

Volunteering Lancashire VCFS Consortium - Sub Group

Meeting of the Volunteering Lancashire Sub Group

DATE: 30th January 2006

VENUE: LYA Offices, 10 Fishergate Hill, Preston

PRESENT: Janette; Gael; Dorothy; Cindy (Chair); Deborah; Adrian Blundell (GLW); Graham; John; Dusanka Rushton (MBF-NW); and Tony Hyland (Preston Volunteer Centre)

| REF | ACTION | BY WHEN | BY WHOM |
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| VL.06.01 | Apologies: Lynn; Ali; Kate; John, and Sally | | |
| VL.06.02 | Notes of the last meeting: These were accepted as a true record of the meeting. | | |
| VL.06.03 | Matters Arising: It was noted that all the matters arising would be covered in the meeting. | | |
| VL.05.04 | Questionnaire: The postcodes and towns had been added to the spreadsheet and forwarded to Phil Barrat for the geographical analysis and inclusion of LIAP data. | | |
| VL.06.05 | <p>Contract: <i>Project Specifications</i> – the results of the EOIs was noted and it was agreed that feedback be sent to Ali Melling regarding the bid from MV. <i>Partnership Agreements</i> – a draft agreement was discussed and agreed to add a paragraph in relation to unsatisfactory project delivery. The approved agreements would be sent to project leads for signing, today.</p> <p><i>Contract:</i> A 'side letter' had been written to describe the key deliverables in the contract, which members discussed. It was agreed that the work detailed in this letter would be managed and delivered by members within the VLSG meetings. Cindy would contact Martin with the details to facilitate this process.</p> | | |

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| VL.06.06 | <p>Budget: Graham provided a budget update. In addition the group agreed to cover the additional expenses (for a period of one year ' no more than tow meetings per year) of the VEDC Lancashire Representative (currently Dorothy) plus a £25 attendance fee per meeting, from the VLSG budget. Members approved the purchase of 10 USB Flash Cards (circa £25 ~ 256 MB Storage).</p> | | |
| VL.06.07 | <p>Contact List: The list was updated and will be circulated to members with these notes</p> | | |
| VL.06.08 | <p>Funding Opportunities: As recorded in the notes of the meeting held on 24th January 06. Dorothy provided a BLF information sheet. It was agreed that Community Futures be asked for more information regarding the process of drawing down additional funding for 'printing' costs and for information regarding the level of funding from either 'under spends' or a future 'capacity builders' fund to support the ongoing expenses of the group and to keep the work alive.</p> | | |
| VL.06.09 | <p>Action Plan:</p> <ul style="list-style-type: none"> a. Membership: Neville from REACH to be contacted. b. Diagram (page 4.): An updated version will be circulated with the minutes for comments c. Gap Analysis: members agreed to send numbers of volunteers logged and opportunities logged for the current financial year to Graham before the next meeting. d. It was agreed to invite Phil to meetings on 16th Feb, and 16th March (at which Martin Preston would also be present). | | |
| VL.06.10 | <p>Constituted Body: John provided a verbal report and the process would require that Aims and Objectives are agreed and it was suggested that the model could be Company LTD by Guarantee with Charitable status. John and Dusanka would explore the matter further in relation to trustee status and conflicts of interest.</p> | | |

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| VL.06.11 | <p>Market and Publicity and Celebration Event Plan: Adrian and Deborah (GLW) provided a summary of the work to be carried out. Discussion took place regarding logos, pictures and other material and Adrian agreed dates with members present to undertake the first phase of the work. Dates were also agreed for a core 'working group' [CWG] (Project Leads plus Cindy and Graham) see below.</p> <p>It was agreed that the Celebration Event would be scheduled for the morning of Wednesday 28th June at Garstang Country Club.</p> | | |
| VL.06.12 | AOB: No other items were raised | | |
| VL.06.13 | <p>Date of next meeting(s):</p> <p>16th February – CWG; 9.30 – 10.30am; Preston CVS</p> <p>16th February – VLSG; 10.30am – 4pm; Preston CVS</p> <p>7th March – CWG; 9.30am – 12.30; Groundwork</p> <p>16th March – VLSG; time and venue TBC</p> | | |