

NELM DEVELOPMENT TRUST LIMITED
Registered Charity No: 1117051

BOARD MEETING
Henderson Business Centre
Minutes of the Board Meeting

Date: 11th February 2010
Time: 14.40 – 16.45

Present:

Bridget Buttinger	(BB)	Trustee – Norwich City Council – Vice Chair
Anne Davey	(AD)	NELM Trustee
Doreen Sell	(DS)	NELM Trustee
Lynda Wilkinson	(LW)	NELM Trustee

NELM Staff:

Jane Baker	(JB)	Office Support – Admin (minutes)
Julia Corbett	(JC)	Finance Manager
Nick Craig	(NC)	Chief Executive

Apologies received:

Mike Harris (GOEAST), Nejla Sabberton (GOEAST), Paul Wells, Freda Sheehy.

Not attending:

Sarah J Fyfe

Declaration of Interests: Circulated

Bridget Buttinger took the chair in Freda Sheehy's (FS) absence; the Board were informed that Lynda Wilkinson was acting as proxy for FS to vote accordingly.

211 Minutes of the 26th January 2010 were agreed as a true and accurate record, and signed by BB.

212 Matters Arising

206.1 AD queried whether GO had given approval to build the Pavilion; NC explained that the GO is not giving approval without further explanation as to why it has been brought back to them (SGU and subsequent changes to budget) and the fact that we still require planning permission. NELM may need to liaise directly with DCLG.

NC stated that discussions with DCLG are very slow and that transacting business is extremely difficult.

JC referred to the Transition Costs (Project) and that it was first submitted to GO last autumn and is taking a long time to approve.

Action(s): JC will send a summary of transition / project costs to the Accountable Body (AB - Norwich City Council)

213 Risk Management (item 5)

213.1 Further to the previous Board requesting a separate Risk Management meeting - the scheduled meeting date as given needs to be checked. (Note: Meeting now confirmed for 01.03.10 at 09:00 at HBC).

Action(s): JB to check date and then canvas Trustees for another suitable date/time

213.2 Mow & Grow: Their payment of £20,000 is being withheld by NELM and the AB as there is a discrepancy with data provided on monitoring forms. Although 2 meetings have already taken place another meeting will be arranged allowing for the provision of further evidence. If the correct and relevant information is not given – then no further payment will be made to this project.

214 Minor Landscaping – Project Approval (item 6)

214.1 Item 193.1 in the minutes of 14/12/09 needs the following amendments:

- (i) The date contained in the phrase “...at the meeting on 20/11/09...” should read “At the meeting on 26/11/09...”
- (ii) Insertion: “The Board unanimously approved the project (value £50,000) and that it be submitted to GOEAST for their approval”.

215 Board Papers – timescales (item 8)

215.1 AD brought this issue to the table; there is consensus that Board papers should be given to Trustees at least a week prior to Board meetings to allow them to read and absorb information and aid the decision-making process. NC informed Trustees that we are aware they need the paperwork and endeavour to send this as soon as possible, but sometimes it is not possible to ensure compliance with the 7 day protocol.

Action(s): NC (&JB) to
1. Ensure papers are forwarded to Trustees as soon as available
2. Make Trustees aware of the context and background to agenda items in Advance

216 Any Other Business (item 10)

216.1 Larkman Primary School: Following a recent OFSTED monitoring visit, a report has been issued which states that inadequate progress is being made. Some points mentioned were:

- a) Attendance / behaviour are improving
- b) Attainment / progress are decreasing (now in bottom 1% nationally)
- c) There are serious concerns about the School’s performance

NELM will speak with Children’s Services etc with a view to working with them and partner agencies to improve the situation at the School.

216.2 The Garage Trust: In respect of that Board, a question arose from the previous meeting in respect of membership; it was established that NELM members are as follows: BB, Dawn Jackson, Nicky Adamson, Brian Elliff (not attending) and Rita Shanley. It was reiterated that Board representatives need to constantly ask how the residents of NELM will benefit from sitting on the AcT board.

Dawn Jackson has proposed that a community member (Extreme Dance Group) be co-opted as a NELM representative onto the AcT Board. Given the lack of personal knowledge of the person proposed, a suggestion was made that the person be invited to meet the Board.

Action(s): 1. NC to contact the Garage Board for the purpose of them contacting Brian Elliff to discuss non-attendance
2. NC to invite Darren Grice to do a presentation for the Board on the Garage and its future plans

216.3 Although a national evaluation of NDC's will be undertaken, there is an expectation that local evaluations will also happen. NC has been contacted by an organisation proposing to undertake evaluation locally. If evaluation is undertaken, the procurement standing orders will need to be met.

Recommendation: That the Board note this and agree to obtaining quotes for NDC programme evaluation Vote in favour: Unanimously agreed

BB suggests that the 'appreciative enquiry' methodology would be useful as this determines what is good about what has happened, and gave a contact name (E Appleby).

Action(s): 1. BB to email contact details to NC
2. EA to be contacted by NC re evaluation models and community planning

216.4 West Norwich Partnership – GO Kart (project): Both DS and LW declared their interest, but were not asked to leave the meeting.

An outline proposal was tabled and a further application using this info is to be completed by the lead-worker; NC suggests that any funding should be in the form of grant of not more than £10,000.

Recommendation That the Board approve this pilot project subject to a further proposal being submitted and a project appraisal being undertaken Votes in favour: 3 Abstentions: 2 (declared interest)

216.5 Delivery Plan: NC spoke about issues pertaining to Audit Commission and SGU's going back to 2004/05. Audit Commission guidance is now that any changes in operations must be reflected in the relevant Delivery Plan. This means that the 09/10 plan must now change.

Also, the Audit Commission requires the DP to show net income producing projects – however, the DP is a spending plan and income lines could be added separately. The tabled addendum is to be sent to the AB for their consideration.

BB is to request a note from GO/DCLG about their requirements and to ask the Audit Commission as to exact info they require. JC referred the meeting to Paragraph 12 of the 2009-10 funding agreement letter.

Action(s): NC to email changes (summary of activity) to Trustees

<p>Recommendation</p> <p>That the Board notes and approves the tabled Addendum and the submission of a revised Delivery Plan</p> <p>Votes in favour: Unanimous</p>
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216.6 Community Action: Cadge Road Community Centre – Fete; AD is setting this up and invited NELM to have a stall as an aid to interacting and engaging with the Community.

AD said she would like NELM to resurrect the 'street leader' (SL's) project. Both Lynda Wilkinson and Doreen Sell endorsed this proposal. BB pointed out that there should be a proper programme in place.

Action(s): NC to establish resources required to reinstate SL's as part of Community Engagement

JB & JC were requested to leave the room at 15.50 in respect of Items 7 (Redundancy & Staffing) and 9 (Succession); NC to take minutes.

217 Redundancy, Staffing and Succession (Items 7 & 9)

217.1 The Succession paper was tabled as follows, but subject to items 3 – 5* being brought back before the Board at the next meeting on 25/02/10:

Recommendation

The Board note the paper and agree the following:

1. That the NELM Development Trust will continue to trade – **All Agreed**
2. That an interim management arrangement be put in place – **All Agreed**
- 3.* That authority is delegated to NC to finalise the details of the interim arrangement – **All Agreed**
- 4.* A review of existing NDC roles and responsibilities in light of changing circumstances – **All Agreed**
- 5.* That authority is delegated to NC to discuss and negotiate on behalf of NELM during this review – **All Agreed**

217.2 Item 9a (Banking): A proposal was submitted for the lifting of restrictions on the use of NELM's current account in the context of reviewing NELM financially-related standing orders and banking provision. This review is to be brought back to the Board for further consideration.

NB: It must be noted that agreement is subject to what the banks require in terms of notice for transactions, the best banking arrangements; best practice regards standing orders etc.

Recommendation

That the Board note the paper and approve the following:

1. Lifting of restrictions on use of the NELM current account for usage as an ordinary bank account – **All Agreed**
2. Delegated authority given to CEO to review standing orders to ensure continued relevance and suitability – **All Agreed**
3. Delegated authority given to CEO to review banking provision ensuring that most suitable arrangements in place – **All Agreed**

218 Date of the next Board meeting is Thursday 25th February 2010 at 2.30 p.m. (HBC)

There being no other business the meeting concluded at 16.45 (approx)

Signed.....

Chair / Vice-Chair

Date.....25/02/10