

**Big Local Eastern Sheppey  
Preliminary Working Group Session  
Monday 8<sup>th</sup> April 2013  
7pm - 9pm at Shurland Hotel, Eastchurch.**

**Present:**

Daniel Perriam  
Emma Daniels  
George Heath  
Paul Leacock [Chairman]  
Alan Cooper  
Paul Murray  
Andy Booth [Vice Chairman]  
Julie Blackmore [Outreach co-ordinator]  
Lyn Newton [SBC]  
Pat Sandle [Finance]  
Chris White (Director Swale CVS)

**Apologies :**

June Heath  
Nigel Martin [ CVS ]  
Kim Donahue [Big Local rep.]  
Sandra Bray  
Lesley Murray [Secretary]  
Sarah Williams

Minutes of the last meeting :Proposed by Alan Cooper, seconded by Andy Booth.

Matters arising: The quick win moneys will only be available after the second stage. We have the 20k to work from currently.

Discussion around radio advertising was raised and with all the other methods of communicating, i.e. email, facebook & twitter, We decide that radio advertising was not something for us at this time. However, during each event we would invite the press i.e. Radio Kent, etc... for free publicity. BRFM was going to be approached to see if they will attend for free during each event, action taken by Julie.

3.Outreach co-ordinator's report:

A concern was raised about the people being surveyed living or holidaying in the area, and it was agreed that only those on the electoral register for the area will be included.

Public Liability was raised for some some of the events, it was confirmed by Julie that each activity will have it's own insurance and Risk Assessment (RA). The village halls public liability insurance will have to be checked and an RA written before each event. Action Julie

For the event cakes were discussed, but unfortunately we can only buy these in mass from the bakers, and how many do we purchase so as not to waste money. Therefore biscuits were agreed as they could be taken between each event, and any left could be used at the meetings. This was proposed by George and seconded by Pat, seven people agreed.

Leaflet drops for these events need to be done, approximately 2500 leaflets need to be delivered which CVS plan on doing, this way they can interact with people as they go around and explain what its all about. It was agreed that the leaflets will be of one style including all three events, and will be delivered two weeks before that areas event. If you are able to help with the delivery of the leaflets, please contact Julie with street names etc...

CVS have put together a news letter and Julie would appreciate everyones feedback, andy asked could we remove the pictures of the team and may be replace it with a blown up version of the logo, which could be displayed by residences. Julie will send out a revised version of this which must be agreed via email.

Julie circulated the diary of events, some were outside of our catchment, it was agreed that only those events within our catchment will be attended by CVS.

The Logo prise giving was raised by Daniel, however we need to discuss this with Lesley.

Julie has emailed everyone her report also.

4. Work plan: - Timescale circulated - targets are being met.

5. Finances: Agreed to record expenditure and balance each month.

Ex: £ 4,452.18

Balance :£15,547.82

The management fee has been drawn by CVS.

6. Formalising the Partnership: Had been circulated, but Kim was unable to attend and it was felt she should be here for this, it was greed that an independent meeting be held on the Monday 22nd, subject to peoples availability. CVS does not need to attend.

7. Visioning events:

Many of the points were covered in Julie's report above.

#### 8. Logo

We thanked Lyn for her work on the logo, which was discussed at great length and agreed that we would go with this as a final design.

#### AOB :

Julie asked for feedback from anyone discussing the big-local and getting names and address for this.

If you are able to help with any of the events please let Julie know your availability.

The Chairman and Vice Chairman thanked everyone for attending.

The next meeting will be Monday 13th May at Leysdown Village Hall.