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**Northwood Together Partnership Board Meeting**

 **Tuesday 14th December 2021**

**Action Notes**

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| **Board Members Present:****Board Advisor’s Present:****Apologies:** **Observers:** | Ally Middleton, Debi O’Shea, Joan Ford, Carol Birchall, Gail Ross, Sam RobertsLisa Cover, Tim EdwardsPam Bowes, Lynne Gardiner, Sarah SmithSophina Barnes |
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**1. Welcome & Introductions**

Ally welcomed Sophina to the meeting.

The confidentiality agreement was signed by those present.

**2. Confidentiality Agreement/Declarations of Interest/Quorate**

Meeting declared as quorate.

Ally reminded all members of our confidentiality agreement.

No one declared any declarations of interest.

**3. Note of Last Meeting & Matters Arising**

The notes of the last meeting were agreed.

**4. Financial Update**

Joan gave a detailed update on our current financial situation.

Lisa agreed to contact Jackie Croft and Volair regarding their funding applications**.**

**5. Funding Application**

None.

**6. Project Update**

Lisa gave a brief project update.

**7. Management Arrangements**

N/A

**8. Governance Issues**

Sophina is an observer at today’s meeting as she would like to be considered for a place on the board.

**9. Delivery Plan**

Board reviewed the delivery plan. Joan to send Lisa her comments in an email. Tim suggested including a section on risk and to mention our ongoing partnership work with our partners.

It was agreed that Lisa would make the amendments and share with Ally and Tim before submitting to BL.

**10. Any Other Business**

**Sophina Barnes**

Sophina was asked to leave the meeting.

Board members agreed to invite Sophina onto the board.

**Closed Session**

Ally advised board that due to ill health Lynn had missed a number of meetings which would trigger our no attendance policy from our MoU. It was agreed to make an exception on this occasion.

**Andrea Hawksey**

It was agreed that Lisa would contact Andrea with regards to her attendance at meetings.

**Date of Next Meeting:**  Tuesday 8th February 2022 at 10.00am at Northwood Community Centre

**Action Table**

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| **Agenda Item** | **Action** | **Responsible** |
| Financial Update | Lisa to contact Volair and FACE regarding their funding applications/monitoring. | Lisa |
| Governance | Lisa to contact Andrea regarding her attendance at board meetings. | Lisa |
| Project Update | Lisa to contact Phil Hurst for an update on the costs of the benches. | Lisa |
| Project Update | Lisa to contact Cocreate to chase up the launch date for the website. | Lisa |
| Delivery Plan | Lisa to share the DRAFT budget with Joan and Tim. | Lisa |