worker's Report

Village Maintenance Julia advised that the church yard needs cutting from April to November , and the grass is currently very long.

Job Club We had extended the Job Club to 2pm on a Wednesday to accommodate people wishing to attend in the afternoon. During the 5 months this was done no one came along in the afternoon. As Alan's departure from the area means The Rectory will no longer be available for meetings, it was agreed run Job Club until 12pm freeing up further meeting space and time.

Digi Club This will continue as normal, though take up continues to be small.

Raspberry Pi Club It is still early days and hopefully numbers for this will increase.

Good Grub Club Uptake for this has been varied, we will run it for a few more months to see if we can reach more young families as initially envisaged.

21.17 Treasurer's Report We are now up and running with Sage (finance package). We need to do the Year End to March 2016 and then will be able to produce monthly reports.

Online Banking Resolution This is needed for making FAST payments (previously BACS) and viewing account activity. All signatories will have access to online banking. This was passed by The Board.

Finance Policy FAST payment for paying of invoices will be run past Julia for authorisation (or another signatory in her absence). This will be added to the existing Finance Policy and was agreed by The Board.

22.17 Sub Group Recommendations

Community & Environment Group has requested that the original bus shelter on Common End (opposite the new one) be replaced. This will cost approximately £4473, the company also quoted £500 to have the old one renewed. The spend for the new shelter was agreed. We will ask Rob Cox to quote for helping Ronnie to remove the old shelter. The panels need replacing on the shelter opposite the steps on the Whitehaven bound side of Main Street) Action: AL get a quote from the bus shelter company & local man, Rob Cox, NP to ask Cumbria Superglaze if they can quote for replacing Perspex panels. There is still no news from Cumbria County Council on the proposed Common End shelter. CP advised that she would like to clean the windows on the Hinnings Road shelter as they are very filthy. Ronnie cleans this out a couple of times a week but doesn't have time to do it every day. It was suggested that we approach Anthony from the Chip Shop to ask if he will pick up the litter from his shop at the end of each night, it was also noted that the Parish Council have responsibility to maintain the bus shelters. Action: Parish Council members from The Board to raise it at the next PC meeting, AL to speak to Chip Shop owner.

Young People & Families Group have had a request from Distington Community School to help achieve their funding target of £15K (raffle prizes) so that every child can have access to their 'own' computer at school. IM & AL met with School Council members and teachers today. They advised what the equipment would be used for and although teaching IT is a statutory requirement the government do not provide much funding or equipment for this. School currently has around 30 computers and about 130 pupils. Their current equipment is incredibly slow making it very difficult for the children to access it quickly and frequently. School have raised £3K to date through Easter Fair and other fundraising. The Board feel that school being extremely reluctant to let their community facility out to the community needs to be addressed. However they do not want the children to suffer as a result of a strained relationship between the school and DBL, and not get the IT equipment that would be very beneficial to them. This is an opportunity to build bridges and try to increase school engagement with the community and DBL and encourage them to hire out the community space / sports hall. Action : AL to draft possible responses and email them out the Board Members for comment.

23.17 AOB Volunteering Event *Celebrate Volunteering* event organised by Copeland Community Fund is being held on Monday 5 June 2017, 5:30-8pm. Four volunteers can attend. Please let IM know by mid May if you would like to attend.

Date of next Board Meeting: Tuesday 6 June 2017, 3 – 5 pm at the Community Centre