

**DRA Core Team  
Minutes of Meeting  
4 July 2018, 7.30 pm at SSC**

**1. Apologies and attendance.**

Attendance: Sam Borman, Wendy Borman, David Casswell, Ian Croston, Ian Eiloart, Matt Gardner, Nicky Helliwell, Sheri Kinbrum, Dave Munley. Also Joanne Lofthouse for first 20 minutes.

Apologies: Gerry Mountfort

Joanne asked to come to this meeting to inform us that Chris O'Neill our caretaker had resigned. His last day at work will be Wednesday 25 July. All the team members expressed their sadness at losing Chris. There is expected to be a time lapse before a new caretaker is recruited, so interim arrangements were discussed. Joanne said that JRHT are investigating a fob system for opening and closing the SSC so that users can do this themselves. The DRA were asked if they could help with unlocking the Kidzone Monday to Friday mornings. Wendy raised the problem of "corporate" keys not previously being made available to us, and Joanne said this would be resolved. Joanne stated that the security company charges in the region of £850 per month. Other tasks that may cause problems are litter picking and emptying of bins.

**2. Review and approval of previous minutes.**

2.1 CTM 4 June 2018 minutes. Approved.

**3. Review and update of actions from previous meetings – round the table.**

3.1 CTM 4 June 2018.

- Re 5.6 (Dates for CTMs and ARMs) – complete and team members already informed of dates
- All other actions complete or covered under this agenda.

**4. Treasurers Report.** *Post meeting input as in Gerry's absence Wendy failed to bring his report to the meeting. Balance as at 23 June 2018 was £5667.23 (£1127.44 DRA; £4539.79 community pot). Julian Pattison did not take the agreed community pot support for Discovering Derwenthorpe as his costs were covered by a large margin. Other payments were approximately £4 to DN Simple, and £39 from the community pot for the Big Picnic.*

**5. Agenda items.**

5.1 Allocated time for CAG use of the SSC (Joanne's proposal). This had already been circulated and was discussed at length. In brief, that a total of 50 paid-for hours should be allocated annually for community events – 25 hours paid for by a recent DPAC grant obtained by Joanne, and 25 hours paid for out of the EMC. It was agreed in principal, conditional on a fair and transparent process for allocation being determined, and that individual allocation should be decided jointly by a representative from CAG, DRA (as representatives of residents who are paying for 25 hours via the EMC), and JRHT (as administrators of their grant from DPAC). This is dependent on acceptance by CAG. Action – Sheri and David.

5.2 Community pot and PLI management (discussion document by Sam and Wendy). This has largely been superseded by the proposal discussed at item 5.1. However it was decided that –

- Funding from the community pot will be a grant (not a loan) for all community events, with no obligation for the organiser to make a charge.
- If the organiser decides to make a charge, then the original grant must be repaid as no-one may be allowed to make a personal profit from the community pot.
- For a charity fund-raising event the original grant must be repaid, as the community pot originates from DPAC and cannot be used to support charities.

- Funding cannot be used to support any business activities, including social enterprises.
- As the PLI purchased by the DRA is purely for the benefit of residents being able to organise external community events, it was agreed that this would be more properly paid for from the community pot rather than from funding allocated to the DRA via the stipend, in the future.
- The community pot application and risk assessment forms will be amended, simplified and clarified. Action – Wendy.

5.3 Chairman and vice chairman (future role and timeline for transition). Ian is standing down as chairman in September/October, but intends to serve the full term on the core team. It was agreed that the chairman's role can be anything from simply chairing meetings, extending to Ian's current involvement. Nicky has also decided to step down as soon as there is a volunteer to replace her. Ian said he will draw up role descriptions for both positions and circulate them to team members. Recruitment to fill the vacancy created by Nicky should be actively started by various means – personal contact, website, at next ARM, Facebook. Action – all.

5.4 CAG "open voucher" scheme. This has been overtaken by events. As there is no-one in CAG who feels able to be responsible for cash (under the proposed "open voucher" scheme), Gerry has agreed to run a small petty cash account on their behalf. It was agreed that initially this should be for £50, and he will be requesting receipts. The process and amount will be reviewed. This is dependent on its acceptance by CAG. Action – Sheri and David.

5.5 ASB – Tang Hall Big Local. David and Matt reported that this remains ongoing. The tender for the work is out. As a DPAC grant constitutes part of the funding, the work will include Derwenthorpe. It is intended to be a three year project starting in Tang Hall in September, and spreading out to Derwenthorpe and Hull Road ward (who have also provided ward funding). Once a provider has been appointed, the DRA will be able to meet with them.

5.6 Discovering Derwenthorpe (feedback). It was agreed that this was a very successful event and well received. Twelve residents' and 3 DWH gardens were opened, raising £390 for the York Food Bank, which was presented to them on Monday. 140 people attended, approximately one third from outside Derwenthorpe. Feedback from one of the invited local organisations was not so good for a variety of reasons.

5.7 DGG (feedback from meetings with Steven Burkeman). Briefly, so far discussions have been between some DRA members and Steven at the request of Joel Owens of JRHT, to come up with a proposal for how Derwenthorpe will be governed in the long term. There are issues around the execution and enforcement of the covenant, the management of S106 funding when DPAC ends at the end of this year, and technical appliances. It is generally agreed that all tenures should be represented on DGG, which will include 5 members from the DRA and 4 from JRHT, but it was recognised that this will be difficult to implement. The draft TORs are under discussion, and available in Dropbox.

5.8. Liaison meetings. The next one will be at 2.30 pm on Wednesday 25 17 July 2018, and Nicky has forwarded our agenda items.

5.9. Agenda for ARM Wednesday 18 July 2018. This had been agreed by email and was included at the end of the newsletter. Apologies were given by Ian, Nicky and David.

## **6. Dates of next meetings.**

- 6.1 Strategy – postponed, date and time yet to be decided
- 6.2 Liaison – Wednesday 25 July 2018, 1.30 pm to 3.00 pm, SSC
- 6.3 ARM – Wednesday 18 July 2018, 7.30 pm to 9.30 pm, SSC
- 6.4 CTM – Wednesday 15 August 2018, 7.30 pm to 9.30 pm, SSC

## **7. Any other business – round the table.**

7.1 Kidzone security. Dave agreed to draw up a rota – team members to provide their availability for unlocking Monday to Friday mornings after Wednesday 25 July. Action – all.