

Meeting Minutes: Keighley Big Local Partnership

Venue: Parkwood Centre for Young People
Date: Wednesday 20th July 2016
Time: 6.30PM

Attendance:

Claire, Davina, Fiona, Greg, Hamim- Shaun, Sue, Cllr Slater

Apologies

Helen, Kelly, Wendy, Ian

1.0 Welcome & Apologies

Curry all eaten. Shaun welcomed everyone. The Meeting was not quorate. No decisions could be made

2.0 Facilitator Introduction [1-5mins]

Shaun facilitated the meeting

3.0 Reports

3.1 LTO

Shaun gave a brief update on Wendy's behalf. All going well, we are starting to spend against agreed budgets. VAT was a concern, in that AES is not in a position to reclaim VAT; the additional 20% must be included in all budgets –this means the grants do not stretch as far. Shaun will investigate options including asking the Local Authority and housing associations if they can purchase the more expensive proposed capital items on KBL behalf; honour the VAT and then reclaim it themselves. These items include the notice board to Surrey Street and play pod/ shelter to Red Holt. Hamim suggested KBL Partnership should look at HMRC 'charitable' registration or adopting a different legal status to allow KBL to reclaim VAT. This will be done as part of the review of the plan in January 2017

ACO

Sue stressed the need to 'up' the profile of Big Local and the opportunities it can bring residents in other areas of the Keighley Valley. Let's bring out the Ice cream van! Sue also promoted the willingness and opportunity for the Emergency Services to have a presence at KBL activities and events.

Elected Members

Cllr Malcolm Slater praised the idea of the proposed notice board at Surrey Street

Projects Coordinator

Shaun gave a brief overview of activity. All going well, starting to see a lot of activity delivered by partners on behalf of the KBL Partnership. All activities are within budget and agreed timeline.

4.0 MEETING AGENDA

DBS. Shaun has obtained all the paperwork necessary for Partnership DBS. Keighley Volunteer Center is the Umbrella Body to process the applications. Although no regulated activity is encouraged or planned for Partnership members, the meeting agreed all of the Partnership members should apply, as a means of demonstrating best practice. Shaun will clarify how DBS is transferred from one organisation to another. KBL will cover the cost of all applications. Members can either complete applications themselves or be supported by the Projects Officer/ Keighley Volunteer Centre. There is an £8 fee for forms completed incorrectly

Membership Packs. Shaun will provide all members with paper copies. Members were encouraged to read and comment. Shaun advised that BSupported will host a training session in the Autumn to explain the Membership Pack with an emphasis on the terms of reference

Play Worker Tender. Shaun has proposed the tender be made available to the members of the Keighley Play Forum. A special meeting will be called later in the year to complete the Contractors Questionnaire-giving play providers attending the forum the chance to pitch for the part time post [3 days a week]. The timetable should be: Tender out in October, returned December and a Worker in place for April 2017. The Partnership will have the final say on who should be awarded the opportunity to provide a playworker for the KBL area.

Risk Assessment: Shaun briefly explained the need to complete a risk assessment for some of the trips being organised. Don't get too stressed, recognise where responsibility lies, don't take too much on- enjoy the trip but write down and communicate some straight forward advice to ensure that if something should not go to plan – it will be managed effectively. The NSPCC trips and excursions risk assessment was promoted for use by KBL Partnership members.

Grants Assessment: Hamim would like to see applications shared with all members of the partnership prior to the next Grants Assessment meeting. A discussion on voting took place with the meeting advising that this could be done to allow members who do not turn up to the meeting to provide comments to be considered by those who do turn up. The meeting advised that the rules for voting should remain- at least 5 people need to take part with a majority rule [minimum 3].

The meeting agreed to fund 5 x £25 grants to cover the cost of Keighley Community transport fees and allow trips for Hainworthwood Community Centre to be more affordable to residents. One application could not be agreed as Claire declared an interest. The meeting felt that other groups and individuals in the Big Local area should be made aware of the funding opportunity to ensure a fair spread of allocation.

Shaun advised that a grant application had been made by BMDC Youth Service as a means to activate the Youth Activities Fund. This would be emailed out to the KBL Partnership by for consideration

Round-Up of Projects: Hamim, Greg, Claire, Davina and Fiona gave an update on project activity. No major concerns- just trying to beat the clock to be ready, willing and able to support and promote activity.

Shaun advised that the Walk & Sit project may not go ahead- there are currently 2 contingency projects; to landscape the front of Dalton Mill and provide a community growing area [subject to match funding and permission's from the owner] and to provide a series of 'KBL Notice Boards throughout the Big Local area. Shaun will speak to the KBL Partnership member who was to take a lead on the Walk & Sit project and put a proposal to a quorate partnership meeting

Greg believes the incidents of fly tipping have decreased lately at Hainworth Road. Archery equipment will be purchased this week to help activate the woodland as a community resource and support enterprise. A peer organised event will take place in the woodland at the end of August.

Sue will look into the possibility of Big Local obtaining a licence to make use of the local tips

Shaun will ask Helen to email details of progress the Unique Keighley Festival- Big Local, Big Jam.

5.0 STANDARD PRESENTATION [up to 20mins]

5.1 Health & Safety

5.2 Equality & Diversity

5.3 Complaints & Grievances

5.4 Policy & Procedure

5.5 Acknowledgements & Thanks

Shaun will email both Halimah and Maria, who are both not having the best of times and share an offer of assistance from KBL members.

6.0 Summary of Discussions & Actions [1-5mins]

7.0 Date of Next Meeting

Thursday 6th October 2016

8.0 Meeting Close

9.00PM