

**ELLGaS EXECUTIVE COMMITTEE MEETING MINUTES**  
**WEDNESDAY 11.11.98.**

**Attending:-**

Ken, Clive, Alistair, Maggie.

**Apologies:-**

**None.**

**Agenda:-**

**The Minutes of the last Meeting:-**

Were read and agreed to be an accurate record of business.

**Matters Arising:-**

Duncan Berry has been met and his application has been accepted, subject to satisfactory references. As he is known to certain members and he is the first new member since we have started asking for references, it was agreed that we would apply for references subsequent to his membership being granted.

**Move to The Jarman Centre:-**

We have moved!! Everybody has expressed how impressed and happy we are to be in far superior premises. Thank you from us all Maggie for all your hard work and support during this time.

The “one to one” room above the front door IS available for our use for befriending purpose during weekdays or during switchboard hours. We need to remember that we offer befriending and NOT “Counselling” Services. Maggie put forward the idea of a familiarisation trip to Manchester Switchboard to see how their Face To Face group works as befriending is an important tool for “moving on” regular callers . This, it was agreed, could be deferred a little while until we have settled in.

**New Equipment:-**

We need another desk , mainly for the use of the second switchboard line. Maggie is going to try and find one for about £40.00 at somewhere like MFI. This was agreed upon.

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### **Financial Report:-**

As at the end of October 1998 we have £4,920.40 in the bank. A new procedure is being set up whereby at every Executive Committee Meeting we are made aware of our current balance and how it was arrived at from the balance at the end of the previous month. Clive is setting this up and hopes to have it up and running for the next Executive Committee Meeting. Bills that have been paid or need paying will be mentioned and when bank statements arrive, receipts for outgoings will be attached for audit purposes. There will also be regular reports on the amounts of funding available under each budget head.

An invoice has been sent to East Lancashire Health Authority for the £5,000 balance of funding honoured to us.

By the next Executive Committee Meeting, we will know if we've been successful in our application for a grant (£5000 approx.) from Joint Finance for the purposes of making the post of paid worker full-time and making ELLGaS more self-sufficient in this respect.

Financial issues, it was deemed, need to start being addressed as top priority. Focus seems to have been lost in this area of late. The percentage of time spent on fund-raising issues seems to have dropped dramatically in recent months and more work and concentration needs to be given to this area. There has been a distinct lack of interest in fund-raising ideas and the group needs to give more thought to this matter. ELLGaS is not in receipt of sufficient funds to be secure at the moment. The onus is very much upon Joint Finance. We all need to consider the consequences of getting funding as against not getting funding.

### **Structure of the Committee:-**

Jeremy has expressed an interest in becoming a member of the Executive Committee. Having now completed the minimum three months membership required, he is now eligible for consideration. There are presently two vacancies on the Executive Committee. At the next general Meeting, it was agreed that we could ask Jeremy formally if he would like to join and then proceed to co-opt him onto the Executive Committee in an agreed capacity.

### **Future Plans:-**

#### Lottery Bids (Current):-

We will hear in January if we have been successful in our application for a small grant (£5,000 approx.) to fund the worker's position, volunteer support and training and to complete the business plan.

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#### Lottery Bids (Planned):-

A bid is planned for next year around involving the community in the activities of ELLGaS

#### Business Plan:-

On-going.

#### Other Projects Awaiting Funding:-

Volunteer support and training, structure of affiliations to increase involvement of the locality in ELLGaS and to raise funding

#### **Other Business:-**

M.E.P. for East Lancs. (covering Burnley and Pendle) Mark Kendrick is subsidising a group of delegates from the local voluntary sector in Burnley to visit The European Parliament in Brussels. The proposed dates for the visit are to be 30<sup>th</sup> November – 4<sup>th</sup> December inclusive of travelling time (via ferry overnight, Hull to Zeebrugge), 2 days meeting Mr Kendrick in Brussels and a day of leisure. ELLGaS will be paying £100 per person for training and £10 per person per day spending money, an outgoing of £300 altogether.

On a matter of saving a bit of money, it is going to be looked into if it is going to be cheaper to give our notice at the Hammerton Street office and move the phone line to the Burnley Resource Centre (formerly The CVS Building).

It was suggested that we start to alternate General Meetings between The Jarman Centre and The Red Triangle Café so as not to be seen to be severing our ties with Burnley.

**The next Executive Committee Meeting will be on Wednesday 9.12.98. at The Jarman Centre.**

**The Next General Meeting will be on Wednesday 25.11.98. at The Jarman Centre.**

**The Next Social will be on Thursday 3.12.98. at The Burnley Mechanics.**

**PLEASE COMMUNICATE ANY ALTERATIONS TO THESE DETAILS TO ALL MEMBERS.**