

LANCASHIRE FRIEND

Minutes

31st January 2006

Present: Wendy, Nick, Ian P, Cathy, Paul, Les, Allan, Pat, Joanne, Kathryn

Apologies: Chi, Ian H, Ian R, John, Fiona, Von, John Michael

- **Welcome**
Nick welcomed people to the meeting and gave a brief overview of the work of Lancashire Friend and its volunteers.

- **Minutes of last meeting**
Agreed

- **Matters Arising**

CRB check

Nick has written twice regarding cover for working with under 16s if approached via the website or helpline. Still awaiting response. Allan asked about funding for this as it can cost £15 per time. Nick is to look at volunteers who already have CRB checks

Worlds AIDS Day Vigil – Dec 1st

Thanks to those who attended. Our presence, as a group, was noted.

Christmas Social

This was successful as an outing for the group but it was decided not to use The Postal Order again due to hygiene issues.

Red Ribbon Gala

Thanks again to those who attended this fabulous night at 53 degrees at UCLAN. All those who went agreed it was brilliant.

LGF Manchester

This visit is on hold at the moment but will hopefully happen during February.

- **Executive Reports Chair**

Funding for training

Funding for training has been granted and will cover 2 days in March and April. The first day will cover counselling issues and language whereas the second day will be more skills based. Up to a dozen volunteers can be trained using this money. The training will give volunteers a foundation of skills for switchboard, befriending etc. Dates to follow next month. Nick is in the process of sourcing a trainer and confirming potential dates. Allan asked if Nick had contacted LGF as they have their own staff of trainers available.

Policies and procedures

Nick has written a job specification for key roles within LF. This will help in the event of someone leaving so a replacement volunteer can quickly see what is required of that role. Nick will be consulting with people over the final details this month in time for the February AGM.

Nick has also been working on formalising policies and procedures for the group including amendments to the Constitution. If anyone would like a preliminary copy, please see Nick. This will be agreed at the AGM in February.

Policies on Equal Opportunities, Befriending, Call Handling and Confidentiality are now available with full definitions and guidelines throughout. Again, if anyone would like to see the draft copies prior to the AGM, please let Nick know.

Membership system

There is a draft sheet available from Nick outlining a three tier system for volunteers:

1. Associate – no specific role, more social
2. Volunteer / Member – active within the organisation but no specific role
3. Executive – specific duties and responsibilities

Nick asked for feedback on the draft. Wendy to upload to website and ask for responses. Obviously the matter is not set in stone and requires further consultation.

March meeting

PC Bev Taylor, LGBT Liaison Officer for Burnley / Pendle, will be attending to formalise LF's role as a 3rd party reporting centre for hate crime. This is on the increase and should be a focus for the group. Bev is very involved with FLAG in Burnley and we welcome her input.

Extras

LF has been included on an audio CD produced by Lancashire Constabulary for the blind community. We are included in a selection of 50 to 60 services and Nick gives an outline of the group and its functions within the LGBT community. The CD is targeted at the Burnley and Pendle area. Thanks to Bev for her help with this.

Website

The most significant newsletter was from lgbthistorymonth.org.uk This is February 2006 so we have linked our AGM to their newsletter and website as agreed at the last meeting.

Befriending

Les and Ian P have several ongoing befriending with new and current service users. There is also a buddying follow-up to a previous service user.

Treasurer

The accounts were fully completed and audited by accountants. The Annual Return was completed and sent off to the Charities Commission by the given deadline.

As we near the financial year end, money remains tight but we will be invoicing out to PCTs next month. Nick and Paul have also set up a plan for finances for the coming year. A funding bid to Lloyds TSB looks promising as they have returned with more questions. Nick has requested £1000 and this could be used for display boards making LF look more professional at public and corporate events. More avenues for funding are being explored by Nick and Paul.

FLAG

The FLAG World AIDS Day event raised money for the George House Trust but didn't manage to get the expected numbers through the door. Thanks to Nick at LF for bringing supplies. Their last meeting is looking to develop a programme for the upcoming year with activities or a speaker at alternate meetings. FLAG is looking forward to continuing its partnership with LF.

AGM

Tuesday 21st February 3.45pm for 4pm start – 6.30pm finish (at the latest)
The Moorings, Bolton Road – as this has buffet, parking and disabled access.

The format will be based on '**Promoting Lancashire Friend**' and Allan has agreed to be the guest speaker. This will be followed by a short AGM with elections and the discussion of the constitutional changes. Nick has sent out the invites to local agencies / organisations / people. Nick underlined the importance of as many volunteers as possible attending this year as it shows our serious intent as a group. PCT representatives have also been invited to see what LF is doing and the importance of our role. If anyone has details of any other agencies you feel should be invited, please let Nick know by February 10th at the very latest.

AOB

Ian asked if proposed Associate members would be able to access the office. The office is only open to non-executive members during switchboard hours and is not set up for being a drop in centre.

Allan mentioned linking the CRB checks to training on child protection issues which covers new sexual offences legislation. This work also includes working with vulnerable adults.

Allan informed the group that incidents and complaints have been received by police concerning male sex workers. Allan was informed of this at the Sex Workers and Exploitation Meeting of the Community Safety Partnership. Allan asked for evidence but until then will be carrying out observations in the Billinge Wood area at lunchtimes. If anyone is available to volunteer, then contact Allan at the Jarman Centre. Allan will sort out protocols and multi-agency funding for the project.

Please note the Lancashire Sexuality Training Group is now known as the Lancashire Sexuality Training Forum and Allan will send Nick terms of reference for linking into this forum as this group and the Community Safety Partnership have sources of funding available.

Allan also outlined that a research project is underway with Age Concern about facilities for older (self-defined!) members of the LGBT community. If anyone knows older members of the LGBT community who would like to be interviewed, please let Allan know. It needs to be completed by the end of March.

Blush pack distribution has been consistent and widespread. Thanks to all involved with this. LF now has good evidence based work for further funding bids and PCTs.

Social – 3rd March. Ten pin bowling at Accrington.

The next meeting date is Tuesday February 21st 2006 at 3.45pm – The Moorings

The meeting closed at 9.10pm

Any queries or issues, please contact Nick on 07753 209770