**Halton InterAction**

Minutes 18th November 2015

Board room, Municipal, Widnes

1. **Welcome and Apologies**

**In Attendance:**

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| **In Attendance:**  Ky Watson – Night stop Communities  Claire Lomax – Halton Play Council  Joyce Reilly – Halton Play Council  Cath Manion - SPARC  Rachel Tuckley – Communicate (speech and language therapy)  Anna Aleksic – EAL Halton LA  Donna Wells – Young Addaction  Michelle Forder – Lead engagement Officer, HBC  Jonathan Evans – Child Bereavement UK | **Apologies:**  Hitesh Patel – CAB  Kathy Boardman – Catch 22  Rob Lunn – Mamma Fit  Sandra – Body Positive  Paul Hurst – Groundworks CLM  Sean o’Hare – Mako Education  Mark Morgan – Career Connect  Chris Sweeting – Youth Offending Team/ Graffiti solutions  Pauline Ruth – Health watch  Alison Gleeve – Halton and St Helens VCA  Karen Tonge (MBE) – Halton Sports Partnership/Halton Table Tennis |

NB: Actions are highlighted in **bold**.

1. **Previous minutes and matters arising**

Minutes were read and agreedby the group. Actions to be carried over are:

* **For JE to support/write press release once all business priorities and logo are in place.**
* **MF to look at a future event/session similar to the events (speed dating and network) that were organised to keep members informed around Special Education Needs and Disability (SEND) and Contact and Referral Team (CART) last year.** This will be added to Action Log
* **PH to attend next Early Intervention partnership meeting on 23rd November 15**

**Matters arising:**

An initial meeting took place around to discuss potentially setting up a school uniform pop-up shop. This is following a campaign by Youth Cabinet on this subject. It is thought that if a voluntary sector organisation could set up this as a Community interest company (CIC) model. It is though that Style factory would be a great organisation to pick up and they have been contacted. **AG suggested the shop also providing second hand prom dresses. MF to pass on**

**KT suggested that acronyms need to be explained in paperwork, or utilise a glossary that could be attached to papers, MF to make sure full title is written when first mentioned and see if there are any glossary’s written.**

1. **Community Accountant – Jane Williams - VCA**

Jane Williams, is based at Halton & St Helens VCA. She has over 25 years of experience working within a finance setting, 15 years of that time within the community and voluntary sector providing support on financial, monitoring and evaluation systems and payroll support. Some of the groups Jane has experience of working with include community centres, a community nursery, community transport, educational projects and youth & elderly groups.

Listed below are just some of the areas in which Jane can provide the vital assistance you need:

* Preparation of Annual Accounts, complying with all the latest requirements
* Technical knowledge and advice
* Liaison with Independent Examiners & Auditors or, if you do not already have one, acting as Independent Examiner for you
* Helping you to set up your book-keeping system
* Basic Book-Keeping and Accounts training & support
* Training for treasurers, trustees, volunteers and staff
* Drawing up budgets and reporting on performance
* Introduction to IT accounting packages
* Payroll service calculation, administration & compliance
* Advice on VAT including calculation / schemes as necessary
* Advice and administration on all aspects of Charity taxation

Many of these services can be provided at a nominal cost but, most importantly, you will have access to a team of people with specialist knowledge of finance and accounts in the voluntary sector. Already our services have helped groups to overcome financial problems, provide the information necessary to obtain funding and to manage themselves more effectively.

contact Jane Williams on 01744 457102.

1. **Child Bereavement UK**

**Presentation can be found at** [**http://www.haltonchildrenstrust.co.uk/index.php/voluntary-sector-forum/**](http://www.haltonchildrenstrust.co.uk/index.php/voluntary-sector-forum/)

Child Bereavement UK was established after the closure of the charity Chrysalis. Child Bereavement have groups for ages 5-11 and 11-25 as well as 1 to 1 support, these projects explore emotions and feelings related to bereavement and loss. They now have a support worker who will start to work with adults who have lost a child.

Agencies are asked to refer or sign post to Child Bereavement UK.

1. **Toy Library (Play Learn and Loan)**

**Presentation can be found at** [**http://www.haltonchildrenstrust.co.uk/index.php/voluntary-sector-forum/**](http://www.haltonchildrenstrust.co.uk/index.php/voluntary-sector-forum/)

The Play Learn and Loan service is open to anyone to hire toys and equipment, there are a number of drop in sessions these again are open where parents can bring children to play and test the toys before they hire. All items for hire cost £1 per fortnight. The service also takes 1 to 1 referrals when there has been an or maybe an SEN diagnosis, and can look at available resources and chat to the parents to support the difficult time.

Play Learn and Loan service is also available for professionals and services to use.

1. **Representatives feedback**



Feedback scheduled for next meeting

1. **Action Plan**

Action plan has been to commissioning partnership and will be updated regularly.

1. **InterAction Logo**

New Logo has now been agreed, this was voted for by members of the forum. New Logo will go onto all paperwork, JE to write a press release to promote.

1. **Future agenda items and guests**

10 minutes presentation slots were arranged as follows:

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| **January** | RASAC  Mako Education  Career Connect |
| **February** | Wellbeing Enterprises (TBC)  Health Watch  Communicate |
| **March** | SPARC |

**Date of next meeting:**

**Wednesday 27th January 2016, Box 9 Halton Stadium, Widnes**