

**Thursday 26th February 2009 at 10:00 at Felaw Maltings**

**Present:**

Amanda Stevens	LSC
Nicky Bradford	Suffolk County Council
Robin Hodgkinson	SAVO/Suffolk Learning Consortium
Steve Pike	Suffolk County Council
Simon Waldron	SAVO/Suffolk Learning Consortium
Bruce McGregor	CSV Media

**Apologies:** None

## 1) Capital Funding

Robin reported that almost all the £30,000 Consortium funding had been spent and the rest had been allocated. Nicky reported that all County Council funding had been allocated. Robin would be sending out a questionnaire to the VCS groups to measure the impact of the capital equipment and he would ensure that Steve Pike received copies of the invoices to provide evidence of expenditure by the end of March.

### **ACTION: ROBIN TO SEND AMANDA COPY OF THE SUMMARY SHEETS**

Robin raised the issue of whether SAVO could pay Simon direct for IT equipment rather than him having to wait for organisations to pay him, particularly when the groups are part of national organisations with central services outside the county. Although Simon does not personally benefit from providing this service, it was felt that there would be auditing problems. The benefit of using Simon is that he can obtain IT equipment at a discount and this has helped to “stretch” the fund resources by almost £3,000.

It was agreed that organisations should be expected to keep any equipment purchased through the capital funds for at least two years. If for some reason the organisation was to close down within that period, the equipment would revert to the Suffolk Learning Consortium. This would be mentioned in the impact questionnaire and would be included on the next year’s application forms.

**Robin & Simon would send out an asset register form with the questionnaire.**

## 2) Nicky’s report – revenue projects

Nicky gave out her written summary of the projects which demonstrated that most projects were on target. Both Nicky and Robin felt confident that learner target numbers would be reached and possibly exceeded. Most projects were going well – one or two were yet to start but were being carefully monitored. Nicky reported that she has had meetings with Young Suffolk who would like to be involved with NLDC in the next academic year.

Amanda confirmed that she should hear about next academic year’s funding very soon.

## 3) LEAP Centres

Nicky reported that she was mounting a display of NLDC projects for the LEAP Centre openings on April 21st & 22nd.

#### 4) Celebration Conference

It was agreed that an event should be held in Adult Learners Week (either May 13th or 14th) to celebrate the successes of some of the current projects and look forward to the following academic year's funding. It is intended that decisions should be reached on funding applications so that groups could start their projects in August.

**ACTION: NICKY TO SORT OUT VENUE AND DATE AS SOON AS POSSIBLE  
PLANNING SUB GROUP (SIMON, NICKY, ROBIN & BRUCE) TO MEET FRIDAY 20TH  
MARCH AT 10.30AM AT CASTLE HILL.**

Robin felt that if he was to support groups with their applications that he should not be involved in the actual decision-making process. It was agreed that Nicky, Simon and perhaps some "experienced" learners could be involved in this.

#### 5) Next meeting

9.30am on Monday 27th April at Felaw Maltings.

Meeting closed at approx 11.30am.