

Corsham Local Youth Network Management Group

Meeting Notes

Date: 24/2/15

Times: 6 - 8pm

Venue: Springfield Campus

Present: Josh Towers, Joy Wingrave, Geoff Fortune, Bob Hancock, Marcus Chapman, Russ Tunney, Alan Macrae, Sheila Parker, Neil Pocock - Corsham Town Council (representing Miranda Morgan) Xina Hart

Apologies: Miranda Morgan, Chloe Lintern, Penny Bell

Agenda items:

1. CYO Update

Procurement catalogue has been released as a spreadsheet XH to send this to LYN management group members

LYN MG reviewed a questionnaire to assess needs of young people. XH to make amendments and adapt for Survey Monkey. MC agreed that this could be distributed through the Corsham School

Draft Needs Assessment report is being written for Early Help Department. XH will share this with the LYN MG when it is available.

Social media, XH has had training and a facebook is being set up centrally. The questionnaire will ask what social media that the young people use, so future promotional activities can be targeted.

2. Terms of Reference, Toolkit and conflict of interest

LYN MG discussed the guidance around conflicts of interest and agreed that if a member of the LYN MG makes an application through the grant process they would leave the room whilst decisions are being made. RT declared a conflict of interest and agreed to leave whilst the LYN MG discussed the Pound Arts application for funding.

3. Grant Applications

LYN MG discussed the pound arts application for funding for the Takeover project and completed the scoring sheet.

4. Procurement

N/A

5. AOB

RT gave feedback to CYO regarding application process

LYN MG agreed that in the absence of AM or CL as chair. JW and JT could act as vice chair

Recommendations to Area Board:

- The LYN recommends the Takeover project is funded the full amount.

Actions:

XH

- send procurement catalogue spreadsheet to LYN MG
- amend questionnaire and adapt for survey monkey

MC

- distribute questionnaire in School

Date of Next meeting: 14th April 2015 6pm Corsham Campus
16th June 2015 6pm Corsham Campus

Notes taken by- name: Xina Hart **Position:** CYO