**Big Local SW11**

**Management Executive Meeting**

 **Thursday 5 December 2019**

**4.30 pm At Kambala Community Centre**

Present:

Stephen Holsgrove

Marlene Price

Donna Barham

Syeda Islam

Robert Musgrave

Wendy Speck

An apology was received from Helen Taylor.

Also present was David Stone

**Next Meeting – Thursday 23 January 2020 4.30 pm @ Kambala Community Centre**

1. **Role of the Core Group**Stephen explained that there was a Management Executive of Robert (LTO), Syeda (Finance) and Marlene (Admin) and himself that met prior to each Partnership Meeting. He felt this worked well and is keen for it to continue.

He explained that the function of this group is to get things done. This group will have the responsibility of managing David’s assignments but that Stephen will have the responsibility of any disciplinary matters. David felt that he needed one person to report to but it was explained that David will attend these meetings and it is at these meeting that the work programme will be agreed therefore his reporting structure will be to this Management Group.

Stephen also stated that we conducted David’s review and that theer will be slight amendments to his contract.

1. **Update on Activities:**
	* **Alliance & Youth Voice**
	Stephen stated that the Alliance and Youth Voice project has secured funding from the Winstanley & York Road Joint Venture on a match funding basis. This was agreed in principle this afternoon, but no formal agreement has been received.

	Marlene stated that she was unaware that we had approached the Joint Venture and only discovered that David was having a meeting with them when she met up with him. This was fortunate as Marlene was due to meet with the Project Management the following Monday. She also has no idea what the Youth Voice project is. Stephen stated that both himself and Marlene have very close relationships with the JV Management and that in the future they must be advised whenever an approach is made to them. Marlene also stated that she has very close relationships with the management of Battersea Power Station.There was a paper prepared and provided that there are no material changes then David was asked to circulate the Youth Voice Report to the members of this Group. [**Post Meeting**: Emailed by David);

	The Alliance is next due to meet on 16 December and an update to their plan is due. It is hoped that this will be ready for the next meeting.

	Syeda asked how the Alliance communicates and what do they need permission for, what can they get on and do. She said that she felt that there were some frustrations from the group.

	Stephen reminded that all funding and agreements have to be approved and agreed by the residents to comply with Local Trust’s requirements and that regular reports and Meeting Minutes must be circulated to members of this group. [**Post Meeting:** Circulated by Syeda]
	* **Intergenerational and Survey**
	Wendy stated that there is good practice on what a lot of organisations are doing. Donna stated that there are lots of lonely elderly and we are worst in signposting them for assistance.

	We then looked at the results of the survey which were disappointing. They were asking for more funding to do addtional research.

	Marlene said that she didn’t understand how the project was commissioned to KLS and why was this information not circulated.

	Syeda commented that the report did not address the BME sector. We have had 24 responses to the survey which was only conducted by email and we agreed that this alone is not an effective method for this research. We do not know who they have contacted and asked David to obtain their list. No decision is made to allocate this extra funding but Donna felt that she could get a better response.

	Donna will join the Intergenerational group and Wendy to set up a Group meeting.
	* **Grants Panel**The Panel to meet and decide on the strategy. Donna and David to meet.
	* **Outreach & Support Worker**There is a draft JD and we need to follow up on the State of the Sector report. Thirty-tree organisations are keen to work with us.
	* **Falcon Road Festival**The date of the Festival is Saturday 27 June 2020.
2. **Finance**Robert felt that he had sent out the Finance Report. [**Post Meeting:** Robert circulated by email]
3. **Platform One**Camden Society is surrendering the lease of Platform One. Share would like to lease it while their own property is refurbished. Robert is keen for BLSW11/Alliance/Providence House to take over the lease, will have a meeting with the JV partners and report further.
4. **Communications**Helen has agreed to take on Communications role.
5. **Non Residents Members**Marlene to clear the position of non-residents with Amardeep/Zoe at Local Trust. [**Post Meeting:** Response from Local Trust. Kate as a Local Councilor cannot be a voting member. With regards to both Wendy and Tessa they can be voting non-resident members. They have both incorrectly completed the Annual Partnership Review form and their description will not be communicated with Local Trust. Tessa has listed herself as “Worker” and Wendy “working with local Community Group”. Amardeep said she amended them before submitting to Local Trust.
6. **Date of next meeting**The next meeting will be held on Thursday 23 January 2020 4.30 pm, at Kambala Community Centre.