**Big Local SW11**

**Minutes of Partnership Committee Meeting**

 **Wednesday 8 September 2016**

**10 am at Providence House**

Present:

Stephen Holsgrove

Helen Garforth

Marlene Price
Charlene Brown (part)

Senia Dedic (part)

Sharon Grant

Syeda Islam

Robert Musgrave

Tessa Strickland

Wendy Speck

David Stone

**Next Meetings:**

Thursday 8 December 10.30 am Providence House

Thursday 16 March 2017

Thursday 15 June 2017

**Before the meeting started Senia stated that she needs to leave at 11 am to attend another meeting.**

1. **Apologies for absence**Apologies were received from Donna Barham and Helen Taylor. No apologies were received from Jane Eades but it was subsequently discovered that Jane could be on holiday and may possibly have given her apologies at the last meeting but this was not noted.
2. **Minutes of the Partnership Meeting of 19 July 2016**Syeda asked for a correction to the Minutes Under item 12 – Local Trusted Organisation. She said that she did not mention KLS but instead asked whether Lifelines was approached. It was confirmed that Lifelines is on our mailing list and everyone was emailed about the AGM. This document was part of the AGM documentation. Following this correction, the Minutes were accepted and signed by Robert as a true record as the Chair for that meeting.
3. **Matters Arising Not on Today’s Agenda**Marlene then stated that as the member responsible for Governance she must highlight Item 2 of the Minutes where a decision needs to be made and detailed as the Post Meeting note at the end of that item. Marlene also declared that she will take no action in any further discussion on this as the item concerns the position she holds as Administrator to the Partnership. Stephen stated that he was of the opinion that option D is the best option. Helen (G) stated that this option was also the simplest and the most flexible option so is probably the best one for us. Following discussions on the options it was agreed that Option D being the least disruptive to the smooth running of the Partnership and would be the preferred option.

However it was noted that we must amend the Terms of Reference at its next review to take account of this agreement.

There were no further Matters Arising that would not be discussed on today’s Agenda.
4. **Declaration of Interest**No further declarations, apart from Marlene’s comment in Item 3, were noted.
5. **List of AOB**Local Trust’s Training.
6. **Register of Interest**All members were again reminded that it is important that this Register is completed and returned.

1. **Appointment of Vice Chair and Finance Officer**

Stephen stated that his plan is to have discussions with every individual member. He wanted to know what they each wanted to do and where they felt that their skills would be best used. Due to this he was proposing that we do not make these appointments today but that these appointments be made at our December meeting. This was agreed by all. He also asked Tessa if she is willing to continue in the Vice Chair’s role for this interim period and this was also agreed.
2. **Year 1 Final Accounts**
Robert presented the summary of our Year 1 Final spend. A total of £50,000 has been spent against the budget of our Year 1 plan. The final budget was £77,000 and out of that we spent £51,000. It was suggesting that Helen, Syeda, Robert and possibly Marlene should meet and then present the accounts in a way that is easy for everyone to see. We will then need to send this to Local Trust.

We have received additional income from the Falcon Road Festival and it was agreed that we would keep it separate and ring fenced. Helen stated that we are allowed to keep any money that we've received separately from that received from Local Trust. She further stated that what is important that we remember that anything that we don't spend from funds received from Local Trust needs to be returned, but anything that we receive over and above should be kept in restricted funds.

A copy of this summary is attached as **Appendix A**
3. **Year 2 Plan**Stephen stated that we have an awesome group of people with huge talent and ambition and he wants to capture that and keep meetings as tight as possible. He also felt that meetings should be held quarterly, with the next scheduled for 8 December, and that as these will be held three monthly he expects that everyone makes this a priority.

He then stated that he had asked David to prepare the Year 2 Plan and his 1st draft has been circulated. It is not ready for submission but for evaluation on what we are planning to do. Helen has looked at it and we have incorporated some of Helen's feedback. Further work will be needed on this before it can be submitted to Local Trust.

We then went through the draft and made a number of amendments as follows:
	1. Updated 2015-16 summary
	2. Included Small Grants in the 2016-17 Summary
	3. In commentary included that our mentoring service is targeted at youths and removed the reference to Caius House
	4. Strengthened the opening paragraph under Partnerships and included “and other local groups” in the 3rd bullet.
	5. Removed WoW from the Intergenerational heading and included that we commissioned WoW to run the project
	6. Youth mentoring: removed the reference to £10,000 being provisional allocated and the following text until the words “…*with the aim* …”
	7. Appendix 1: Amend to Enable *programme* starts, removing the word *contract*
	8. Appendix 2: Removed the amount of £2,000 from Evaluations and amended the heading to Broad Outputs
	9. Appendix 3: included 8% in LTO’s fees and removed Evaluation from Projects.

At this stage we must thank Robert very much for all the work that he has done so far. We need a structure, teamwork, and the workflow needs unpicking. We need a simple set of procedures. Robert and Stephen would set up a meeting and make some suggestions. Stephen can help to facilitate meetings but feels that nothing can be achieved by making big changes at this time.

He felt that fantastic work has been going and it’s not a case of ripping it all up. With regards to the Vice Chair and Finance Officer posts he suggests not making a decision on this today but will meet with members, mainly on Thursdays. Our immediate goal is to secure funding for the big picture. He does not propose going into detail at this moment but will sort it out within the next three months.

At this point Charlene arrived at the meeting at 10:49 AM.

Stephen then went on to state that we will devise sub groups based on these points in the draft plan

Senia then left the meeting at 11.01 am.

1. **Building Futures Plan**Nothing to report.
2. **Community Fitness Project Years 1-2**Marlene stated that she had received an email to Sarah Brooks that the 1st indoor training session would be held on 12 October at York Gardens Community Centre.
3. **Mentoring Service for Young People**Nothing to report. Charlene has not had any feedback.
4. **Intergenerational**As Senia has left the meeting Syeda stated that she has kept clear of this project so could not update us.
5. **Update from Falcon Road Festival**The former Steering Group has already met to look at next year’s festival. Coppock Close did not work well but Este Road had good reports. If we will be doing another we need to set a date ASAP and that we need to get our residents more involved. Charlene said that a lot of people didn't know about it.

A discussion took place as to whether this is run as an annual festival, whether we should run it under our umbrella or whether it should be run as a separate entity or with a small contribution from BLSW11 into the project. Helen felt that we should own it, it should be part of our legacy. BLSW11 should take ownership. The extra money we have received should start to fund the legacy to start establishing further funding.

We then agreed that this would be our legacy project and will be held under the BLSW11 umbrella.
6. **Small Grants**David will carry out an evaluation for 2014, 2015 and 2016 Small Grants Awards and we hope that the evaluation will be completed by the end of October. We've spent £24,000 and we need to look at this project objectively and either relaunch or consider if we feel it is an appropriate project to continue.
7. **Proposal for the Appointment of the Outreach Worker**This is something that we have spoken about but Stephen would like us to get our own roles sorted before we consider this further.
8. **Skills Audit**Stephen is hoping that in his discussions with individuals to be able to identify their skills, their ideas or any weaknesses so that we can identify gaps and bring people in. We can then begin to look at our needs for our skills audit.
9. **Any Other Business**
	1. Helen stated that one of the Big Local representatives is hosting a Networking and Learning Event to support Big Local Partnerships. Local Trust recognises that some supporting roles can be problematic and in need of support as it is different on how it works in all areas. The course will be held in the Kings Cross area on 23 September. Local Trust pays all expenses and childcare and we should suggest who should attend. It was suggested that Marlene should attend and in the event that she could not perhaps if David is back from his holiday he could. Marlene to confirm if she is free as she may have to attend another course in Oxford. **Post Meeting:** Marlene attended the course and will update the Partnership.
	2. Helen also reminded us that Local Trust will be providing on a raft of bespoke training focusing on things such as accreditation. If there is anything that we would like training on, or if a training session is being held outside of London and we would like to run it in London we can apply for bespoke training funding.
10. **Dates of next meeting**Our next meeting will be on Thursday 8 December at 10.30 am at Providence House. Future meetings will be held on Thursday 16 March and Thursday 15 June 2017. Please can you ensure that these dates are in your diary and we ask that you make these dates a priority.

 **Appendix A**

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| **Big Local Year One Plan funding**  |  |  |  |
|  |  |  |  |
|  |  **Expenditure**  | **Original**  |  **Revised Annual**  |
| **Budget Headings** |  **Actual**  | **Budget** |  **Budget**  |
|  |  |  |  |
| Falcon Road Festival & Events |  9,732.18  |  | 14,000 |
| Admin | 1,856.63  | 4,000 |  3,000  |
| Annual Event | 2,000.00 | 2,000 |  2,000  |
| Building Futures | 8,705.24  | 30.000 | 16,000  |
| Community connectors |  | 2,000 | 1,000  |
| Community fitness |  4,500.00  | 4,500 |  4,500  |
| Contingency |  | 5,000 | 5,000  |
| Dog owners initiatives |  | 2,500 | 1,250  |
| Grants pot | 5,935.00  | 5,000 | 5,000  |
| Lobby for improvements to the railway tunnel |  | 500 | 500  |
| Mentoring service for young people |  | 5000 | 5,000  |
| Worker | 16,846.00  | 1,2000 | 15,000  |
| Sheltered housing intergenerational events | 5,000.00  | 2500 | 5,000  |
| (not allocated on account yet | 224.00 |  |  |
| **Totals** |  **50,799.10**  | **75,000.0** |  **£ 77,250**  |
| Payment to come: Small Grant - Sound Minds | 480.00 |  |  |
| **Projected Final Budget Spend Total** | **51,279.10** |  |  |
|  |  |  |  |
| LTO management fee BLSW11 (8%) | 4,845.00 |  |  |
| LTO Management fee Local Trust 5% | 1,062.00 |  |  |
| **Total Management Fees to date** | **5,907.00** |  |  |
|  |  |  |  |