

Minutes - Initial Stakeholder Planning Meeting re Tech & Tea Project – Dunkirk Community Centre NG7 2JW Friday 14 September 2-4pm

Agenda Item/Lead	Topic	Discussion Points
1. RCB	Welcome – introductions Each explained their community role.	Invited: Steve Smith (SSS) & Rob Bryant (RCB) Notts CC Communities Team – <b>Age Friendly</b> project Gina Harbottle (GB) - apologies & Ben Sambells (BRS) <b>Good Vibes</b> Sue Sambells (SAS) <b>Nottinghamshire Neighbourhood Watch</b> , Chair Toni Jarvis (TJ) <b>Co-op</b> Member Pioneer Sharon May (SM) Notts CC Communities Team - <b>Trading Standards</b> Steve Barton (SB) <b>Nottm. Trent University</b> Volunteer Coordinator Mary Somerville (MS) <b>University of Nottm.</b> Volunteer Coordinator Peter Cribb (PC) (apologies) Andrea Lowe (AL) Notts CC <b>Inspire</b> Claire Reed (CR) Broxtowe Borough Council <b>Digital Champion</b> – apologies (leave) but wishes to support Initial meeting to explore possibilities/practicalities.
2. RCB	History/purpose of Tech & Tea	RCB explained his initial involvement via a Digital Champions campaign. Volunteers were trained but expected to provide their own opportunities to be an IT coach. With Good Vibes, he set up T&T at a retirement complex and later, Beeston Tesco’s café with the assistance of their Community Champion. He explained the real purpose was to provide an appealing platform (particularly for men, being a more difficult group to engage with) to help break down the barriers of isolation, known to have severe detrimental health effects, particularly to the elderly and vulnerable.
3. MS/SB	Infrastructure: Volunteer Coaches	MS and SB currently work with Click Silver – working 6 weeks/twice year. In principal, they are both supportive of T&T concept, in the community, but need infrastructure to be in place to provide their students with initial induction and ongoing support.
4. TJ PC/AL	Venues – Co-op Libraries	Both have Wi-Fi access. TJ proposes to trial in NG8 area of co-op stores (folding table/chairs) and Funeralcare homes. Larger stores have a café area and Bracebridge store has a community room. AL explained libraries already offer a range of digital support. Some libraries have cafes and many have vending machines. Sixty libraries throughout Nottinghamshire. Libraries in the city come under Nottm. City Council. SB suggested contacting <a href="mailto:tim.bowness@nottinghamcity.gov.uk">tim.bowness@nottinghamcity.gov.uk</a> to involve city libraries.
5. SM	Safeguards/protocols	SM gave a list of concerns which were discussed. MS & SB were concerned re supervision of potential student volunteers. All agreed a disclaimer required and induction/training for coaches. Online Banking queries to be referred to the financial institution and passwords not to be divulged. DBS not required in a public space. Neighbourhood Watch Network Public Liability discussed and concerns over potential claims.
6. SAS	Promotion	Initial neighbourhood alert inviting interested parties to join group x 2. (Coaches/guests) Future Comms direct to relevant group.

		Notts CC Help Yourself website. Nottingham CVS.
7. RCB	Funding	Nottingham Together – Paul Smithurst – grants up to £200 available and Councillors’ divisional fund, for each area. SSS suggested bidding & obtaining funds to recruit a volunteer coordinator to oversee the project but this would need to be through NottsWatch. SAS didn’t believe NW – 100% volunteers – would be able to take on an employee and all that entails.
8. RCB	Next Steps	AL explained Inspire has the space, structure and support already in place. She will discuss extending their digital support to incorporate this more sociable concept with her Libraries Management Team and escalate to their senior leadership team and report back. Hopefully, incorporate Co-op in an outreach programme. Potentially contact Salford Tech & Tea – SM has details.