



Teesdale Area Action Partnership – Annual General Meeting / Board Meeting Minutes

Meeting Held: 16 June 2021 (via Microsoft Teams)

Elected Members:

Cllr George Richardson
Cllr James Cosslett
Cllr James Rowlandson
Cllr Ted Henderson
Cllr Richard Bell
Cllr Robert Potts
Cllr Wendy Greenfield (Town & Parish Council's Representative)

Public Representatives:

Claire Jones
Kelly Blissett
Linda Bird
Rachel Tweddle
Robin Brooks

Partner Representatives:

Bob Danby
Dave Glendenning
Jeff Garfoot
Tim Viggars

Officer Attendance:

Adam White, TAP Coordinator
Annalisa Ward, TAP Community Development Project Officer
Emma Walton, TAP Support Officer

Observers: 4 x Forum Members

Apologies:

Tracey Williams
Peter Locke
David Hand
Insp Ed Turner

1x Vacant Post: Public Representative

Teesdale Action Partnership Annual General Meeting

1. Welcome from Chair, Introductions and Apologies

LB welcomed everyone to the TAP AGM and introduced **Cllr James Cosslett (JC)** and **Cllr Robert Potts (RP)** to the Board. Cllr Cosslett and Cllr Potts are the County Councillors covering the Evenwood Ward and were elected at the May Local Elections. **LB** handed over to **AW** for an outline of 'house rules/etiquette' for the meeting. **EW** confirmed that apologies for absence had been received, as noted above. For the benefit of Forum members all Board members introduced themselves.

2. Introduction from Outgoing Chair

LB gave an overview of her time as Chair of the TAP Board for 2020/21. **LB** emphasised the importance of the funding available to TAP in responding to the needs of the community during the COVID-19 pandemic. **LB** highlighted the significant progress in dealing with local issues during this difficult time that has been made by all.

LB thanked former Board members David Kinch, Cllr Heather Smith, Ros Evans and Dave Anderson for their time and commitment to TAP. **LB** also thanked previous Community Development Officer Maggie Wilson and welcomed the new Community Development Officer, Annalisa Ward to the team. **LB** thanked Adam and Emma for their support received as Chair and the hard work carried out throughout a very difficult year. **LB** also warmly acknowledged all Board members and those involved with TAP for their time and commitment throughout the year.

AW thanked **LB** for her time, support, and dedication to the TAP Board during this challenging period.

3. Election of Chair and Vice Chairs

AW explained the procedure for the election of Chair for 2020/21 and with the agreement of the Board, he took the chair for the remainder of the AGM. **AW** informed the Board that he had liaised with the three sectors of the Board to seek nominations for the roles of chair and vice chair. As a result, **AW** highlighted the following **recommendation** to the Board for ratification:

- Cllr Richard Bell will represent the Elected Member Sector and take the TAP Chair for 2020-21.
- Insp Ed Turner will be Vice Chair representing the Partner Sector
- Linda Bird will be Vice Chair representing the Public Representative Sector.

AW thanked all those who volunteered for the roles.

The above roles were **AGREED** and ratified by the Board.

4. 2021/22 TAP Board Membership

AW updated the Board on several changes to the TAP Board for 2021/22.

AW informed the Board that due to the resignation of Dave Anderson, **Robin Brooks (RB)** has been appointed to the TAP Board. **RB** was on the reserve list from previous public rep

recruitment. **AW** thanked Dave Anderson for his time on the TAP Board and welcomed **RB** to the Board.

AW notified the Board that Ros Evans is no longer wanting to remain on the TAP Board. As a result of this **Tracy Williams**, currently a co-opted member of the Board, will be appointed as a full Public Representative. **AW** thanked **RE** for her ongoing support and service to TAP.

AW reminded the Board that due to the resignation of David Kinch this left the Town / Parish Representative role as vacant. This appointment was deferred until after the May Local Elections to ensure a long-term appointment could be made. After discussion with the Elected Members it has been proposed that **Wendy Greenfield (WG)** is appointed to the role. **AW** informed the Board that this appointment will result in **WG** vacating her Public Representative post on the Board. This will result in a vacancy for a Public Representative on the TAP Board.

AW asked the Board for agreement or comment. The Board agreed and noted the changes in the make-up of membership.

EW to circulate the 2021/22 TAP Board Membership to the Board. **(ACTION 1: EW)**

5. 2020/21 Final Budget Update

The Board were provided with the Area Budget, COVID Recovery, Holiday Activities with Healthy Food Spend Profile for 2020/21. The report includes the status of each project. A copy of the spend profile was circulated, in advance of the meeting, with the meeting papers.

AW gave an overview of the projects supported and the funding allocated for 2020/21. This information can also be found in the annual report.

AW highlighted that there is an underspend of £6,502 Area Budget due to the withdrawal of the Scarth Hall project. This underspend will be carried forward to 2021/22's funding allocation.

6. TAP Annual Report

AW highlighted the Annual Report has been circulated in advance with the meeting papers. Any feedback or comments from the Board are to be submitted by 23rd June 2021. Once the Annual Report has been approved this will be uploaded to the TAP website and promoted via Facebook and the TAP Forum.

7. Project Celebration (UTASS)

The Board received a presentation from UTASS showcasing the work that has taken place in 2020. The presentation highlighted the adaptations that UTASS have faced to ensure they can provide the help, support, and assistance that the Dales community has needed. **BD** thanked TAP for their ongoing support.

Teesdale Action Partnership Board Meeting

8. Welcome from Chair

Cllr RB took the Chair.

Cllr RB thanked **LB** as the outgoing Chair and for her time and dedication to the TAP Board

9. Declaration of Interest

AW made the Board aware of the declaration of interest procedure and informed all Board members that this is a standard item on the Agenda. **AW** reminded Board Members of the following: *'If they are aware of any personal or prejudicial interest in relation to any items on the agenda this should be disclosed at this stage of the meeting or when the declaration becomes apparent'*.

AW reiterated the 'house rules/etiquette' for the meeting and informed the Forum that they can comment on section 12 of the agenda.

There were **NO** declarations of interest.

10. Minutes of the previous meeting and matters arising

The draft minutes from the meeting held on 17 March 2021 have been circulated in advance with the meeting papers. **AW** reviewed the minutes for matters arising, actions and accuracy. **AW** confirmed there were no outstanding actions.

Matters Arising:

AW reported that **Cllr RB** has discussed the Chairman's Medal application with **Gordon Elliott (GE)**, Durham County Council (DCC). **RB** stated **GE** has suggested circulating the application to Councillor Brian Stephens, Portfolio Holder of Neighbourhoods and Partnerships, and to resubmit the application post-election. **AW** highlighted an application has been submitted and we are currently awaiting feedback.

AW informed the Board that former Board Member **Ros Evans (RE)** had raised concerns regarding the process and information provided within Section 106 applications. **RE** stated that the information provided needs to be clearer, open, and more understandable. **AW** highlighted that he and **JG** have discussed the issues raised with **Stephen Reed (Planning Development Manager)**. **Stephen Reed (SR)** provided an overview of Section 106 Funding and its process. This information has been relayed to **RE**. In addition, **SR** will be attending the July Board meeting to provide an overview on Section 106 Funding.

AW confirmed there were no further outstanding actions. The minutes of the last meeting were agreed by the Board as a true and accurate record.

11. AAP Business & Funding Proposals 2021/22

The Board were provided with the AAP's and Member Neighbourhood Budgets Proposed Operating Arrangements for 2021/22 and the TAP Operating Arrangements for 2021/22 report. A copy of each report was circulated, in advance of the meeting, with the meeting papers. **AW** notified the Board that the Cabinet report has now been agreed.

AW discussed the TAP Operating Arrangements for 2021/22 report and highlighted the main areas of interest and outlined the key recommendations for the Board to consider that are relevant to TAP.

The Board noted the report and **AGREED** the following:

The Board **AGREED** to adopt the key priority themes including 'emerging community issues' discussed in the report.

The Board noted all key information in relation to TAP budgets for 2021/22, including the top slicing of Neighbourhood Budget and the key priority headings for Area Budget.

The Board **AGREED** with the recommendations outlining the allocation of TAP Area Budget through Expressions of Interest (EOIs) and via a Board sub-group. **AW** to write to Board members to seek volunteers for the Board sub-group. **(ACTION 2: AW)**

Each sector of the Board discussed the timing of future Board meetings and **AGREED** that future TAP Board Meetings move back to the traditional 6-8pm meeting time from September. As highlighted, meetings will continue to take place via MS Teams until further notice.

The Board noted and **AGREED** the key administrative and operational recommendations outlined in this report.

A Q&A session took place, and the following points were noted:

Cllr RB highlighted that support to businesses is a new theme. **AW** stated initiatives can be developed that support businesses through a third-party organisation. **AW** stressed that AAPs are unable to fund private businesses directly. **AW** highlighted that TAP has supported the business community in the past through organisations such as South Durham Enterprise Agency.

Cllr WG commented, 'as AAP budgets will be amalgamated into one core budget, will DCC still require reasonable spend be made against each priority heading, and is there any strings attached to the funding?' **AW** highlighted that the Cabinet Report states that AAP's will not be required to spend a percentage of funding on each distinct priority heading. **Cllr RB** stated that having one amalgamated 'Area Budget' will enable AAPs to reduce the amount of project call outs and give them flexibility to fit proposed projects against a greater range of themes, rather than having to allocate a finite amount of funding to a particular topic. **JG** further highlighted the flexible approach that is being adopted to AAP funding. **AW** further highlighted that a new electronic application form is being developed. The new application form will be aligned to the new priority headings and underpin the Council's Vision.

AW notified the Board that officers from the Council's Regeneration, Economy and Growth (REG) service grouping will attend the TAP September Board Meeting to present Towns and Village related information to the Board on possible investment decisions. **AW** welcomed ideas and dialogue from Board members.

RT asked how is the Healthy Activities and Healthy Food fund (HAHF) promoted and which organisations can apply? **AW** stated that the HAHF is promoted to Board and Forum members, local groups, and organisations and via social media. In addition, Lindsey Davison, Children and Young People's Services, Durham County Council promotes the funding available to local schools, children services, youth organisations etc. Schools apply through a separate central fund directed by Lindsey whilst TAP focuses funds on local community groups.

RT asked will partner organisations, local groups be invited to attend task groups. **AW** stated once restrictions are reviewed face to face meetings will return. However, where required a team's meeting can be held and partner organisations will be given an opportunity to join the Board sub-group if specialist representation is necessary. **Cllr RB** recommended the process outlined in 10.4 be reviewed once restrictions are lifted.

LB highlighted she was involved in the work taking place to distribute the remaining COVID Funding as part of a Central Funding Pot and asked will this funding be available going forward. **AW** gave an overview of the Countywide Funding Pot and confirmed this funding is still available. The chair of each AAP will be invited to attend the meeting in due course.

LB asked who the new portfolio holder for AAP's is. **Cllr RB** notified the Board that Cllr Elizabeth Scott, is the new Cabinet Portfolio Holder for Economy and Partnerships.

12. Locality Neighbourhood Issues

In the absence of Insp Ed Turner, a policing report will be circulated to Board members in due course.

AW informed the Board that he hasn't received any neighbourhood issues in writing.

Cllr RB informed the Board 'The Upper Teesdale visitors' group' are currently dealing with the issue of a larger number of visitors and ASB at Low Force. The group are looking at several options to deal with these issues including a public space protection order. **Cllr RB** suggested Insp Ed Turner provides an update on this at the next Board meeting. **(ACTION 3:ET)**

13. Coordinators Update

➤ TAP Public Representative Update

AW informed the Board that a recruitment exercise will take place to fill the Board vacancy. The Board will be updated accordingly.

14. Date/Time/Venue for Next Meeting

Cllr RB thanked Board members for attending the meeting.

The TAP Board meeting will be held on Wednesday 21 July 2021, 3pm on Microsoft Teams.