

**Citizens Advice Mid Suffolk and Debenham Outreach Project  
Minutes of the meeting held on Tuesday 16<sup>th</sup> February 2016 at  
2.00pm at High Suffolk Children's Centre**

**Present:** C Eagles (Chairman for meeting and Bureau Manager, Citizens Advice Mid Suffolk)  
K Guthrie (Councillor, Mid Suffolk District Council)  
C Watkins (Outreach Worker, Citizens Advice Mid Suffolk)  
D Frost (Team Manager, High Suffolk Children's Centre)  
G Hilder (Communities Officer, Mid Suffolk District Council)

		<b><u>Action</u></b>
<b>1.</b>	<b>Welcome and Apologies</b>	
	Apologies received from Debenham Parish Council and Cllr Matthew Hicks. Mrs Eagles welcomed everyone to the meeting and introduced Claire Watkins the new Outreach Worker	
<b>2.</b>	<b>Minutes of Last Meeting on 6<sup>th</sup> October 2015</b>	
	Agreed as correct.	
<b>3.</b>	<b>Matters Arising</b>	
	Item 4 <ul style="list-style-type: none"> <li>• Mrs Eagles had delayed emailing Allison Coleman until the new outreach worker was in place and settled. She would now send the email.</li> <li>• The Energy Saving session was not well attended due to the poor weather and the school holiday.</li> <li>• Mrs Eagles had presented to the Children's Centre team on 22<sup>nd</sup> September.</li> </ul> AOB – a presentation had been provided to Debenham WI and the majority of attendees were aware of the outreach service.	
<b>4.</b>	<b>Debenham Outreach Project Update &amp; outcomes</b>	
	Mrs Watkins went through her report. She had attended several sessions with Mr Williams before he left and had been in post since January 2016. She reported that the project was seeing repeat clients with new issues which were a sign of the success of the service. There were two pre-booked appointments for the last session - one was for an elderly gentleman who would have struggled to use the Stowmarket office. She had received a referral from the Children's Centre staff and had made a referral to them for a client who needed the support of the Children's Centre. Mrs Watkins was keen to promote the service and would be using social media and advertising to increase the project profile. Mrs Guthrie requested more cards for her to distribute in the neighbourhood.	
<b>5.</b>	<b>High Suffolk Children's Centre Update</b>	
	Mrs Frost reported that Janice had left and they were currently recruiting her replacement. The centres were going from strength to strength. The Citizens Advice Mid Suffolk outreach was now included on the	

	timetable for the Children's Centre.	
<b>6.</b>	<b>Local Authority Update</b>	
	<p>Ms Hilder reported that Babergh and Mid Suffolk Councils were undergoing a management review. A number of Senior Officers had taken up new roles or chosen to move on from the organisation to take up new opportunities.</p> <p>Staff were currently reviewing all the monitoring forms for the 2015/16 Revenue Grant applications. Once these had been completed Revenue Grant applications for 2016/17 would be assessed.</p> <p>A complete Grant Review was being undertaken and it was likely that Revenue Grant Funding payments would be moved to either six monthly or quarterly payments and they may require completion of a monitoring form prior to payment.</p> <p>Mrs Guthrie had kindly given the project £500 from her one-off Locality Budget.</p>	
<b>7.</b>	<b>Any Other Business</b>	
	<p>Mrs Frost reported that they were launching "Chat Health" for primary school children. It was a texting service for parents to contact the school nurse. Mrs Eagles confirmed she was happy to display posters and distribute cards.</p>	
	<b>Date of next meeting:</b>	
	Monday 23 <sup>rd</sup> May at 2pm at High Suffolk Children's Centre, Debenham.	