



Minutes

North of Tyne FLAG

4 pm, Thursday 16th March 2017

The Old Low Light, Clifford's Fort, North Shields, Tyne & Wear NE30 1JA

Present:-

Alexander Wallace (AW)
Brian Burdis (BD)
Daniel Wise (DW)
David Shiel (DS)
Graeham High (GH)
Ian Riches (IR)
Julia Aston (JA)
Michael Bould (MB)
Nik Hanlon (NH)
Robert Arckless (RA)
Simon Baxter (SB)
Peter Dade (PD)
Mike Hardy (MH)
Katy Barrett (KB)

Andy Dixon (AD)
Catherine Murphy (CM)
David Baird (DB)
Ed Tame (ET)
Heather Smith (HS)
Capt Jim Evans (JE)
Martin Smith (MS)
Natalie Wallace (NW)
Paul Robinson (PR)
Sarah Douglas (SD)
Tracy Jennings (TJ) (*minute taker*)
Nicolas Polunin (NP)
Catherine Scott (CS)

Apologies:-

David Gair (DG)
Robert Oliver (RO)

Dennis Osborne (DO)
Alexander (Sandy) Ritchie (AR)

Action

1. Welcome and Introductions – Heather Smith (HS) (NCC – Lead Partner)

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

2. Election of Chair and Vice Chair – Heather Smith (HS)

HS introduced the nominees of Chair, Alexander Wallace (AW), and

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Vice Chair, Michael Bould (MB). Both nominees made introductions and gave the members a bit of their backgrounds and why they put themselves forward.

Both candidates were seconded by members of the FLAG.

Hand over to newly elected Chair, Alexander Wallace (AW), for remainder of meeting

3. Update on progress to date – Heather Smith (HS)

HS updated the members from the start of the programme, from expression of interest to application, from conferences & meetings to acquiring staff, to training right up to the present day.

Action: TJ to circulate all documentation to the members of FLAG. **TJ**

HS went through what is eligible for funding with the members.

4. Governance Documents – Simon Baxter (SB) FLAG Programme Officer:

- **Terms of Reference**
- **Constitution**
- **Statement of Arrangements with Lead Partner**
- **Conflict of Interest Policy**
- **Complaints & Appeals Policy**
- **Expenses Policy**

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

Action: Once the above documentation is completed, 30th April 2017, SB will forward the documents to the members so they can be agreed. **SB**

5. Agreement of forward action plan – Simon Baxter (SB)

Action: Once the action plan has been completed, SB will forward the document to the members by 30th April 2017. **SB**

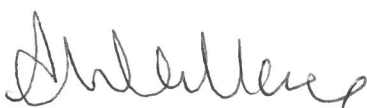
6. Dates of future meetings - Chair

It was agreed that future meetings will be held on the last Monday, every 2 months.

7. AOB

There was no other business.

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**8. Signing of FLAG Agreement led by Cllr Robert Arckless (RA)
(Chair of NIFCA)**

Members of the North of Tyne FLAG signed the declaration.

9. Cutting of 'Fish Cake' FLAG Chair & MMO

During the cutting of the cake, photos were taken to publicise the event.

10. Date & Time of Next Meeting

*Wednesday 3rd May 2017, 4 – 6 pm The Briardale Community
Centre, Blyth NE24 5AN*

Signed:

