

**Mid Suffolk CAB and Debenham Outreach Project  
Minutes of the meeting held on Tuesday 6<sup>th</sup> October 2015 at  
10.30am at High Suffolk Children's Centre**

**Present:** C Eagles (Chairman for meeting and Bureau Manager, Mid Suffolk CAB)  
K Guthrie (Councillor, Mid Suffolk District Council)  
R Williams (Outreach Advice Supervisor, Mid Suffolk CAB)  
D Frost (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 Ms Boniface, Ms Clements and Cllr Matthew Hicks Mrs Eagles welcomed everyone to the meeting.	
<b>2.</b>	<b>Minutes of Last Meeting on 2<sup>nd</sup> June 2015</b>	
	Agreed as correct.	
<b>3.</b>	<b>Matters Arising</b>	
	None	
<b>4.</b>	<b>Debenham Outreach Project Update &amp; outcomes</b>	
	Mr Williams went through his report. He is seeing an average of 2 clients per session and benefits has continued to be the largest advice area. The high incidence of Domestic Violence reported last meeting has not continued. One housing issue involved a two hour appointment. On Wednesday 28 <sup>th</sup> October the bureau will provide Energy Saving and switching utility supplier advice at the Outreach. There was a general discussion concerning the promotion of the outreach. Agreed Actions: <ul style="list-style-type: none"> <li>• Ms Hilder to pass contact details for Alison Coleman at SCC to Mrs Eagles</li> <li>• Mrs Eagles to write a piece on Energy Saving Week and Outreach for inclusion on Children's Centre Facebook page.</li> <li>• Cllr Mrs Guthrie and Mrs Frost to display Energy Savings Posters</li> <li>• Cllr Mrs Guthrie to distribute Debenham Outreach cards to GP's, Library and Parish Councils</li> <li>• Outreach to be promoted via Twitter</li> <li>• Mrs Frost to link CAB into Forge Church</li> <li>• Bureau to provide CAB/Outreach presentation to team meeting at Eye Children's Centre on 22<sup>nd</sup> September at 2pm.</li> <li>• Ms Hilder to send Mrs Eagles contact details for Maureen John the Library Manager.</li> </ul>	<b>KG, DF, GH, CE</b>
<b>5.</b>	<b>High Suffolk Children's Centre Update</b>	
	Mrs Frost reported that there had been a Making Every Intervention Count restructure and she is now responsible for Eye, Debenham and Thurston & Stanton Children's Centres. Staffing levels have been re-assessed according to local need and as a consequence staff numbers now make it difficult to safely operate all the sites all day, every day.	
<b>6.</b>	<b>Local Authority Update</b>	
	Ms Hilder reported that all District Councillors have a one-off award	

	<p>of £5,000 per ward. Any not for profit organisation that is constituted can apply to their councillor for an award between 1st October 2015 and 8<sup>th</sup> January 2016. There is a maximum of 10 awards per ward with a minimum value of £250. Application forms are available from Emma Bendall.</p> <p>Cllr Mrs Guthrie confirmed she would be happy to accept an application from Mid Suffolk CAB for £500 towards the running costs of the Debenham Outreach.</p>	<b>CE</b>
<b>6.</b>	<b>Any Other Business</b>	
	<p>Cllr Mrs Guthrie asked if it was possible to provide advice via Skype. Mrs Eagles confirmed it was possible the only issue would be confidentiality and Information Assurance. The CAB is currently trialling advice via Skype with Shelter.</p>	
	<b>Date of next meeting:</b>	
	Tuesday 19 <sup>th</sup> January at 10.30am at High Suffolk Children's Centre, Debenham	