**Big Local SW11**

**Minutes of Partnership Committee Meeting**

**Thursday 14 June 2018**

**10.30 am at Providence House**

Present:

Stephen Holsgrove

Marlene Price

Donna Barham

Senia Dedic

Jane Eades

Sharon Grant

Syeda Islam

Robert Musgrave

Wendy Speck

Helen Taylor

Also present: David Stone

**Next Meetings – 10.30 am Providence House:**

Thursday 20 September

**AGM:** TBA Evening Venue TBC

1. **Apologies for absence**An apology for absence was received from Helen Garforth
2. **Minutes of the Partnership Meeting of 15 March 2018**The Minutes were agreed as a true record.
3. **Matters Arising Not on Today’s Agenda**
   * David will circulate the Community Fitness Report.
   * Support worker: We agreed to extend the post of Support Worker for a further 6 months at the last meeting (original agreement was for 1 year but we had only contracted for 6 months). David had circulated a summary report and advised that so far we have been able to obtain details of 40 organisations that we did not have details of and also that the quality of the work has improved. He is currently compiling a report, to be tabled at the next meeting, on organisations within our patch and where there are gaps in services. Andrea will assist Donna with some support on Kambala and also with Jane on the western end.   
       
     Our plans are within the next 6 months we will review the post to decide if it is something that we should attach on a more permanent basis.

Syeda also said that she had met up with Andrea [2 days prior to this meeting] where it was mentioned by Andrea that she would like to increase her hours and that she has sent in her invoice last week but not yet been paid. Robert said that payment will be made today.

* + Sharon stated that she did not receive any emails about today’s meeting**.**

1. **Declaration of Interest**There were no Declarations to be considered.
2. **List of AOB**There was no request for any items to be added under Any Other Business**.**
3. **Register of Interest**Stephen again reminded that we must complete the Register of Interest and copies were handed to those who did not complete theirs. Outstanding are Donna, Charlene, Wendy and Helen (T). Please can we have this completed so that this item can be removed from the Agenda.
4. **Governance**
   * GDPR: Marlene briefed on the recent legislation and the request to send to David any personal details that is being held by anyone if you are communicating with them on BLSW11 business. This is so that a privacy notice can be sent as well as permission to continue contacting them. Following requests David has not received anything and until he does he cannot send out any mailing, including the Falcon Road Festival. On the Small Grants Sharon said that all communications are sent to David. She also asked what we need to do about record keeping and advised that all reports are filed on Google Drive. Marlene reminded that we do request banking details which we require to make the payments, but we do need to keep that information very secure. Jane said that she has been communicating with a contact on the Maysoule Road Street Part who had received a BL SW11 Grant.
   * Communications.: We acknowledged that we need someone to focus on communications and that we had an offer that Vicki is willing to help us once again. We were grateful for this offer to assist which we welcomed and will let her know that the Partnership would like to take up her offer to help with our communications.
5. **Finance**Robert apologized for failing to send the monthly updates to Syeda as he had incurred some staffing changes. He gave a breakdown of sums spent from the Budget of £127,400 and again noted that we have underspent on budget. A breakdown of the expenditure will be provided for the September meeting and at that meeting we will need to finalise the accounts for submission to Local Trust.
6. **Falcon Road Festival**The Festival’s final meeting will be held tonight. Robert asked for volunteers for the BLSW11 marquee. He stated that it is also planned to have 3 persons, roving with clipboards for questionnaires, survey and consultations and asked if there are any Committee members willing to help with surveys, hi vis stewarding, set up and break down. Flyers and posters were available to take away and distribute. Jane, Sharon and David will work on the leaflet.
7. **Intergenerational Project**  
     
   A report was circulated for today’s meeting. A consultation exercise was done with some York Road residents who were pleased with the consolations, 54 attended mostly elderly with 10 from the Sheltered homes. A further report will be circulated for the next meeting.
8. **New Grants**The final report on Phase 1 has been circulated for this meeting and Panel are currently looking at Phase 2. David stated that it would be good to get Vicki on board so that this project can be communicated effectively. He further stated that we have a contingency fund of £1k and that we are looking at a fully costed future programme and a grants panel with a grant pot on a rolling programme to avoid running out of money. He proposed that this project is allocated next year’s money. Syeda stated that we are not able to do this. There is general support going forward to next year’s programme but this must be included in our New Plans. Jane stated that someone may want to do something in September and in this case we will not be able to allocate the grant. Wendy suggested that the panel need to look at what is not working, possibly the timings are not right. We need procedures, but we do not want to stop awarding grants.
9. **Strategic Partnership**  
   In addition to the report circulated Robert stated that in additional to BLSW11 funding it is hoped that the partners will leverage more funding if a specific project was presented. The London Mayor’s Fund has a funding pot for a cross London spend of £40m for youth projects and the partners are putting together a joint bid which would be led by KLS.  
     
   Youth work is going through some difficulties and the partners are in discussions with other services on how much of the money and which other groups are going to benefit. If we are successful it will be delivered through various groups within the patch to meet our strategic objectives. Deadline for submission is 9 July.  
     
   Syeda has offered to review the bid. It will be a youth based involving community groups with volunteering, mentoring and transitional work, community not statutory based. Jane said that we must ensure that we are picking up those with whom we aren’t in touch.
10. **2 Year Strategy**The focus has to be on the next 2 years. What we have is going well but we have underspent. Syeda wondered if we wanted to have a hub somewhere but we are unsure if we do, somewhere we could go and discuss small grants, where the community can pop in, where we can run workshops. Robert felt yes but we need to explore this carefully because if not staffed no one will be there. Perhaps a shared space premise.  
      
    Wendy stated that we have not had a training session for a long time and we need a brainstorming session and with all the new groups. We are keeping it too much to ourselves Syeda felt that we do need a facilitator. We had a session but not had a follow up. We need to be clear about our aims, objectives and outputs. Jane felt we should focus on what we have given money to but also looking at gaps. She asked if she walked around and asked if they had heard of BLSW11 she would get negative answers, and this could be a reason why we are not getting applications for small grants.  
      
    We agreed we need a brainstorming session and that it could be held at our next meeting on 20 September. Jane would like something structured if people have time to prepare and that we come to the meeting prepared.  
      
    It was agreed that Syeda and David to meet and come up with a clear agenda or find a new date.
11. **Any Other Business**  
      
    There were no matters tabled.
12. **Date of next meeting**Our next meetings are all at 10.30 am at Providence House:
    * Thursday 20 September 2018

We thanked Wendy for chairing the meeting