



Southend's Community Sports Network
get active.....stay active.....

Minutes of meeting held on 29th March 2007 at

Southend Leisure and Tennis Centre.

Present:

Matt Harwood-White	Sarah Potts
Cllr Cox	Trevor Clements
Cllr Holland	Jan Hodges
Adrian Fryer	Lee Clary
Peter Melville	Greg Cooper
Kirk Edwards	Linda Gaine
Steve Goodsell	

Apologies:

Christ Smith
Margaret Grey
Lesley Clubb
Greg Yarnall

MHW welcomed the group and introductions were made. Special mention was made to Gregory Cooper, sportessex CSN Manager and Cllr Cox, Southend's Sporting champion.

sportessex

LG / GC updated the group on developments at sportessex. Full core staff in place, support will be provided to Southend CSN via Greg Cooper. A brief round up of other Essex CSNs was provided.

Terms of reference:

MHW presented the draft terms of reference to the group. The following amendments were suggested:

- A section on funding to be added
- Steering group and membership group to be merged
- Cllr representation to be added
- Voting rights should be clarified
- A vice chair and Treasurer will be required.
- School Sport Partnerships should be noted as two bodies
- Reference should be made to working with South East Essex College
- Reference should be made to the opportunity to co opt groups / individuals as required

Branding and Name: Active Southend

Agreed and adopted by group

Governance of Active Southend:

MHW nominated Cllr Cox as Chairman, endorsed by group, Cllr Cox appointed.
Cllr Cox nominated MHW as secretary, endorsed by group, MHW appointed.
Steve Goodsell nominated as Vice Chairman, endorsed by group, Steve Goodsell appointed.
Cllr Holland nominated Trevor Clements as Treasurer, endorsed by group, Trevor Clements appointed.

Launch of Active Southend:

Discussion took place regarding the launch. This would take place when the action plan is in place.

Review of CIF bids:

MHW explained that Active Southend had been allocated £50,000 over two years via the Community Investment Fund (CIF). This must be match funded on a 2:1 ratio i.e. one third in kind funding, one third cash funding and one third CIF funding.

Active Southend will also have to submit a visioning document to Sport England as part of CIF application. MHW is working on this.

MHW and bid leads presented the CIF bids. The following feedback was received:

More detail required regarding what CSN funds would be spent on including a full breakdown. Greater clarity required regarding cash and in kind funding. This must in total be 2/3 of the total project cost.

Greater partnership working required, i.e. Bodycare programme

It was noted that the CSN can not fund promotional material

Creating Leisure must state that they are a Trust and an NPDO

Links must be made to Sport England KPIs

It was noted that bids from some partners had not been received, i.e. the PCT

Action:

A question was raised as to can Community Investment Funds be rolled over from Year 1 to year two? Does any underspend at the end of year two have to be paid back to Sport England. **LG / GC to investigate.**

MHW: To amend Terms of Reference and email to members

MHW: To write to Southend United re: possibility of a player becoming President of Active Southend.

MHW: To email visioning document to members prior to next meeting

MHW: To contact PCT re CIF bid

LG: To contact Dominic Everett re: Local Disability Sport contact

GC: To email KPIs to MHW who will forward to members

GC: To email CIF bids to Sport England for feedback

ALL: Review bids, make suggested amendments and email to MHW prior to next meeting

Date of next meeting:

Tuesday 24th April 2007 at 1:00pm at Southend Leisure and Tennis Centre