

Minutes

Lancashire Friend

GENERAL & EXECUTIVE COMMITTEE MEETING

Monday 23rd February 2004, 7.30pm

Jarman Centre, James Street, Blackburn

Attendees: Jeremy
Mellandra
Chris
Leslie
Nick
John-Michael

Chaired by: Jeremy Sharples
Minuted by: Nick Brierley

Apologies

Pat & Michael

Summary of Actions

- 1) Minutes of the last meeting were agreed with one correction made, this being that Ian P attended the Consortium conference in Leeds and not Les.
- 2) It has been agreed that Lancashire Friend will take over the packing of the "Blush packs" following depletion of the existing stock. Jeremy advised that this is likely to be in 2-3 months time. Suggestions have also been put forward for how the design of the packs can be approved and Jeremy advised that the Lancashire Friend logo and phone number will be ideally place on the front of the packs.

Overall the putting together of the packs will provide an opportunity for members to be more involved with the group and give opportunity to people who might not feel able to contribute in other ways. It is envisaged that the packs will be put together on evenings when the switchboard is run so volunteers can have the opportunity to do the switchboard or put the packs together.

- 3) **Chair Persons Report** – Jeremy advised of his concern regarding the lack of communication and attendance at meetings. It is essential all members and volunteers make the effort to attend. Following this discussion it was proposed and agreed that all future meetings will take place on the last Tuesday of the month so those attending college on a Monday will be able to attend and this also means the line will be covered during the meetings. It was also agreed that the meetings would now follow a regular structure and will commence on time in future in order to ensure all actions are discussed in the time permitted.

Jeremy also advised that the National Lottery is forwarding a request for a refund due to our underspending of the funds received. He advised that the figure is approximately £6,100. Nick advised that the group would be unable to pay back this sum at this particular time due to insufficient resources. Therefore Nick will await the official request for the funds and then will discuss this further with the executive committee to decide a course of action.

- 4) **Treasurer's Report** – Nick advised following Jeremy's report that all possible cutbacks in expenditure are now required and that all expenditure should be agreed in advance to ensure we have funds available. Nick has drafted a letter to be forwarded to local businesses, PCT's and funding bodies in order to try and raise funds for the group. This letter will be approved and will then be forward out accordingly. Nick is to obtain from Jason any information regarding funding and any other documents, which the Treasurer requires.

- 5) **Outreach Workers Report** – Les advised that a couple of befriending have taken place in recent weeks and a couple more were planned for the following weeks. The new befriending forms are now in place and the leaflets to be distributed to clients at befriendings along with guidelines for befriendings will be available once printed in the coming weeks.
- 6) **Women Officer's Report** – Mel advised that due to personal circumstances no further developments have been made in terms of this role. Mel will ensure Jeremy is made aware of any relevant developments but again due to personal circumstances she will be unable to progress further at this time.
- 7) **Membership Secretary's Report** – No report was given due to Ian's absence. Jeremy advised that the member's list would need revising due to some changes required to details.
- 8) **Website Coordinator's Report** – Chris has continued to update the website and special mention was given to the tribute made to Peter Cash on the site. Chris has continued to forward advertising materials to schools and along with Nick's help all doctors and GP's surgeries will be mailed over the coming weeks. Chris has also produced and sent out invitations to the Connexions presentation evening, which will take place on Wednesday 24th March at the Jarman Centre.
- 9) **AOB**
 - Jeremy advised everyone of Peter's recent death and thanked Peter for all his hard work, commitment and as Peter had been a founder member of the group Jeremy highlighted the importance of ensuring the groups future.
 - it was agreed that a new Honorary Vice Chairperson was to be sought following the death of Peter Cash. A suggestion for this post has been made and this was agreed on. Jeremy will liaise with this person and will advise further at the next meeting.
 - Nick discussed the theft of the petty cash tin from the office drawer prior to Christmas. Unfortunately at the time this happened no exact time could be suggested and hence no police or further action has been possible. Regrettably despite no physical monetary loss a large quantity of cinema vouchers were in the tin which was taken which had been meant for the agencies that were used during the Connexions research. It was agreed that Nick would contact the Manager at Groundwork to advise of this and will offer a donation of £100 to compensate for the loss of the tickets. However it was also agreed that if the tickets are requested then we will be buy these for them. This would be a total of £350.

The meeting closed at 9.10pm. The date of the next meeting of Lancashire Friend will be on Wednesday 31st March at the Jarman Centre at 7.30pm. Please can you forward your apologies if you are unable to attend meetings and ensure Jeremy, Ian H or Nick is informed