**Big Local SW11**

**Minutes of Partnership Executive Committee Meeting**

 **Thursday 11 May 2016**

**6.30 – 8.30pm at Thames Christian College**

Present:

Robert Musgrave (Chair)

Marlene Price

Sharon Grant

Stephen Holsgrove

Daren McCoy

Tessa Strickland

Wendy Speck

Helen Taylor

Jane Eades

David Stone

Nick Atkins for Item 6

**Next Meetings:**

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

**Falcon Road Festival**: Saturday 25 June

**AGM**: Wednesday 6 July – Venue TBA

**Ist PEC Meeting post AGM**: Tuesday 19 July – Venue TBA

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

On behalf of the PEC Robert thanked Stephen and Thames Christian College for the hospitality and for hosting tonight’s meeting.

He also welcomed Nick Atkins from enable who will be presenting Agenda item 6.

1. **Apologies for absence**Apologies were received from Helen Garforth, Andy Beech, Syeda Islam, Vicky Shepherd, Charlene Brown and Sislin Dunn. No apology was received from Senia Dedic.
2. **Minutes of the Partnership Meeting of 17 March 2016**Minutes were accepted and signed as a true record.
3. **Matters Arising Not on Today’s Agenda**An action point from the last meeting concerned a request for us all to look and critique the proposed changes to the website. David said that there were 250 hits to the website specifically looking at the Falcon Road Festival. We have all been asked to continue to give our feedback to David.

Sharon asked who had access to our info emails, how they were being accessed and who receives the comments that are placed on the website. It was confirmed that all emails to the info email address are directed to Robert and Marlene and Marlene normally responds to them. Helen, David and Sandra all have access to the website and can forward or respond to any comments. She also asked about Rex’s involvement. It was confirmed he is our web designer and the person responsible for the hosting of our website.
4. **Declaration of Interest**No declarations were received.
5. **List of AOB**There were no items tabled under this heading.
6. **Proposal on Community Fitness**Before introducing Nick Atkins of Enable, Robert explained that the sub group led by Andy Beech had also included Nick Atkins and Lucy Broad from English Athletics. Robert has been attending some of the meetings and has discussed this project with others who endorsed it. A copy of Nick’s report was already circulated to PEC members.

Nick gave a background to Enable; arising from the outsourcing of Wandsworth’s Youth Services. He gave an overview of the project of mainly hosting 2 sets of activity sessions. Enable work with other organisations in the community to target the inactive. Community Fitness has a specific target ie female, older, BME, amongst the group of the community who are perceived to be less fitness active. They propose to do some targeting in conjunction with Walking for Health on a non-competitive basis. The plan is to hold a number of free sessions and then progress on a sliding scale to the full cost. He is also looking at sustainability. While Marlene welcomed the non-fee sessions she asked about those who genuinely cannot pay as she believes that those are the ones that really need to be assisted but we will need to recognize that they will stop after the end of the free sessions. Nick was suggesting different coloured tickets but Marlene was not happy with that as it is stigmatising individuals and making it obvious that they have a financial issue. Daren suggested a donation scheme could be somethingthat could be considered. Jane asked how do they propose targeting those who are on their own and how will they reach out to them. Marlene suggested local churches could be one source. Elderly ladies attend church on a Sunday, meet up with their fellow attenders then go home and then never see them again until the next service. They probably look forward that bit of meeting up with friends at the next service.

For the fitness voucher scheme it will mean getting organisations to sign up.

Wearing her Governance hat on Marlene pointed out that the proposal was targeted at SW11, that the proposal and presentations talks of putting up banners in the parks and pointed out that we are only allowed to be providing services for the benefits of our residents living within the defined area. While she has no objection to the 1 or 2 from just outside of the BLSW11 patch if there are say 12 participants if this is widely advertised then there would be an issue turning people away as the majority, or almost all (if advertised around Battersea Park as was suggested) will not be able to participate.

**Post Meeting Note:** We need to be very aware that we will be breaching the Advertising Standards Authority rules to be advertising services which gives the impression that they can make use of the services when they are not qualified to receive them; unless we make it quite clear who the recipients are going to be.

Marlene also asked if this is a service that should be provided by Enable as she felt sure that they would be given targets. Nick said that they had no funds to run these projects.

Jane felt that Nick’s emphasis is fitness and there are a number of elderly whose idea is no fitness, no gym visits.

Robert proposed that we commission Enable but that this is done alongside a designated group to spell it out; have a strict monitoring criteria and advertise it at the Falcon Road Festival. He suggested we allocate a grant for the 1st year and review it for the 2nd year. Andy will not be part of the sub-group.

Following our discussions Nick will consider our comments, review his submissions for further consideration of the Committee. He then left the meeting.
7. **Intergenerational Year 2 Proposal.**
Robert reminded us that 2 meetings ago we looked at the Year 2 Plans for this project and we asked Wendy and Jane to meet with Senia and review the project. Wendy said that it is the same amount of money and the group has put together a similar project but it is now extended. The new proposal is responding to our discussions on how we can make it more inclusive and target those who are living alone and to look at widening from the same small group who were receiving the benefit.

Helen also stated that St Peter’s was expecting to be contacted and they weren’t. It was stated that the Intergenerational Group must communicate and integrate with the other groups in the patch and they must make contact with St Peters and ensure there is good advanced communications with others in the area.

it was recommended to endorse them for Year 2 and during this 2nd year to review and broaden out as required above.

**Post Meeting Note**: We did not specifically vote on this item. In order to get this project started and not include delays as activities are proposed in June, an email will be sent for your approval. It will suggest that we endorse this proposal for Year 2 as it is, including its increased activity that is extended to further homes, and that on the Commissioning document we include a requirement to directly publicise their events with other local elderly groups, eg St Peter’s, Battersea Chapel and to Age Concern.  Please respond to this request promptly
8. **Mentoring**Charlene has been given a new deadline of Friday. It is likely her group will commission a local organisation to deliver the project. This project will be part of our Year 2 plan.
9. **Falcon Road Festival**The discussion on this item was deferred.
10. **Governance**Marlene updated the meeting on the Governance Group meetings. She stated that the group looked at our Code of Conduct and made a small amendment, and our Terms of Reference was also amended. These documents will be circulated in a final draft format to the members for approval at the Annual General Meeting. She also that the end of the 1st year’s Plan for reporting is 31 August and that is also the period that we should be reviewing our LTO. The group will need to get documentation out for consideration by others who may wish to apply to be our LTO. A new Partnership will also need to be elected and nominations papers will need to be prepared. **Note**: These draft documents are attached as an Attachment to these Minutes.

She also stated that our annual Insurance is due for renewal by Monday 16th May. Our Public Liability cover is for 5 events pa but that the number is limited to a total of 500. As over 2,000 is expected at the Falcon Road Festival she was tasked to check with our insurers for the cost of the premium of increasing numbers attending, or renew our insurance and contact Lorinda Freint, Clapham Junction’s Town Centre Manager, who organises the Northcote Road and St Johns Hill festivals, for the contact details of the insurers she uses. Our own renewal on the current terms would be £219 (+ IPT).

Marlene contacted Event Insurance Services Ltd and was given a quotation for the festival of £366 (including IPT). Marlene was given a possible indication from our insurers that the cost may be c.£275 but this is dependent on us providing detailed information on the event. She received a detailed questionnaire and went through with Robert earlier this evening.

**Action: Marlene given approval to use her judgement and if reasonable renew our insurance with the current providers with an increase in the numbers attending our Festival to 2,500.**
**Post Meeting**: Following further questions from the insurer Marlene was able to arrange an increase in the numbers attending to 2,500 and the premium (including loyalty discount) will be £275 +IPT a total of £301.32. This has now been agreed and paid.
11. **Budget** Robert then presented the Budget which was previously circulated. We have 1 more approved payment to that we could request. He suggested that there is no point asking for monies that we may not spend and any that we will not be using by the end of our 1st year will need to be returned. While we had programmed the Falcon Road Festival we did not include major funding for it in the budget for this quarter. He proposed the following:

	1. Admin – we have received £3,000 and are expecting another £1,000 in final quarter funding. He proposed that we do not request this further payment.
	2. Building Futures: we budgeted an amount of £30,000, received £16,000 with a further £14,000 due. The Building Futures sub group is about to draw up a new budget and it is possible that we may not need to collect the full £14,000. He proposed that we do not request this further payment.
	3. Community Connectors: We received £1,000 of a £2,000 budget. We have had no activity to utilise this budget and suggests that we do not receive this payment.
	4. Community Fitness: £4,500 in the budget We have had a presentation on this spend and do not need to request any further funds this year.
	5. Contingency: Budget of £5,000 – received £3,750 and it is proposed that we receive the final sum of £1,250
	6. Dog Owners initiatives: Budget of £2,500; received £1,250. As there has been no activity he does not suggest that we request the final part of the budget for this initiative. He proposed that we do not request this further payment.
	7. Small Grants. Budget £2,500 another £2,500 payment due in the final quarter plus we have had £1,000 returned from the Mental Health project which did not happen. As we have a current Small Grant Award in progress we will need to request this final funding.
	8. Railway tunnel: £500 in the budget. There has been no activity under this initiative.
	9. Mentoring service: £5,000 in the budget, £2,500 received as we have a proposal in discussion we may need to request the final £2,500. However as the project cannot start until September he proposed that we do not request this further payment.
	10. Support Worker: Budget £12,000 - £9,000 received to date with a further £3,000 due. Costs so far £9,481. It is proposed to increase this by another £3,000 with a final budget of £15,000 to tie us over to Year 2. This is due to an increase in both the agreed change in job spec and per hour cost.
	11. Intergenerational: Budget £2,500 – spend £2,500. Year 1 spending complete but we may wish to drawn down Year 2 funding early as the intergenerational programme will begin in June. It was proposed that we request £2500 to be drawn for the final payment.
	12. Falcon Road Festival. The Festival is now larger than we had originally planned and that this would have been our 2016 annual event falling within our Year 2 spend. We did not forsee that our Year 1 spend would not have been fully utilized and had planned to be drawing down the funding for Year 2 by now. Consequently, we would need to utilize £14,000 of our unspent funds. It was proposed that we request £14,000 to be drawn from the final payment.
	13. Management fee: Budget of £6,460; received £4,845 against an actual so far of £3,230.

PEC was therefore asked to approve the amendments to this budget especially the utilisation of an amount of £14,000 unspent funds to be allocated to the Falcon Road Festival. All present agreed to the acceptance of the amendments of the budget as presented.

1. **Building Futures**The Evaluation Report will be circulated. Although we had some misgivings around the outreach aspect of the project it is being suggested that we continue with the pilot. From the initial pilot 3 people have been placed in employment. It is also suggested that we retain this as a pilot as it has a potential to evolve more.

PEC approved the continuance of this pilot for a further 6 months.
2. **Small Grants**The Small Grants programme is currently live. Closing date is 2 pm tomorrow 12 May. So far we have received 11 applications. The Panel includes 2 independent individuals and it is proposed that they meet to consider the awards on Friday 20 May.
3. **Date of next meetings**A reminder of dates discussed at the last meeting and provisionally agreed:
* Wednesday 8th June **PEC** 10am at PH
* Saturday 25 June **Falcon Heritage Festival**
* Wednesday 6th July **BLSW11 AGM** at TBA
* Tuesday 19 July **1st PEC Meeting post AGM** – evening meeting
* Thursday 8th September **PEC** 10am at TBA
1. **Any Other Business/further Updates**
	1. Jane reminded us that she has her own circulation list from various petitions, consultations that she was involved in and if there is anything that we would like to be publicised she would happily do so.
	2. Thames Christian College ‘s GCSE Art Exhibition will take place on Tuesday 24 May 6.30 to 8.30 pm. Please contact Stephen if you would like to attend.
	3. Thames’ Annual Musical – Calamity Jane is ion Tuesday 5 July at the Grand St John’s Hill. There are 2 shows at 1 pm and 7.30 pm. If you are interested in attending please contact Stephen. The leading lady is current performing in the West End..