



**Minutes of Meeting held at Braintree Town Hall  
22<sup>nd</sup> May 2007  
Meeting 3**

**Present:**

Mark Aldous (MA)	Braintree District Council
Paul Tufnell (PT)	Extended Schools Coordinator
Brendan Walshe (BW)	NACRO Braintree Community Sports Project
Lyn Mowforth (LM)	Mid Essex Primary Care Trust
Greg Cooper (GC)	sportessex
Alistair Russell (AR)	sportessex
Judy Cuddeford (JC)	Braintree District Voluntary Support Agency
Joel Shaljean (JS)	North West Essex School Sports Partnership

**Apologies:**

Charmaine Dean, Taiwo Ajayi, Lucy Philp, Mark Taylor, Carole Ware, Rob Faiers, Colin Joyce, Jim Dickson, Phil Davis

**Minutes of the last meeting**

All actions carried out and minutes agreed as a true reflection of the previous Meeting.

**Terms of Reference**

MA had made changes as agreed at previous meeting.

Discussion held around need for Vice Chair and Treasurer. Agreed that at this stage not required.

Initially MA elected as Chair. Then following discussion agreed that MA should serve as Secretary with a separate partner as Chair.

JS proposed MA as Secretary, seconded by LM

MA proposed PT as Chair, seconded by JC

Discussion held around where funds for Active Braintree should be held. Agreed that

for the time being they should remain in a separate cost code at Braintree District Council and this should be reviewed once the network was more established.

### **Active People Survey**

MA brought the group's attention to the draft profile for Braintree that had been put together by Sport England and distributed by sportessex. The results of the survey for Braintree would need to be taken into consideration when submitting funding applications.

JS suggested conducting our own survey. GC replied that monitoring and evaluation forms would be completed by all participants involved in projects.

**ACTION: MA to circulate document to group for comment.**

MA said that he had already fed back to sportessex that the town of Braintree should not be highlighted on the map as the results were for the whole district and not just the town.

### **Project Planning**

Each partner went through the projects that they had put forward and their rationale for doing so.

Conclusions as follows:

- A number of partners have yet to propose any projects and should be given a final opportunity to do so
- A document should be produced showing all projects and then priority projects identified for Community Investment Fund application
- Projects could only be funded if they were clearly going to result in an increase in participation. Some proposed therefore would not be eligible
- JC to speak to Rachel Marek at sportessex regarding aims behind her project
- GC raised the question as to what Active Braintree's priorities / aims were
- MA replied that he was currently working on the vision document
- Agreed to hold a longer planning meeting, hopefully involving more partners, on 3<sup>rd</sup> July, venue tbc

Meeting closed

