



Minutes

North of Tyne FLAG

4 pm, Monday 3rd May 2017

The Briardale Community Centre, Blyth, United Kingdom NE24 5AN

Present:-

Alexander Wallace (FLAG Chair) (AW)	Robert Oliver (RO)
Michael Bould (FLAG Vice-Chair) (MB)	Mike Hardy (MH)
Catherine Scott (CS)	David Baird (DB)
Katy Barrett (KB)	Julia Aston (JA)
Simon Baxter (SB)	Heather Smith (HS)
Tracy Jennings (Minute Taker) (TJ)	Capt Jim Evans (JE)
Natalie Wallace (NW)	Paul Robinson (PR)

1. Apologies:-

Robert Arckless (RA)	Dennis Osborne (DO)
Daniel Wise (DW)	Alexander (Sandy) Ritchie (AR)
Brian Burdis (BB)	Peter Dade (PD)
Andy Dixon (AD)	Sarah Douglas (SD)
Nik Hanlon (NH)	Nicholas Polunin (NP)
David Shiel (DS)	Ed Tame (ET)

Non Attendance:-

David Gair (DG)	Vicky Rae (VR)
Ian Riches (IR)	

The Meeting was quorate by number and sector.

Action

2. Welcome & Introductions – All

AW welcomed everyone to the North of Tyne FLAG Meeting. The meeting started with a 'round the table' introduction of the members.

Signed:

3. **Actions from Previous Meeting (16th March 2017)**

CS informed the members that both herself and *KB* from Natural England had attended the previous meeting.

Action: *TJ* to amend the last minutes to reflect this.

TJ

Apart from the action above, the minutes were agreed by the members.

4. **Impact of Purdah on FLAG Activities - Heather Smith - Verbal**

HS updated everyone on the purdah guidance for FLAG. FLAG can continue as usual, but there are restrictions around publicity.

5. **Update on Progress to Date - (SB) - verbal**

SB went through what needs to be completed and in place concerning the documentation, before the group continues forward.

6. **Governance Documents for Agreement (SB)**

- *Constitution - CS suggested a slight change in the wording of 2.2 in the constitution. It was agreed by the members and the amendments will be made. The constitution will be signed at the next board meeting.*
- *Code of Conduct & Conflict of Interest Policy - This document was agreed by the members and signed.*
- *Statement of Arrangements with Lead Partner - This document was agreed by the members and signed.*

Action: Members must contact *TJ* if they are unable to attend a meeting.

ALL

7. **Membership List - (SB) - verbal & document list**

SB explained the Membership list and that it also includes substitutes who will attend meetings in place of a member who sends their apologies. This will also include voting rights.

SB asked the members if a new member could be added to this list, Dr Clare Fitzsimmons (*CF*), who could stand in as a substitute for *NP*. This was agreed.

Action: *TJ* to send *CF* a new member form.

TJ

The membership list was agreed.

8. **Expression of Interest Process for Discussion - (SB)**

Signed:



A lengthy discussion took place around the EOI application process.

SB explained to the members the EOI process. SB proposed that the board might want to adopt a two stage process of an EOI, then go to full application and explained how to deal with the EOIs using a sub-group.

The members decided that all members would be involved in the EOI process and deal with them virtually to save time. It was agreed that the EOIs will be emailed out to the members, who will then have 10 working days to respond with an 'agree / reject' answer and comment.

Action: SB to develop a process where all members will receive the applicant's EOI and have time to view and comment. A cut-off date is to be provided with read receipts. **SB**

Action: TJ is to look into how to send emails with read receipts to the members. **TJ**

If a FLAG member has rejected an application, they must provide a comment as to the reasons why. **ALL**

Action: All FLAG members must inform Administration the dates when they are on holiday or are not available, so a record of why no comment was received for an EOI application.

9. **Travel Expenses Forms for Claims - (SB)**

SB explained to the members what evidence they would have to provide to administration to claim for their travel expenses.

Action: If members have an issue or query about their travel expenses, they are to contact either SB or TJ. **ALL**

10. **FLAG Logo Selection - (SB) (proofs emailed)**

A vote took place on which logo the members would like for FLAG by a show of hands.

Logo 1 - no hands

Logo 2 - 5 hands

Logo 3 - 3 hands

It was agreed to use logo 2 as the representation for FLAG.

11. **Dates of Future Meeting - Chair**

The following meetings were agreed:

Signed:



26th June at Seahouses Development Trust.
25th September at Berwick Community Trust.
27th November, to be confirmed.

Action: Contact Peter Dade at North Shields to check the size of the meeting room and cost to hire for any future board meeting.

12. Any Other Questions?

There were no other question.

13. AOB

There were no other business.

14. Date & Time of Next Meeting.

*Monday 26th June 2017, 4 – 6 pm Seahouses Development Trust,
Main Street, Seahouses, NE68 7TP*

Signed:

A handwritten signature in black ink, appearing to read 'A. Wallace', written over a horizontal line.