

**Minutes of the Community Infrastructure Support Group Meeting
Held 10:00am on Thursday 5 August 2008 at Coast & Country Head
Office, 14 Ennis Square, Dormanstown**

Attendees:

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

In Attendance

- Richard Jackson, Coast & Country (Minutes)

Item

1.

Apologies

DRAFT

Action

1.1

Val Mitchell, Redcar & Cleveland Borough Council
Emma Grimes, Coast & Country

2.

Minutes of Previous Meeting held 12th June 2008

Noted and approved as a true record.

Note before meeting JF added and extra item to the agenda

4.1 Project Initiation Document

3.

Matters Arising

3.1

Local Area Agreement Indicators

This work had been done

3.2

Community Network Representative

This matter was raised at the July meeting.

3.3

Funding Seminar (Item 8.2)

It was noted that this was a success and should be done again in the future

4. Community Development Strategy

JF Handed this out at last meeting and needed feedback at this meeting and needed help to carry this work out from the group. JL asked for volunteers for this work and to contact him via e-mail

The group agreed that they need to develop a questionnaire and this would be the same questionnaire for the 4 Area's. Possible managers questionnaire would help to do this?

Primary List (for questionnaire is as follows)

Redcar & Cleveland Voluntary Development Agency
Tees Valley
Redcar & Cleveland Community Skills
Coast & Country

GDT.
RFT.

Secondary List

Sure Start
Loftus Development
FROG
Skiningrove
RoK

Plus link in with this groups data base

FC / AD

The time scale for the questionnaire was talked about with the following timescale

Send out questionnaire – 26th to 29th Aug

Questionnaires to be returned – 12th Sept

Chase up – 19th Sept.

Report to be drafted 18 Aug and comments needed by 22Aug

JF / AD

Group to look at this work and discuss at meeting dated 30th September

Question from the group over what would the cost of this piece of work. It was agreed by the group for a report people's time to this and sees what it costs.

4.1 **Project Initiation Document**

This was passed by the council and then passed on to the group. Which the group then discussed and thanked JF because the group found this information very useful.

5. **Developing a Shared Constitution**

AD update the group and brought a framework tool kit for the group to discuss (as requested last meeting) and went through the contents.

Group agreed that the constitution should have the following

PROCESS - How do you adopt this
MODELS - Basic (small groups)
- Charity Commission
- Charity Law

All these to have some form of guidance notes.

A question was asked on what format this tool kit would be hard copy (easy to use/practical file), electronic or CD (cost to a minimum). Also would it be possible for the partners could print / make a CD of the tool kit depending on funding and if this was available.

AD to e-mail JFe information

It was agreed at the next meeting the group would look at the costing / branding, design & funding of this tool kit.

The group thinks it's a good idea as everyone has one point of reference plus this will need an annual review

6. **Any Other Business**

CS. Learning Enterprising Studies

Has a capital pot of money for an event at Upsal Hall for 40/50 people. RSVDA manage this (1Aug/31July)

E-mailed to group, plus on next

They have more money for funding this year and are getting guidance on how this money could be used. A

meetings agenda.

possibility is for buying materials to use and to help groups in participating

All agreed that after guidance for CS. To come back to the group (next meeting) for the group to discuss this.

Next Meeting: Tuesday 30th September 2008, 10:00am at Coast & Country, 14 Ennis Square, Dormanstown.

DRAFT