

<div>ACTION LOG</div>		Meeting	NEWCASTLE TOWN DEAL BOARD			
		Date	Monday 27 March 2023 (Start Time: 3.30pm)			
<p><b>Attendees:</b> Trevor McMillan, Cllr Stephen Sweeney, Elaine Burgess, Brian Meredith, Sarah Wilkes, Jane Tunnicliff, Dan Gray, Fiona Wallace, Lisa Healings, Gemma Whalley, Alex Collins, Simon McEneny Gareth Brown Aaron Bell MP Rebecca Parker Ashley Bennett</p> <p><b>Minutes:</b> Elaine Burgess</p>		<p><b>Distribution:</b> Attendees &amp; Apologies</p> <p><b>Apologies:</b> Gail Edwards, Stefan Brzozowski, Dan Dickinson, Cllr Philip White, Phil Butters, Carl Copestake, Charlotte Pearce, Kirsten Trenall, , Beverly Sampey, Jo Reilly, Eddie Leligdowicz, Graham Bibby, Bernard Greep,</p>				
REF.	ISSUE	ACTION	RESP.	DATE DUE	COMPL.	
1.	<p><b>Welcome &amp; Introduction</b></p> <ul style="list-style-type: none"><li>All were welcomed to the meeting.</li></ul>					
2.	<p><b>Declaration of Interest</b></p> <ul style="list-style-type: none"><li>It is noted that a number of people have interests in projects to be delivered.</li></ul>					
3.	<p><b>Actions from Previous Meetings</b></p> <ul style="list-style-type: none"><li>It was noted that all items would be covered on the agenda.</li></ul>					
4.	<p><b>Astley Centre for Circus Business Case</b></p>					

	<ul style="list-style-type: none"> <li>• A presentation was given on the Astley Centre for Circus Business Case.</li> <li>• Issues raised <ul style="list-style-type: none"> <li>○ Confirmation that the Business Manager post would be funded by SPF. Fundraising activities would be done to support other posts and some volunteering would be done.</li> <li>○ Confirmation that costs had been benchmarked against other facilities and also information shared on local experience.</li> <li>○ Confirmation that the Philip Astley CIC had experience of attracting other funding.</li> <li>○ Confirmation that the proposal for Phase 2 depend on delivery of York Place. If this is delayed, then Phase 1 occupation of Merrial Street could be extended.</li> <li>○ Confirmation that circa £260,000 fit out for Phase 1 would transfer to Phase 2.</li> <li>○ Confirmation that a full events programme was included in the detailed business plan which formed an appendix to the business case.</li> <li>○ Confirmation that project paperwork needs to be submitted to DLUHC by 31 March 2023 with the Chair's and S151 Officer signature.</li> </ul> </li> <li>• Resolved that the business case be approved and the appropriate paperwork be submitted to DLUHC by the deadline.</li> </ul>	Project submission paperwork to be signed and submitted to DLUHC by the deadline	31 Mar 23	EB/TM/S W	
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5.	<b>AOB</b>	<ul style="list-style-type: none"> <li>Project Adjustment Requests for Knutton and Chesterton were in the final stages of completion.</li> </ul>	EB	31.03.23	
6.	<b>Future Schedule of Board Meetings</b> <ul style="list-style-type: none"> <li>It was agreed that the future schedule of Board meetings would be aligned to submission of Monitoring &amp; Evaluation information. Ad-hoc Board meetings would be arranged where particular project issues needed to be discussed.</li> <li>It was agreed that periodic newsletters would be issued to the Board to keep them updated on progress with project delivery and key milestones.</li> </ul>		EB/ All	Ongoing	
7.	<b>Date of Next Meetings</b>  To be confirmed	Microsoft Teams	All	To be confirmed	

EB/28.03.23  
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