

Minutes of Consortium Meeting
held on Friday 10th October 2008
at Meeting Point House
2.00 - 4.00 pm

Present

Mick Lloyd, Ella Sips, Pete Beer, Beverly Harris, Diane Cuff, Colleen Wickstead.

Apologies

George Kinnell, Karen Roper.

Minutes of Previous Meeting

The Minutes of the previous meeting were agreed as a true record.

Matters Arising

Grassroots Grants Training

Mick welcomed Colleen to the meeting. Colleen handed out an information pack on Grassroots Grants and briefly explained the background of the funding by the Community Development Foundation.

Colleen then went through the Checklist sheet which details the types of organisations that would not be eligible to apply. Pete raised the point that according to the list the groups he works with would not be eligible to apply. This point was discussed and it was decided that clarification from CDF was needed. It was agreed that once a response was received this would be discussed again.

Action: ML and PB to draft letter to CDF.

Colleen then talked about the list of criteria for applications. Diane asked if organisations applying had to be affiliated to the CVS. Ella confirmed that groups or organisations who were entitled to qualify must be affiliated and if they were not already affiliated they would be asked to join before they could apply. Ella also confirmed that this point had been cleared with CDF. Mick reminded members that CVS is a membership organisation and one of our services offered to members is to help them develop.

Colleen confirmed that groups can apply for 3 year funding. The grant will then be paid in annual installments. CDF has requested that groups provide evidence of what the grant money has been used for.

Diane also asked about monitoring information and thought this would be a challenge with some groups needing more help than others. Colleen confirmed that CDF will provide a monitoring form and that 12 monthly reviews would be held. Diane asked whether an interim report would be appropriate and Ella said that CDF had only requested end of contract monitoring.

Colleen explained the Conditions of Grant form was for organisations to sign to say they had read and understood the conditions and the information given is correct. Organisations are to sign both copies and return one copy.

Pete asked whether CRB Checks should be included in the checklist.

Action: CW to amend application form to include list on “fix-it-form”.

Diane queried the question of service users and how many. Diane thought that groups should describe who their service users are and suggested this question should be amended.

Action: CW to amend question.

Colleen explained that CDF has made it clear that the panel can be discretionary about whether to accept applications or not. One of the benefits of using CVS as a local body is that CVS has a local knowledge of the groups. If groups have an issue about the decision there will be an appeals procedure. They are to write to the Chair of the panel. This will go on the website. CVS will not have to give a reason as to why their application has been turned down.

Action: ES to amend website.

Diane asked whether there would be any feedback at all and Ella said that groups would receive a letter explaining why their application had failed. Ella confirmed that CVS would help groups to reapply if they wanted.

Mick thanked Colleen for attending the meeting.

Any Other Business

Bev showed members an interesting picture she had printed off from volunteering.org.uk website showing volunteering as the life blood of the community with Volunteer Centers at the heart.

Mick said that a group had shown an interest to apply to the Consortium and Mick had informed them that they need to make a formal application by writing to the Consortium. This letter had still not been received.

There is a need to publish something on the website to explain the criteria together with a copy of the Terms and Conditions. The process also needs to be explained.

Action: ES

The email received from KR was discussed. Members had £500 to spend on training or conferences and the request was to use this money for accommodation as the course was residential. All members agreed that the request could not be accepted.

The request for £40 to purchase a hard copy training book was agreed by all members.

There needs to be something on the Consortium website to say that the Consortium is supporting Grassroots Grants.

Action: ES

Date and Time of next Meeting

Friday 14th November 2008 at Meeting Point House, 2.00 – 4.00 pm.

Agenda item: Consortium Action Plan.