

**Mid Suffolk CAB and Debenham Outreach Project
Minutes of the meeting held on Tuesday 18th Nov 2014 at
11pm at High Suffolk Children's Centre**

Present: C Boniface (Communities Employment Enabling Officer,
Mid Suffolk District Council and Chair for meeting)
F Bishop (Manager, High Suffolk Children's Centre)
C Eagles (Bureau Manager, Mid Suffolk CAB)
H Barton (Marketing Officer, Mid Suffolk CAB)
R Williams (Outreach Advice Supervisor, Mid Suffolk CAB)

		<u>Action</u>
1.	Welcome and Apologies	
	Apologies received from Cllr Matthew Hicks Mrs Boniface welcomed everyone to the meeting. Mrs Eagles to follow up from the meeting with the Councillors and Leisure Centre	CE
2.	Debenham Outreach Project Update	
	Mrs Barton had produced a project update, previously circulated to the project team. Results to date were discussed and it was noted that on average a client visit per hour was a positive and manageable amount of clients to see during each session. Mr Williams commented that the nature of advice given mirrored Mid Suffolk CAB's core business and around a third of the issues had been complex. Additional impact calculations to be produced with regards to the outcomes for clients. Statistical analysis of the number of residents helped from Debenham and the surrounding area before and after the outreach service to be produced as a further indication of its performance. This will also capture residents that have contacted the bureau direct rather than waiting for the next outreach session.	RW HB
3.	Funding Update	
	Mrs Eagles explained that Suffolk Community Foundation funding had been secured for a year to run the project to 31.08.15. A successful application with the Lloyds Community Fund had also secured £2,000. Mrs Barton thanked Mrs Bishop for passing on the details for this scheme. Mrs Eagles said the Adnams grant application for volunteer expenses had been refused due to the volume of applications. Viridor only fund building projects.	
4.	Development of Service	
	The Children's Centre refers their complex family cases to SNAP or FIAS as there is an existing agreement in place. The Children's Centre does signpost general enquiries to the CAB. Mrs Barton showed a new version of the poster and leaflet that will be used to further advertise the service. It was agreed that business cards be produced with contact details. The following groups/ organisations will be targeted with leaflets and business cards: <ul style="list-style-type: none"> • Midwifery and Health Visitor teams • Cameo group • Dementia group 	HB HB FB FB FB

	<ul style="list-style-type: none"> • Primary school – Jackie Lucas • Roundabout pre-school – Fiona • St Mary Magdalene, Debenham – Advent Sunday charity boards • The Forge – contact Rebecca Green in December • Library group • Coopersfield Sheltered housing <p>Suggested publications to promote outreach service:</p> <ul style="list-style-type: none"> • Framlingham, Wickham Market, Debenham free press • Worlingworth, Mendlesham and Wetheringsett websites • Children’s Centre annual mail out in February • Primary school mail shot <p>Dr Dan Poulter holds a MP surgery in Debenham. It was suggested that he be contacted to ensure he is aware of the CAB outreach service so that he can signpost people for help and advice.</p> <p>Richard Blackwell, Chairman of Debenham Parish Council to be contacted to offer a presentation to the Parish Council meeting and discuss a possible donation towards printing costs</p>	<p>HB HB HB</p> <p>HB CB HB</p> <p>HB HB HB & FB HB& FB</p> <p>CE</p> <p>CE</p>
5.	Any Other Business	
	Mrs Bishop informed the project team of the Suffolk Warmer Homes scheme that could benefit clients. She also explained about The Forge Church’s Away in a Hamper, Christmas food parcels service. Leaflets were given to RW.	
	Date of next meeting:	
	Tuesday 10 th February at 11am at Debenham Children’s Centre	