

Volunteering Lancashire VCFS Consortium - Sub Group

Meeting of the Volunteering Lancashire Sub Group

DATE: 14th December 2005

VENUE: LCVYS Offices, Guildhall St, PRESTON

PRESENT: Lynn Saggerson; Janette Holden; Kate Lee; Cindy Robertson (Chair); Deborah Barber; Graham Whalley; John Atkins; Phil Barrat; Steven Beesley; Ali Melling (UCLAN - MV); Rick Yates (Volunteer UCLAN – MV) and Shelley Aspin (Administrator)

REF	ACTION	BY WHEN	BY WHOM
VL.05.21	Apologies: Gael, Dorothy, Sally and noted that John Clark would arrive in the afternoon.		
VL.05.22	Notes of the last meeting: These were accepted as a true record of the meeting.		
VL.05.23	Matters Arising: It was noted that Community Futures would receive payment for staff attendance at previous meetings – contrary to the assumption which had been made at the last meeting.		
VL.05.24	Expenses: These were agreed and approved by the group. Expense claims for travel subsistence and the Strategic Development work had been received. These claims would be paid in the New Year – once the contract funding had been received.		
VL.05.25	Budget: The budget was re-profiled in the light of the anticipated additional administrative costs, which the group had already committed itself to. Principally the following project budgets were reduced to: £12,000 marketing and publicity; £9,500 website development; £6,500 information resource packs and launch event £2,125. A revised budget is attached with these notes of the meeting. Post meeting Note: The incorrect figure of £10,000 had been unaltered on the Website Project Specification document – As agreed at the meeting the budgeted figure for this project is £9,500.		
VL.05.26	Contract: Members agreed that the key deliverables		

	<p>within the contract must be more clearly specified. It was agreed that Graham would meet with Phil to produce a document for Community Futures, which would be added to the Contract as an appendix. Members also felt that Volunteering Lancashire (VL) also ought to have been specified in the contract – this matter was discussed and, whilst VL is not currently a legal entity and thus not eligible to be awarded a contract, this point would be raised at the next VCFS Steering Group meeting i.e. “LYA working on behalf of Volunteering Lancashire”. It was agreed that the period of the contract was to 30th June 2006.</p>	ASAP	GW/PB
VL.05.27	<p>Membership: New members, Ali Melling, UCLAN – Millennium Volunteers, and John Clark, Lancashire County Council Youth & Community Service, were welcomed to the meeting. Names and organisations for potential new members were provided to the Chair for action.</p>	End Jan 06	CR
VL.05.28	<p>Project Specifications: These were reviewed, revised and approved in line with the revised budget figures as noted at VL.05.25. A timetable and process for expressions of interest and project approvals was approved, and it was agreed that successful applicant be awarded funding in the following manner: First payment of 50% on being awarded a sub contract payment; with a further two instalments of 25% each based on the timescales and project milestones agreed. It was also felt likely that the final payment of 25% would held subject to a progress meeting in May 2006 to assess project achievements.</p>		
VL.05.29	<p>Questionnaire: The results of the questionnaire were announced. It was agreed that the town and post code of all entries would be added to the spreadsheet and that this would be sent to Phil Barrat for further analysis in respect of geographical spread.</p>	ASAP	SA/PB
VL.05.30	<p>Action Plan:</p> <p>a. Membership: All members suggested to join had been approved. Cindy to contact Neville at REACH. It was agreed to insert the Terms of Reference as an appendix.</p>		

	<p>b. Diagram: It was agreed that the diagram on page 4 be altered to reflect the links with Volunteering – thus circles would be added for Private Sector; Volunteering Organisations; Funding Bodies; Volunteers; and Regional entities.</p> <p>c. Results: It was agreed that the results and analysis from the questionnaire would be paraphrased and inserted into the Plan.</p> <p>d. Quality Requirements: it was agreed to state “we have identified the need for quality requirements and the structure will reflect need – these had been translated into: Short Term outcomes – The four key projects which had been identified, to be delivered by the end of June 2006. Medium Term – Putting funding priorities to the consortium, and external bodies. It was also noted that a funding panel (a sub group of VL had already agreed to meet on 24th January 2006 to discuss possible opportunities for funding.</p> <p>e. Gap Analysis: The following bullet points were noted: - funding from April 2006 – A possible Lack of services to X number of volunteers across Lancashire which would affect a population base of Y across Lancashire (Note: members agreed to email figures from their databases regarding the true extent of this gap, to Graham ASAP). It was agreed to add further information, which can be interpreted, about possible gaps from the results of the questionnaire.</p> <p>It was agreed that a major item at the next meeting would be the formation of a ‘task and finish group’ to complete and finalise the action plan. Cindy agreed to check on a facilitator to bring the action plan into life through a process of bringing the results from the questionnaire, VC data, swot analysis, project specifications and information pooled from experienced and skilled staff in the sector (members of the group!)</p> <p>Phil agreed to provide more information from the LIAPs on Volunteering in die course (Jan 2006). Phil rated the group’s performance to date as 8/10!</p>		
VL.05.31	Terms of Reference: Approved. Steve agreed to look at models for becoming a constituted body and		

	bring forward suggestions to the next meeting. It was also noted that, in principal, the group will consider supporting members' bids for external funding agencies either by way of discussion at meeting or by way of email 'round robin', should time not permit discussion.		
VL.05.32	AOB: Sally had suggested that VL could use the VE Logo.		
VL.05.33	Date of next meeting(s): 24 th Jan (Funding Sub Group), morning at Groundwork Preston. 27 th January 10.15 – 12.15 venue TBC 16 th February (all day) venue TBC 16 th March (all day) venue TBC		