

**Minutes of the Community Infrastructure Support Group Meeting  
Held at 2:00pm on 9 April 2009  
Coast & Country Headquarters, 14 Ennis Square, Dormanstown**

**Attendees:**

- Fiona Chesters, Tees Valley Rural Community Council (Chair)
- Linda Bell, Redcar & Cleveland Community Network
- Emma Grimes, Coast & Country
- Ann Dale, Redcar & Cleveland Voluntary Development Agency
- Catherine Sills, Redcar & Cleveland Community Skills
- Julian Feakes, Redcar & Cleveland Borough Council

**In Attendance**

- Benjamin Briggs, Coast & Country (Minutes)

Item

Action

The Chair welcomed those present to the meeting.

**1. Apologies**

None.

**2. Minutes of previous meeting**

The minutes of the previous meeting held 26 November 2008 were agreed as a true record.

**3. Matters Arising**

**3.1 3.3 Future of the Third Sector Report**

It was noted that since the last meeting of the group matters had moved on considerably in relation to this matter, the Stronger Communities Partnership had established a task & finish group to drive plans forward and a 'refresh and revive' event was planned for 23 April 2009.

**4. Infrastructure Organisations Survey**

4.1 It was noted that JF/AD had met to discuss a number of issues arising from the results of the survey. A further report on the results was tabled.

4.2 The following issues were noted as arising from the results of the survey:

- No conclusions could be drawn on the meeting of training needs/external advice until the results of the VCS survey had been received.
- There was a lack of information in relation to locally managed grant programmes in terms of criteria, terms, budgets and

drawdowns on funds.

- There was little qualitative information in relation to community workers.

4.3 It was agreed that feedback would be provided to respondents of the survey together with an opportunity for the organisations to refresh the data originally provided. An update would be provided to the June 2009 meeting of the group. AD/JF

4.4 Members agreed that the proposed workshop to discuss the results of the survey would be held after the results of the VCS survey had been received.

4.5 It was agreed to cancel the group meeting scheduled to take place on 21 May 2009 and re-schedule the meeting due to take place on 25 June to 11 June 2009 at 10am, Coast & Country Headquarters.

## **5. Voluntary and Community Sector Organisations Survey**

5.1 A revised version of the questionnaire was presented to the meeting, it was noted that 10 questions had been removed from the original version and that a number of questions had been reformatted and reworded following discussions with Jo Waldermere of Redcar & Cleveland Borough Council.

5.2 Discussion took place surrounding how the survey would be conducted and it was agreed that as funding was available in the Stronger Communities Partnership budget to support this work it would be proposed to employ an external organisation to undertake the survey.

5.3 A number of minor amendments to the document were confirmed and it was agreed that the amendments would be forwarded to Jo Waldermere for comment.

5.4 Following discussion around what geographical areas should be surveyed it was agreed that a representative sample from across the borough would be surveyed. It was also agreed that a pilot scheme would be undertaken to confirm the format and delivery of the survey.

5.5 It was agreed that a quotation would be sought for undertaking the work and presented to the Stronger Communities Partnership for approval. JF

## **6. Developing a Shared Constitution Toolkit**

6.1 The final document was presented to the meeting and a run through was provided by AD. It was agreed that the document would be referred to as a guidance pack rather than a toolkit.

6.2 It was agreed that initial distribution would be to the individuals identified on the Infrastructure Organisations Survey as spending 50% of their time directly supporting community groups. It was noted that RCDVA

- could host the guidance pack electronically.
- 6.3 Discussions took place surrounding admin support and costs in relation to the launch of the guidance pack. It was agreed to approach the Stronger Communities Partnership to fund the launch event. JF
- 6.4 It was agreed to calculate the time spent on creating the packs in order to gain a true picture of what they have cost. AD
- 6.5 It was agreed to discuss the launch event further at the June meeting of the group, with Coatham Memorial Hall, Redcar to be provisionally booked on Thursday 10<sup>th</sup> September 2009 for a full morning event with lunch. AD

## 7. Any Other Business

- 7.1 Noted that Tees Valley Rural Community Council has appointed Mary McDermid as East Cleveland Rural Development Officer.

## 8. Date & Time of Next Meeting

Thursday 11 June 2009 at 10am, Coast & Country Headquarters, 14 Ennis Square, Dormanstown.

There been no further business the chair thanked those present for attending and closed the meeting.