

# ELLGaS Executive Committee Meeting

## Minutes 12<sup>th</sup> September 2001

### Present

Alistair, Jason, Jeremy, Pat, Maggie, Mark, Peter, Viv.

### Apologies

Les.

### Agenda

Minutes of the last meeting  
Matters arising  
Memberships  
Face to face counselling  
Outreach report  
Treasurer's report  
Worker's report  
Burnley  
Website update  
Volunteering policy and zero tolerance  
ELLGaS anniversary  
A.O.B.

Pat was formally welcomed to her first ELLGaS executive committee as honorary vice-chair.

### Minutes

The minutes of the last meeting were not available.

### Matters arising

None.

### Memberships

Steve needs to be contacted regarding his membership.

**ACTION: PETER**

### Face to face counselling report

The Preston probation service has invited Maggie and a guest to a tea dance. (John Marsden will accompany her.)

### Outreach report

There has been one befriending since last month. One of the befriendees attended the last social. A follow-up call will be made

**ACTION: JEREMY**

### Treasurer's report

The Treasurer's report is in the post to members.

It is time for the six-month accounts to be done. They will be sent to OCAS for verification.

The next payment from the Community Fund is now due.

### **Worker's report**

The new contact at the Community Fund has been very cooperative with regards to ELLGaS' grant application.

Maggie asked those members present to look over the first draft of the grant application, this was to ensure that all issues that members considered important to the organisation are covered.

Maggie would like to see some kind of staffing structure introduced to ELLGaS. She felt that it was not appropriate for her to fill in the applications regarding staff posts, as it would be a conflict of interest, as she herself will be applying for one of the posts.

Jeremy suggested that a sub-committee of the executive group meet to fill in those parts of the grant application pertaining to staff positions.

Jason and Maggie will meet to discuss the financial implications of the grant application.

**ACTION: JASON, MAGGIE**

Alistair will meet with the other F2F counsellors to discuss their requirements for an outreach/support worker.

**ACTION: FACE TO FACE GROUP**

Jason asked if minutes for the F2F group meetings were available. Alistair told him that they were filed in the Blackburn office.

Peter pointed out that the peer support group meetings currently used by the F2F group may be adequate for a group of that size and that perhaps a F2F support group worker may not be needed. It was agreed that the group would need to consider their needs carefully.

Jason asked if we could hire somebody to fill this position in the short-term. There is no reason why this could not be done.

Maggie told the executive committee that after three years ELLGaS will not be eligible for any more Community Funding. It was suggested that we become a Healthy Living Centre in order to qualify for new grants.

Peter said that the F2F group could 'sell itself' therefore we need to concentrate on promoting our other services and expanding them.

Maggie reminded the group that these plans would not come into effect for another four years and that this would need to be taken into consideration as ELLGaS will no doubt have grown considerably by then.

Maggie asked each member to take away a copy of the application, to study it and to make comments. A day will be set aside to discuss these comments.

Peter suggested a more focused approach, with perhaps just two or three members meeting to discuss the application. Maggie wanted to ensure that all members have an input into this important process.

The provisional date set for this meeting is 14<sup>th</sup> October 2001. Location to be decided.

With regard to the item in the Worker's Report titled Executive meetings and confidentiality. It was agreed by all to be a good idea, the motion was carried.

With respect to Lancashire Pride: Manchester City Council has loaned us their rainbow flag. Lancaster City Council contacted ELLGaS to inform us that they will fly the flag on two of their buildings during the event. There will be a review meeting about the event. Maggie felt that it was important to get Council's to sit up and take notice. The meeting will take place on 4<sup>th</sup> October 2001, 7:30pm at Drugline in Preston.

### **Burnley**

It was reported that the Burnley line is being adequately staffed and calls are coming in.

Inadequate lighting in the main yard at night when members are leaving needs to be addressed.

Jason will go over to Burnley on Friday to discuss the lease and other issues.

**ACTION: JASON**

The location of the Burnley office is not ideal, the subject of looking for an alternate location was raised. This was mainly due to the fact that Burnley football matches clash with the times when members are coming to and from the office.

Maggie said that Burnley Town Hall might be able to fund us for a new office. Any buildings we look at will also need to provide access for disabled persons.

It was suggested that for the time being we work around the football matches. Even if this means diverting the line back to Blackburn for particularly troublesome matches.

### **Website update**

No new business.

### **Volunteering Policy**

Peter and Jeremy have looked through it and amended it. The new draft will be re-issued for review by the General membership in November.

A Code of Conduct for members and clients is to be drafted.

**ACTION: UNKNOWN**

### **ELLGaS anniversary**

We are organising an event for members to celebrate this event on Saturday 20<sup>th</sup> October 2001 in Blackpool. ELLGaS will subsidise some of the costs for this event (travel, booking events, etc.)

Transport will be made available to any members requiring it, both to and from the event.

It was agreed that any members wishing to stay overnight must make their own arrangements.

A non-refundable deposit of ten pounds will be required to cover initial costs. This will be returned to all members who turn up on the night. This payment can be made either by cheque or by bringing it into the office.

This event will be for ELLGaS members only.

It was agreed to pay for it out of the East Lancs Health Authority money under Team Building.

Maggie will send a membership list to both Mark and Jason. This list will be issued and updated regularly.

**ACTION: MAGGIE**

**A.O.B.**

Mark told those present that he was the only person who turned up for the last Health Strategy advice night held at the Stage Door the first Wednesday of every month. He was unaware that it had been cancelled. Maggie agreed to find out the status of the advice nights.

**ACTION: MAGGIE**

**Next general meeting: 26<sup>th</sup> September 2001.**

**Next executive meeting: 10<sup>th</sup> October 2001.**

**Next social: 4<sup>th</sup> October, 7.30pm onwards, Burnley Mechanics, Burnley.**