**Distington Big Local Steering Group: The Drop-in Centre sub-group meeting.**

The Drop-in Centre 14.8.13

Present: Rhoda Robinson, Mary Smart , Maria Martin, Josephine Greggin, John Bowman, Jackie Bowman, Pete Duncan & Dave Smith

Apologies: Christine Pattinson, Patrick Kelly, Julia Powley & Nick Greenall

The purpose of the meeting was to finalise the arrangements for the opening of the Drop-in Centre on Tuesday 3rd September at 3.00pm.

1. **Publicity:** It was agreed that posters, publicising the opening, should be put up in all the shops in the village together with the library, doctors surgery, community centre and rugby club. Posters are also to be placed in the Drop-in Centre windows.

**ACTION: MS & MM to deliver posters. DS to put up posters in Centre.**

There is to be a newsletter delivered to every house in the Big Local area. Some minor changes were agreed to the draft.

**ACTION: DS to complete & print newsletter and ensure delivery.**

CFM, BBC Cumbria and Border TV are to be informed of the event.

**ACTION: MS to contact and inform.**

The local press are already aware of the event and will be attending.

1. **Health & Safety:** the fire extinguishers have now been sourced and will arrive shortly. Police to be made aware of event re: road safety.

**ACTION: RR to contact Fire Service regarding smoke alarms.**

1. **Invitations:** it was agreed that local councillors and Jamie Reed MP should all be invited together with representatives from local organisations such as the Doctors Surgery, the Police, Housing Associations etc.

**ACTION: JB to invite local councillors and MP. CP to contact police and MS to approach Doctors Surgery.**

1. **What will be in The Centre?:** Information on the Big Local, photographs of the area, feedback from the Community Consultations to date, together with an opportunity to contribute to the consultation and a display of the work undertaken by young people. There will also be the Distington Village banner. There will also be Signing In book to keep a record of all those who use the Centre.

Visitors will also be able to read the local papers and get a tea and a biscuit. It was agreed that to reconnect the Centre to the gas supply to provide heating would be too expensive and that electric heaters should be used to start with.

**ACTION: RR to purchase a Signing In book.**

1. **Centre opening hours:** these will be dependent upon the number of volunteers recruited. If it is possible to get eight volunteers then it should be possible to open the centre three mornings per week, probably Monday, Wednesday and Friday, 10.00 till 12.00.

**ACTION: RR to organise a rota of volunteers.**

1. **The Opening: Speaker, Refreshments & Bunting:** Margaret Steele will officially open the Centre and Andy Hemmings from UnLtd is to be the main speaker. Tea, coffee and a selection of cakes and scones will be available, all of which is in hand. Bunting and balloons will be sourced for the opening.

**ACTION: RR to purchase balloons and bunting.**

1. **The Logo Competition:** the two logos that were designed by young people during the recent activities at the DCYP were felt to be fine for use on the Big Local project and that both of them should be used. Once electronic versions of the logos are to hand then t-shirts will be ordered for volunteers etc. Two £20.00p book tokens are to be given to the competition winners.

**ACTION: MS to talk to CP about this issue. DS to contact NG to try and get electronic versions of the logos. RR to purchase book tokens.**

1. **The Steering Group:** after some discussion it was agreed that every effort should be made to get as many Steering Group members, past and present, to attend the opening. Some concerns were expressed regarding the fall in numbers of people attending recent Steering Group meetings. It was agreed that there is a need to get more people actively involved in the Steering Group.

**ACTION: RR and DS to meet up to go through the existing list of contacts to ensure a comprehensive email list for minutes and agendas.**

1. **The Web Site**: [www.distingtonbiglocal.org](http://www.distingtonbiglocal.org) is now needing material to place on the site.

**ACTION PD, DS and JB to provide material via** **me@merville.co.uk**

1. **The Lease:** a formal agreement is to be drawn up and agreed with Lloyd Foster.

**ACTION: PD to pull this together.**

**There is to be cleaning group working in the Centre on August 29th. Contact Rhoda for further details on 01946 830953.**

**Could as many Steering Group members as possible come along to the Drop-in Centre at 10.00am, or whenever you can make it, on Tuesday 3rd September to help set up for the opening of the centre. Thanks.**

**The next Steering Group meeting will take place after the opening on:**

**Date: Tuesday 3rd September**

**Time: 5.30pm – 7.00pm**

**Venue: The Big Local Drop-in Centre (Fosters Shop)**

Dave Smith

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