



Meeting: Distington Big Local Partnership Meeting

Location: Distington Community Centre

Date: Tuesday 05 July Distington Community Centre

Time: 10:00- 12:30am

Board members present: Paul Tharagonnet, Christine Pattinson, Shirley Murphy, Patrick Kelly, Karen Hodgson

Apologies received: Danielle Leigh, Mary Smart

Also present: Jeanette Harold (Local Trust), via Team Stephen Armstrong (LTO) via Teams, Katie Storey (Business Support) two members from Distington Community Trust.

Minutes from Meeting

Agenda Item	Minutes	Actions
1. Appoint chair to host	PT chaired today's meeting	
2. Apologies received	Apologies received from DL, MS	
3. Minutes from last meeting	Minutes from previous meeting 31 st May were agreed as a true reflection and no actions outstanding.	
	SA -LTO gave an update, he advised that there was not a lot to update at present apart from Groundwork had received the first payment which became live in June and 6 months payments from May to	

<p>4. Update from LTO Stephen Armstrong</p>	<p>October were received of £37,500 on Big Local's behalf and ready to be used.</p> <p>CP advised that DYCP had not received funds as budgeted in the plan for this quarter SA advised an invoice would need to be sent and KS to raise a purchase order to draw down the funds, a funding agreement should be sent which JH advised is in place and has provided KS with. There was a discussion around the changes as to how funds used to be received and it was reiterated as that Big Local used to be a limited company funds were easier to access, now a LTO was acting we had to follow correct financial procedures within Groundwork as LTO. JH advised that this funding offer to DYCP was an historic offer which was being honoured so SA confirmed that the funding agreement, an invoice from DYCP and a purchase order should suffice.</p> <p>SA once again said looking at the budgets in the plan for the next 6 months that the group had to make sure it was active and the group were proactive in making the projects work.</p>	<p>CP/KS</p> <p>ALL</p>
<p>5. Funding requests</p>	<p>There were funding requests received which had previously been circulated to members for a decision these were from Distington School & Together We, on that morning Fareshare had also dropped an application in and CP brought another 3 to the meeting these consisted of two for Distington Youth Club and Evergreen.</p> <p>We discussed what was in the budget this quarter there is £2,500 in the community funding pot and £2,500 in the Community Chest & Transport grants combined this only gives a total of £5,000 until November 2022.</p> <p>We had a discussion going forward how these applications would be reviewed KS advised there was a system in place that we received applications and these would be reviewed on a quarterly basis Jan, April, July & October. It was discussed at setting up a separate meeting away from the partnership meetings each quarter for these to be reviewed and a decision to be made.</p> <p>The issue was raised again on how we could receive payments speedily for emergency applications JH suggested that the community funds were put in the Distington Community Trust account for that group to look after, KS advised there was still an issue with Trust account in getting the names changed over. PT was to sort this asap it was agreed this would be an easier process going forward once the account was changed.</p> <p>PT advised the changes around the application process in that companies without bank accounts could now apply for grants.</p>	<p>ALL</p> <p>PT</p>

	<p>JH advised Distington Trust to be an administrator to provide financial payments in the future for the community pots as this would give more flexibility this would work but the issues with the bank will need to be sorted before this can go ahead. If there was a quotation received say for example a coach company for a group with no bank account this could be sent into Groundwork and a purchase order raised. For groups with no bank accounts and no quotes we will struggle to carry this out until Distington Community Trust account has been reinstated.</p> <p>We discussed the applications received and the outcomes were:</p> <p>Distington School had sent a letter in My requesting £2500 for a year 5 & 6 educational residential for the children in the village, this would have to come out of the community pot and as there was only 2,500 in that pot until November it was agreed £1,500 would be awarded. KS would contact the school again and ask them to submit a full application and supporting documents.</p> <p>Together We – It was agreed that not enough information was provided in this letter, the group were requesting help for payments of a rental property in Distington but although the building would be in Distington how much of it would actually benefit the village, Big Locals are specifically set up to benefit the people of that community, KS to go back to Together We to ask what impact it would have on Distington residents and what services would be offered before a decision could be made.</p> <p>Fareshare application two were received one for the community chest of £500 for surplus food and an additional application from the transport fund for fuel increase charges on delivering the service through the village. Again as there was only £2,500 in the budget until November it was agreed by the board members that £250 for each application would be awarded totalling £500.00.</p> <p>DYCP also submitted two applications for an educational trip to Lakes Aquarium at Newby Bridge for families & young people in the summer there was a request of £232.00 for the entrance fee and also an additional request to the transport fund for coach hire of £340.00 making this a request of £572.00, the group discussed and agreed they would award £200 for the bus hire and £150.00 for entrance total award £350.00</p> <p>KS to write offer letters to all groups, request any outstanding information and request payments.</p>	<p>KS – Done</p> <p>KS</p> <p>KS</p>

6. Community Ownership Fund update	KS updated the group that a pre-application had been submitted to the Community Ownership Fund this was sent on behalf of Distington Community Trust and is an application that is sent before a full application to see whether the group fit the criteria for match funding. This application is for match funding for the play park and we should have a response hopefully within the next 2 weeks.	
7. Update on planning application and lease Copeland Borough Council	Updates were given on the lease application for the land at Hinning's Road, KS submitted the application and all supporting documentation. Copeland had that morning came back with a few more queries around maintenance of the play park and who this would be carried out by. The Group confirmed that the Parish Council would be responsible and volunteers and parish councillors would carry out weekly inspections. The play equipment would be covered under warranty and guarantee for approximately 25 years and the insurance would also be covered through the parish. KS would go back to Copeland with the information and await their decision.	KS – Done
8. Insurance renewal commercial combined insurance	KS advised the group that she had had a discussion with SA and as Groundwork were the LTO company any events within the business plan would be covered by Groundwork Insurance but that any assets or events etc. carried out by Distington Community Trust would need to be covered by their own insurance. PT to discuss with SU at Local Trust to put this in place, this would need reviewed as the renewal policy recently sent was no longer for what the group would need. PT would need to act fast on this as the current policy run out 7th July.	PT – Urgent
9. Proposed Barn dance community centre 27 th August	<p>PT discussed a proposed barn dance in the community centre on the 27th August and asked the groups input. The cost would be £135 for the act and rental for the community centre would be £10 per hour average total of £175.00, the event could be used a consultation event where questionnaires and information about Big Local could be placed on tables to gather feedback from the community.</p> <p>It was discussed whether it should be a charged event or a free event and after discussion it was decided that it should be a free community event where everyone could bring their own food to share.</p> <p>JH advised if a community event was being held for the older generation there should also be plans in place for the youth for example a disco which can be discussed at the next meeting.</p> <p>KS asked how the group would advertise, it was agreed posters could be designed and put in local business windows and posts on Facebook.</p> <p>PT to confirm if going ahead and then KS could assist with marketing and advertising.</p>	PT

<p>10. Community engagement</p>	<p>KS discussed with the group that since she started it has all been very business heavy with applications and business plans and it feels like although the focus on the plans is for the benefit of the community that the community side of things have slipped, the proposed barn dance would be a good start but the group need to look at ways to bring the community together and get the word out more about Big Local.</p> <p>CP advised she would send me the events calendar for the Youth Club to see if we could collaborate.</p>	<p>ALL</p> <p>CP</p>
<p>11. Update from JH Local Trust</p>	<p>JH gave an update, some Local Trust booklets had been handed to the members to have a look at to bring attention to new support offers and also changes they are making to workplace so it is more user friendly.</p> <p>JH also advised that Ewan Rigg Maryport Big Local would like to re-engage with Distington Sharon & Kate would like a virtual meeting set up to touch base JH suggested that PT made contact.</p> <p>Other items were the report that JH had sent round asking for the groups input as this was focused around youth CP advised that she would send JH her input.</p> <p>JH reminded the group that Regional meeting at Bishop Auckland was to be held on the 16th July, PT & SM confirmed they would be attending, CP would check her diary and let the group know if she could attend. JH advised that this would be the last one in the summer and the winter ones are usually carried out via Zoom.</p> <p>JH advised there were no more updates on organisation or restructure but she will keep the group updated as she receives information.</p>	<p>PT</p> <p>CP</p>
<p>12. Any other business</p>	<p>There was no other business.</p>	
<p>Date of Next meeting</p>	<p>There was a scheduled meeting already booked for Tuesday 26th July 10am Community Centre.</p> <p>An additional meeting has been booked for 23rd August 10am at the Community Centre</p>	