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**Meeting Notes:                    Keighley Big Local Partnership: The Plan SUBGROUP**

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Venue:                            Airedale Enterprise Services, Sunderland Street, Keighley BD21  
Date:                              Monday 18<sup>th</sup> January 2016  
Time:                                7PM

**Attendance:**

Claire, Fiona, Hamim, Helen, Greg  
Supported by Sue, Wendy, Shaun

**Apologies**

Davina, Halimah

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- Shaun ran through the plan and highlighted the amendments as agreed at the quorate meeting on Monday 11<sup>th</sup> January.
- Helen suggested any funding used to make a contribution to 'Flood Resilient Communities' could sit under Theme 7: Unique Keighley. The subgroup agreed that this could contribute to appeals, wider projects, offer a neighbourly gesture to those affected and demonstrate the spirit of Big Local and Keighley communities. This small amount of funding could act as a 'rapid response' to emerging issues in future years.
- Shaun explained the role of Airedale Enterprise Services. As the 'Local Trusted Partner' the organisation removes all of the contractual and financial obligations away from the Partnership. Airedale Enterprise will enter into contracts on behalf of the Partnership. For this service they will receive 5% of the budget [£3725 in the first year], these funds are not part of the £1Million budget the Partnership has control of.

Airedale Enterprise Service will also employ the Development Worker and receive 10% of the salary as Overheads. This is a contribution which covers the cost of Managing the worker and providing all the equipment the Members of the Partnership and the worker will use, like a photocopier, scanner and computer.

- Wendy showed the group a room within Airedale Enterprise Service which could act as an office base for the Partnership members and Worker; a place to store equipment, meet and call a 'home' for the Partnership.
- We all had a look at the Big Local Website. A basic site is now live [www.biglocalkeighley.org.uk](http://www.biglocalkeighley.org.uk)
- Phil's video was premiered! This forms part of The Plan and can be viewed by following this link: <https://www.youtube.com/watch?v=un7E-qfLqZE>
- Wendy confirmed that the plan would be sent off to the Local Trust on Thursday 21<sup>st</sup> January 2016
- Sam confirmed by email that the Partnership should propose a date to meet a Representative from the Local Trust. This should be about 2 weeks after sending off the plan....after this it could be as little as 4 weeks to wait before we know the outcome. Before you, yes you! Find out if you have secured £1 Million for Keighley.
- Shaun confirmed we would meet the wishes of the Partnership and future meetings would be smaller groups, easier times and focused on the themes in the plan. For example a minimum of 3 people [and a maximum] of 5 might meet to decide what the Workers role will be or set up 'Little Big Local' or join Fiona on a tour of the area to take photographs for the Big Local Exhibition.

The Meeting Finished at 7.15pm