

**Downham Assembly  
Coordinating Group Meeting  
18 October 2012  
HAKA sports complex,  
Meeting minutes**



**Chair:** Jason Fleming

**Minutes:** Jason Fleming

**Attendees:** Cllr Duwayne Brooks, Gail Nicholas, Sue Ringshall, Colleen Etheridge, Fiona Calder, Joe Cobham,

**Apologies:** Cllr Julia Fletcher, Cllr Jenni Clutten, Sue Court & Richard Holland

Agenda Points	Action Points
<p><b>1. Scrutiny meeting</b></p> <p>Jason welcomed everyone to the meeting and said that as with the previous year the coordinating group will look to offer support and advice to the applicants though questions, comments and suggestions for them to consider. This information will then be sent to each of the applicants and they will be given one week in which to respond, the group can then offer and final remarks to the providers before the assembly in November.</p> <p>As two project providers were coordinating group members and one a relative of another applicant they will be asked to leave the room while these projects are discussed. They can offer questions, comments and suggestions on the other projects received. (please see item 2)</p> <p>This year we received twenty one project proposals looking to address many priorities and actions within our Action Plan. We have £18,750 (to be confirmed) to be allocated to projects this year which would contain the Councillors discretionary element of £3,750.</p> <p>We have received £38,863.95p worth of projects this year and as such it was proposed that we deliver an event the same as last years market place event.</p>	<p><b>AP1. Jason to check with Julia re the discretionary element of funding.</b></p>

Each of the project were discussed and a series of questions, comments and suggestions were drawn up to put to each of the applicants.

For the full details please see questions, comments and suggestions document.

## 2. declaration of interest

Both Fiona Calder and Joe Cobham declared an interest in projects discussed on the night.

These were as follows:

Fiona Calder:

- Regal Educational Arts Project (REAP)

Joe Cobham:

- Waste recycling and Snow marshals pilot project
- Educational and Motivational Project
- Downham Youth Football Club Project for Under 11s

Both Fiona and Joe left the room when their projects were being discussed by the remaining co-group members and were asked to join the group once more at the end of the discussion.

## 3. Format of the meeting

As there was so many applications to discuss at the meeting there was not enough time to discuss the format of the meeting in detail.

The group had agreed to follow what was delivered last year as it worked well with similar numbers but the actual details of the meeting were not discussed.

Jason asked the group if they would be happy for him to send through details as to how the event would run and for the co-group to provide any further suggestions or comments.

AP2. Jason to provide details for the meeting and for the group to response with any further ideas or suggestions.

<p><b>4. Publicity</b></p> <p>Again time was limited to discuss the publicity. The group took a look at the door to door letter, which included information on the Remembrance Service and the Downham Celebrates Christmas Festival, as well as the posters and leaflets. The group approved them all. Joe asked if information on the DCEG (Downham Community Engagement Group) could be included within the door to door letter. Information to be forwarded to Jason</p> <p>The group had agreed to change the picture on the front of the door to door letter to the venue if at all possible.</p>	<p>AP3. Joe to forward Jason info on the DCEG to be included within the door to door letter.</p>
<p><b>5. AOB</b></p> <p>The group had agreed to continue further discussions on the format of the evening and what it will include via email as the time only allowed for the discussion of each of the 2012/13 Assembly Fund proposals.</p> <p>The meeting was brought to a close.</p>	