**Big Local SW11**

**Minutes of Partnership Executive Committee Meeting**

 **Thursday 11th February 2016**

**10am – 12.30pm at Providence House**

Present:

Robert Musgrave (Chair)

Marlene Price

Sharon Grant

Tessa Strickland

Helen Taylor

Wendy Speck

Charlene Brown

Jane Eades

David Stone

**Next Meetings:**
**Battersea Together Networking**: Thursday 25 February – York Gardens

**PEC**: Thursday 17th March 2016 for 10am at Providence House

**PEC**: Wednesday 11 May – Venue TBA

**PEC**: Wednesday 8 June 10 am Providence House

**Falcon Road Festival**: Saturday 25 June

**AGM**: Wednesday 6 July – Venue TBA

**PEC**: Thursday 8 September 10 am Venue TBA

Before the meeting started Robert suggested an amendment to the Agenda to take Item 9 first, Scoping for Mentoring Service as Charlene would need to leave the meeting early. This was agreed but this subject will be minuted according to that listed on the agenda.

1. **Apologies for absence**Apologies were received from Helen Garforth, Andrew Beech, Senia Dedic, Stephen Holsgrove, Syeda Islam, Daren McCoy and Vicky Shepherd
2. **Minutes of the Partnership Meeting of 14 January 2016**Minutes were accepted and signed as a true record.
3. **Matters Arising Not on Today’s Agenda**There were no matters arising.
4. **List of AOB**If there is time we will discuss the Intergenerational proposal and an update on Finance.
5. **Battersea Together Networking Event**The event will be held on Thursday 25 February 12.30-3.30 pm at York Gardens. Twenty-eight organisations have so far accepted our invitation. This event was promoted through Mailchimp and linked with an invite for a survey. All PEC Members are encouraged to attend. Lunch will be provided. Part of the programme will include Network Speed dating and round table discussions. It is hoped that some PEC members will act as facilitators. **Action all:** please notify David if you will be attending and can assist with some of the duties. The proposed programme is attached as **Appendix A**.
6. **Governance**Marlene reported that the Governance Group met with Mark Trotter to review our documentation and Mark presented a draft for us to consider. His document relates to the governance of the Partnership Executive and will be followed by further documentation. She reminded us that Local Trust mandates a Code of Conduct and she believes that this is the document that should govern the Executive. Our Code of Conduct was expanded to include sections that Local Trust has in their guidance that we did not have in ours. The Governance Group would meet again but before doing so will need guidance from PEC on the way they want to be governed. Do we want a document that governs the Executive or that one that governs Big Local SW11 as an organization or that we use the methods that Mark Trotter is proposing? She reminded us that our current Terms of Reference cannot be changed to be effective now and that whatever method we choose will have to be ready and circulated for approval at our next Annual General Meeting. Robert felt that we should have a group document and that it should be simple and as clear cut as possible, recognising that Mark had stated that some of our documentation appear not to be synchronised with each other. **Action:** Marlene to convene meeting of Governance sub group to further discussion.
7. **Recommendation from the Communication Sub Group**David had previously emailed an Update from this Sub-Group. He has been pulling stuff together and has about 240 email contacts on their Mailchimp directory. This directory was taken from events held at KLS, Helen’s list, Building Futures contracts and the Directory that he had compiled. **Action**: David to send the list to Marlene to compare with her list to ensure that all of our past contacts are still receiving communications. We need to be mindful of Data Protection regs.

Jane reminded us that she has a number of email groups from various local activities and emailed each and to find out if they want to be kept informed of our group and activities. Any responses received will be forwarded to David.

The website is in need of an update or a revamp. It is not up to date, too wordy, some bits of inaccuracies, with nothing about our opportunities. Pages do not flow well. What we should have is a launch page with links to where you want to go. We appreciate that a revamp will cost us.

Sharon commented that we are probably not giving Sandra information to update the site and expressed some concern that if we maintain the website, who owns it as the coding at the back may cause us difficulties. We were advised that Sandra, David and Helen have admin access and can make amendments.

We agreed that the entire website need to be looked at, and should we start it again from scratch? Jane has again reiterated her comments that it is difficult to see what our structure is, and what activities we have on at the moment. It just doesn’t work with lots of pictures. She suggested that we look at other websites and come back with suggestions. We need to start to do something now. **Action all:** it is requested that allPEC members should look at the other sites, make some recommendations for changes and communicate this to David.

We need to appoint a communications worker and this needs to be progressed. We do not need a professional comms person but someone for a hands on role. We need to work out a budget and an hourly rate.

The sub group consists of Stephen, David and Charlene with Helen T attending the occasional meeting.
8. **Small Grants**We have a pot of about £6,000 which includes the £1,000 recently returned. It is proposed that our next funding round will be in May. We should have the paperwork prepared by 1 April.
9. **Scoping for Mentoring Service for Young People**Charlene has been in discussions with 6 different groups, including STORM, Caius, Providence House and Carneys and the feedback received is that a mentoring service is needed. She has researched what others are doing. STORM is only targeting 18-25 year olds, Future Skills 11-19; Caius 8-21, and Carneys through boxing.

Mentoring is ongoing but it is not targeted but only generic. STORM now targets the Winstanley/York Road as part of their recent contract with WBC. Jane felt that crossover is a good thing, but the issues in the past were that there was no interaction with the other groups. The criteria will be those who live, work, play, to be in line with Local Trust’s requirements, recognizing that some attenders who take part in these local activities do include a number from outside the area. Marlene said that she had no objection to the odd individual being included in sessions as you cannot say to a group of 5 that 4 of you can attend but the 5th couldn’t. However, we must ensure that the non-residents only make up a slim minority.

Looking at a budget of £10,000 for 2 years. Staffing costs are high and decisions needed on type of staffing, is it best if we have a high level of volunteers. Lambeth and Lewisham already a scheme, Mentoring Plus, that has been ongoing for 6 years.

We need to build relationships with young people. Jane queried if we knew how many young persons are not in touch with any organisation and perhaps we should factor in an outreach person. We can run an advert for volunteers and we must consider the cost of any recruitment and also for DBS checks.

We are pleased with what Charlene and her group have presented but they will now need to come back with a finalised budget for PEC approval. **Action:** Charlene to prepare, by the end of March, a document with a draft plan and budget for us to review. If the proposal is for it to be run by Caius and they are getting a management fee then Charlene cannot be part of the decision making process.

Jane also commented that this project overlaps with the Building Futures and there should be some input from this group. David commented that the difficulty we may have is with the supply and demand or how many mentors we are able to find. He wondered if there was any way to close this gap. **Action all:** We all know where young people congregate if we can make a list of places where we see young people congregating this will help the Group to target them.

The Mentoring Sub Group report is attached as **Appendix B**
10. **Update on Influence & Ownership**Sharon will start this process.
11. **Update on Falcon Road Festival**A meeting of the Initial Planning Group led by Tessa met on 29 Jan. The Minutes are attached as **Appendix C**. David has completed a map of the street and will get a letter out to all the businesses.
12. **Date of next meetings**A reminder of dates discussed at the last meeting and provisionally agreed:
* **Thursday 25th Battersea Together Voluntary Orgs Networking Event**
* Thursday 17th Mar **PEC** 10am at PH
* Wednesday 11th May **PEC** 6.30pm at TBA
* Wednesday 8th June **PEC** 10am at PH
* Saturday 25 June **Falcon Heritage Festival**
* Wednesday 6th July **BLSW11 AGM** at TBA
* Thursday 8th September **PEC** 10am at TBA
1. **Any Other Business

Intergenerational:** Senia had sent a report with a proposal for its 2nd year funding which is a broad repeat of the current year’s programme. **Action:**  Marlene to circulate to PEC – attached as **Appendix D**.

David was previously appointed as the Year 1 project monitor and that some of his concerns needed to be looked at. Robert and David to go over his evaluation.

It was questioned whether too much of this BLSW11 project is run out of Haven Lodge, which could give the impression that is has too narrow a base; however it was noted that this current year the projects BLSW11 have funded have involved other Sheltered Homes and the proposal for next year involves all of the homes in the BL area. It was noted also that it is important that where BLSW11 funds another organisation, in this instance WoW, that it is seen that it is funded by BLSW11. The committee felt that more detail should be given to show how the work is and can expand into the wider sheltered accommodation units. **Action all:** Please review this proposal and comment back to David.

All are invited to the Chinese New Year Intergenerational event on Monday 22 February. **Budget**Robert circulated the budget by email.

The meeting closed as 12.30pm.

 **Appendix A**

**Big Local SW11 Battersea Together Community Network Event**

**Propose outline of the day**

12.00 Set up Room

12.30 Registration Lunch & Networking

 (with BL people linking others/name stickers/Community Org leaflets on table/

 BL display boards)

1.15 Welcome & BL Presentation

1.30 Community Network Speed Dating

2.00 Smoothies

2.15 The Big Question (Carousel on Local Issues)

3.15 Vote with your feet & Summing up

3.30 Bye Bye & Feedback Forms

 **APPENDIX B**

**BIG LOCAL SW11 – MENTORING SCHEME FOR YOUNG PEOPLE**

**SUB GROUP MEMBERS**

* Charlene Brown – Caius House
* Phil Future Skills
* Nicole Generate
* Louise Simms - Storm
* Esther Clevely - Providence House

**WHATS CURRENTLY HAPPENING**

* Storm run a mentoring scheme, working with 18-25 year olds. Supporting them back into educations, training and employment.
* Future Skills mentor young people 11- 19 years old working with PRU
* Caius House mentor young people 8- 21 years old and offer a AP currently to boys
* Carneys Community offer mentoring through boxing
* Providence offers mentoring informally within their provision

**BRIEF DESCRIPTION OF THE PROJECT IDEA**

The group agreed a general mentoring scheme was needed, supporting young people within the BL SW11 area but also supporting those that study and socialise in the area also. It was highlighted that there is an endless list of young people’s needs and wanted flexibility with the target group to work with.

We discussed whether the project should be a paid? And reviewed projects we’ve previously run and what projects we know to have worked and it was agreed to pilot a voluntary scheme.

The project will recruit volunteer mentors, providing full training and regular support group meeting.

The mentors will be attached to one of the identify youth provisions highlighted in the sub group. This will support an easier transition to refer young people. The mentors will be encouraged to do outreach and not be restricted to one centre.

**EXPECTED OUTCOMES**

* Improved Emotional Wellbeing
* Improve Social Behaviour
* Improved School Attendance/ Achievement

**DRAFT BUDGET**

**Project Coordinator** £5000 - £6000

**Management fee @ 10 %** £1,500

**Publicity** - £500

**10 Volunteer Mentors Expenses** £2100

**Mentors Training** – £1500 - £2000

**Young People’s Activity budget** – £1500 - £2000

*Add recruiting & DBS*

**TOTAL** £14,200 +

 **APPENDIX C**

**FALCON ROAD FESTIVAL**

Present:  Tessa Strickland, David Stone, Robert Musgrave

1. DATE:  confirmed the date as SATURDAY 25th JUNE and that RM has communicated this to Abbas at the Mosque.
2. FALCON ROAD CANVASSING:
	1. DS produced a map of Falcon Road with list of shops and buildings with street numbers
	2. DS to produce a draft introduction letter by Thursday 18th February to send to TS/RM
	3. Plan will be drawn up (at the next meeting of the sub-Group) to apportion the individual
3. visiting of each organisation/shop on Falcon Road
	1. First visits to be carried out in March
	2. Canvassing process to be: First visit with conversation and leaving letter/flier with
4. response form/second visit to follow up and collect response form and invite to further meetings
5. SUB-GROUP FOR FESTIVAL:
	1. TS as chair and following to be invite:
		1. Marlene, Charlene, Wendy, Syeda, Lorinda
		2. Donna from Kambala (chair@kambala.org.uk)
		3. Olga Skeffington (olga.skeffington@cantab.net) – Vicky’s neighbour who attended AGM and offered to help with Festival
		4. Nic Myatt (LFB) – to keep us in touch with plans in Este Road
		5. (Because Senia will be involved in the Este Road planning it was thought that she had enough to do – RM will speak with her)
		6. S to invite the above to first meeting on MONDAY 29th FEBRUARY 12noon at PH
6. TS also to ask people to consider carefully as may need some commitment

4. SOME AREAS FOR DISCUSSION:

a.       Ideas & Programme

b.      Legal & Logistical Questions (see DS chart)

c.       Budget

d.      Holding a Public Meeting for Falcon Road people

e.      Publicity

f.        Heritage Theme

 **APPENDIX D**

**Extending Sheltered Housing Inter-Generational events**

**Turning vision into action**

One unique intergenerational project has been chosen by the BLSW11 committee as part of Turning Big Local Vision into Action to extend the existing work in this area, as requested via 'blue dots'  vote by  the wider community as part of our consultation.

Even though there are several sporadic inter-generational events organized in the community by various organisations and schools, one was unique and very regular for the last 5 years, which has been chosen to be extended.

Women of Wandsworth have been organizing monthly coffee mornings and monthly traditional events  in Haven Lodge for the last 5 years with great success, not only because of its consistency and regularity, but most importantly because of its unique solution to the ubiquitous problem to tackle the isolation and loneliness of  elderly residents, which is the surrogate families bond. This endearing project came about from one local child, who did not have her grandparents in London and missed them so much that Women of Wandsworth made a link with the local sheltered accommodation to have interaction with the elderly and the experience of a grandparent. It was surprising to realize that the elderly had the same problem, as their grandchildren were not in London and did not see them very often.  The Surrogate Families project started in 2010 in Haven Lodge in Battersea by Women of Wandsworth. Since then, they had fundraised and delivered regular intergenerational coffee mornings in Haven Lodge and in addition to those, they have organized big family events such as BBQ, Art Class, Cooking Class, IT class, Singing and dancing event, celebration of New Year, Christmas, Eid, Diwali, Easter, Chinese New Year, St.George’s Day, Pancake Day, Valentine's Day and trips to the Gallery to see their art exhibited and a trip to the local Theatre. They have been trying to take the residents to the seaside, but the cost of adequate transport is an obstacle.

In the last four years 10 surrogate families bonds have been made, where the elderly were invited to the surrogate family's home and even visiting them in hospital and going to outings with them privately as a result of this project.

The elderly feel safe and happy to see the familiar faces whom they trust regularly rather than different people and children sporadically.

That is why I would like to put forward this proposal to fund Women of Wandsworth to extend this project to other lodges in our area and they can become a mentor to other local organisations to  try to make other surrogate family bonds. I am sure this project will be a success based on its  results from the past 5 years and the need for this  crucial service in our community.

Sheltered Housing accommodations in Big Local SW11 area:

1. Haven Lodge, 2 Wolftencroft Close, SW11 2LD        24 flats (garden)

 2. Holmleigh Court, 86 Plough Road, SW11 2AR          38 flats (garden)

 3. Doris Emmerton 2 Wynter street SW11 2DJ            66 flats (garden)

 4.  John Kirk House, Mantua Street, SW11 2NE            57 flats (garden)

Total:                                                                                        185 residents

Dimson Lodge and Dovedale Cottage are not in the BLSW11 patch.

George Potter is a nursing home with a link to KLS.

Proposal:

There will be 2 coffee mornings organised by WoW Mums and the wider community at each lodge per year. Total 8 in a year. Additionally, there will be 4 events, one in each lodge in this period. The elderly from other lodges and other isolated elderly will be able to attend all of the 12 events above.  WoW Mums actively bring together different age groups and facilitate their interactions by working with schools, youth groups, community organisations and Residents Associations. Organisations willing to get involved in this project are: Kambala Estate RA, Battersea Chapel, Thames Christian College, KLS, Older People’s Forum, Falcon Estate Residents Association, Christ Church School, Wandsworth Youth, Caius House Youth Centre and The Challenge -national Youth Organisation.

Transport is needed to help the isolated and the frail residents attend the four events. Allocated funds will not cover the cost of adequate transport with the ramp for disabled and elderly, so we will need further funding for this. Additional problem is loss of time for picking the residents up and dropping them off.  Solution and the other option is to reimburse the residents for their subsidised Dial-a-Ride transport, which they can take when they are ready at their leisure, or combination of the two. The budgeted funding for transport would be adequate for this transport solution.

In addition to this, since other adults and children will be attending the events, which are not in the 185 total number of residents, we estimate a shortage of refreshments on this budget, since £250 cannot feed and entertain cca 200 people, nor 100.

From WoW Mums experience, the sheltered accommodation lodges do not have the space to cater for 200 people and they never had a total maximum number of residents attending, so despite the fact that we would like  to involve everyone, the reality is that we might have a half of the total numbers presented attending the coffee mornings and the events.

BUDGET

PERIOD:   June 2016 – June  2017

Venue hire                                                                                              0

Printing and advertising (from Big Local SW11 budget)        0

Accounting (from Big Local SW11 budget)                                  0

Refreshments for coffee mornings                   £150 x 8= £1200

Project manager                          10£/h x 10h x 12 weeks = £1200

Expenses for 5 volunteers:   £10 x 12 events  = £120 x 5 = £600

4 Events - refreshments                                          4 x £275=£1100

Liability insurance per year £300

Transport for residents& isolated elderly   12 x £50  =    £600

Total:                                   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_       \_\_\_ £5,000

Proposed events for all Lodges (not confirmed yet which 4):

18th June 2016                  BBQ in Haven Lodge

 5th July 2016                      Theatre visit (at the Grand)

 26th August 2015             Quiz in John Kirke House

 20th September 2015    Coffee Morning in Doris Emerton

This project will not only bring together the three generations together, but it will be done by bringing the whole community together, where they will get to meet their neighbors and try new different things through cultural,  international  and fun events.

So far the main barrier between the young and the elderly was the fear, but through regular interaction they will get to know each other better and feel the sense of belonging to the same community as well as learn about each others needs and way of life.  They will start respecting each other more as they become friends and potentially make a surrogate link. We will monitor this project through a monitoring form approved by Age UK.

The sustainability and continuation of this project is guaranteed by Women of Wandsworth, since it existed and was initiated by WoW Mums in 2010 to solve the ubiquitous loneliness and isolation of elderly problem, before the Big Local existed. Therefore it will continue even after Big Local’s funding expires, since WoW Mums and the community will be delivering it for the elderly and not for Big Local. Hopefully it would have grown in size and even expand into other Big Local areas as a template on how to bridge the gap between the generations and include the elderly in all community events.