

MINUTES FROM ALLERDALE WORKING GROUP

 HELD ON 30th JUNE 2021 0930am - Teams

Attendees: Eva Chua (EC)
 Matthew Pixton (MP)
 Daniel Rigg (DR)
 Laura Kay (LK)
 Marion Fitzgerald (MF)
 Jocelyn Manners-Armstrong (JMA)
 Andy Ross (AR)
 Dot Kirk-Adams (DKA)
 Charlotte Gleeson (CG)
 Mary Bradley (MB)
 Carla Greco (CGR)

Minutes: Linda Scott (LS)

Apologies: Katy Arnott

Item	Description	Action Lead	By when
1.	WELCOME AND INTRODUCTIONS JMA welcomed Daniel Rigg, Charlotte Gleeson and Mary Bradley and invited everyone to introduce themselves.		
2.	Amended Terms of Reference were read out by JMA. Mary Bradley and the Working Group were asked if they accepted the ToR <ul style="list-style-type: none"> Mary Bradley and all concerned were happy to accept the new Terms of Reference 		
3.	PREVIOUS MINUTES/ACTIONS Minutes/Actions from the meeting held on 26 th May were agreed and approved		
4.	COMMUNICATIONS UPDATE CG gave an update on Direct Mail <ul style="list-style-type: none"> Landscape on leaflet does not look like it is referencing England – CG to amend QR code to be added to leaflet Add reference to leaflet being printed on recyclable paper High res image needed from Mary CG shared Exhibition Board on screen <ul style="list-style-type: none"> Add board with maps Consider board with Infographics on CG to email updated board images to group for comments 	CG CG CG MB CG CG CG	

	<p>LK shared Communications update with the group</p> <ul style="list-style-type: none"> Email draft of new newsletter to group for comments Find out if we can use Parish Council noticeboards for our posters New logo colours due to go live Push for newsletter sign-ups at events Press release regarding CALC joining the Working Group should go out next week 	<p>LK LK/MB</p> <p>To note To note</p>	
5.	<p>WS1 UPDATE</p> <p>EC shared Events Calendar and gave update</p> <ul style="list-style-type: none"> Additional commitment needed from WG members for events -LS share event calendar Mark Jenkinson to be made aware of event dates Zoom can be used for hosting online events – consider doing one event in July and one in August Trying to organise youth engagement workshops with Inspira <p>Decision required: Do we wish to take responsibly for using Zoom for online events</p> <ul style="list-style-type: none"> <i>Decision no longer required as the WG will contract Community Organisers to host the event utilising their own Zoom platform</i> 	<p>All/LS</p> <p>LK To note</p> <p>To note</p>	
6.	<p>WS2 UPDATE</p> <p>AR/MP gave verbal update</p> <ul style="list-style-type: none"> MRWS discussion to be added to workshop agenda Agreement taken to carry on with workshop format – Covid permitting MP discussed the run of the workshop agenda with all EC contact Bruce Cairns/Richard Griffin with regard to attendance at the workshop <p>Decision required: Approve proposed agenda for the Workshop</p> <ul style="list-style-type: none"> <i>Approved</i> 	<p>EC</p>	
7.	<p>WS3 UPDATE</p> <p>JMA gave verbal update</p> <ul style="list-style-type: none"> Provisional date of 17th August held for Community Stakeholder Group – send placeholder to all EC circulate list of suggested invitees for Community Stakeholder Group Search Area ID SG would like a follow up meeting to discuss outcome of the Workshop EC draft policy for Community Partnership members and send to JMA Create induction package for new Stakeholder Group members Consider offering 1to1 introductions to members Ask David Moore for recommendations to replace him on the SG 	<p>LS</p> <p>EC To note</p> <p>EC EC/JMA To note LS</p>	
8.	<p>AOB</p>		
9.	<p>DATE OF NEXT MEETING – 28TH JULY</p>	<p>To note</p>	