

Meeting Minutes: Keighley Big Local Partnership

Venue: Airedale Enterprise Services, Sunderland Street, Keighley BD21
Date: Monday 11th January 2016
Time: 7PM

Attendance:

Phil, Helen, Fiona, Davina, Claire, Greg [Great! We have the necessary number of people present for decisions to be allowed to be made]. Supported by Sue, Sam, Wendy, Shaun

Apologies

Gina, Maxine, Kelly, Hamim, Eric

1.0 Welcome & Apologies

Phil welcomed everyone to the meeting and asked that they introduce themselves to the group.

2.0 Facilitator Introduction [1-5mins]**3.0 Reports****3.1 LTO- Wendy [1-5mins]**

Wendy advised that Airedale Enterprise Services was the organisation chosen by residents to be the Local Trusted Organisation [LTO] for Keighley Big Local and, as such administers and accounts for the distribution of your funding, and/or delivers activities or services. Wendy provided everyone with details of Big Local expenditure to date. Summary; Income £20,000 in May 2013, £18,000 in December 2014 and £2,000 in December 2015. Total £40,000. Total expenditure as of January 11th was £36,928.37. Wendy explained the majority of this was salary for the development worker. An initial post of 9 month was followed by a second of 12 month. The post is 3 days per week. Approximately £5000 has been spent on consultation, micro projects and related costs since January 2015. There were some outstanding payments to Hainworth Wood Community Centre and KIVCA. These would be confirmed this week. Wendy confirmed this expenditure has not been drawn down from the £1Million allocated to the partnership to deliver the Big Local plan.

3.2 Development Worker- Shaun [1-5mins]

Shaun confirmed that his 12 month contract with KIVCA had ended. Budgets had been confirmed this week and sufficient funding was available to cover the costs of a Development Worker for the period January to March 2016. Shaun had accepted the offer of continuing to support the Partnership for this period as voted for, by the Partnership at the previous meeting.

3.3 Big Local Representative- Sam [1-5mins]

Sam explained her role as Big Local Representative for Keighley, a 'soft touch' role which involved promoting good practice, networking opportunity and an overview of the Big Local Programme.

4.0 MEETING AGENDA [up to 60mins]**4.1 Big Local Keighley Valley Partnership**

Review, amendments, additions with a view to submit the plan to the Local Trust by January 15th 2016

4.2 Budgets

See [3.1] LTO Report

4.3 Big Local Website

Shaun confirmed he would be meeting with volunteer Jordan Stebbings on Tuesday 12th January. There has been little progress over the last few months, due to Jordan's study commitments and illness; Phil suggested that if progress was not made on this week the partnership should consider an alternative route

4.4 Floods

Davina has requested that Big Local assist the flood recovery. Davina and Fiona will attend the flood support meeting at Central Hall and share the outcome of the meeting with the Partnership. This will include opportunities for the Partnership to support the communities affected within the Big Local area.

4.5 Development Post

See [3.2] Development Worker

4.6 Future Meetings

The Partnership will meet in full 4 times a year. This should follow the end of each financial quarter so that the LTO can inform the Partnership of all financial activity. This will be complemented by sub committees.

4.7 Any Other Business

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

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

7.0 Date of Next Meeting

Plan subcommittee meeting Monday 18th January

8.0 Meeting Close

9.40PM