

Meeting Minutes: BIG LOCAL PARTNERSHIP MEETING

Venue: AES
Date: 1.11.2021
Time: 6:00PM
Minutes: Rana Begum/ Shaun O'Hare

Attendees: Rob, Fiona, Wendy, Shaun, Helen, Claire L, Rana, Greg H and Claire D
Apologies: Dan, Greg E, France-Leigh, Mike, Kelly, Halimah, Tracey and Caroline
EY has missed 3 meetings without apologies [Shaun to contact]

Shaun welcomed everyone the meeting.
Fiona facilitated the meeting

Finances

Wendy explained about the finance audit from the Local Trust. Wendy and Rob had a zoom meeting on 4th October 2021 with Local Trust. Wendy produced a spreadsheet up to August 2021 giving a breakdown of all the finances. She will produce the September 2021-November 2021 spreadsheet at the next partnership meeting.

Wendy explained the finance policy and that a new Finance team of HP, MK and RB will scrutinise expenditure, Invoices are sent to Shaun who forwards to Wendy with details of the budget from which the payment should be allocated. Wendy then prepares the invoices for scrutiny and payment. Changes include- A Service Level Agreement is required for expenditure/ grants over £3000. Grants up to £50 can still be released by the Salaried Worker. Any amount over £50 needs to be agreed by the finance partnership members; Mike, Rana and Helen. All applications for grant funding over £500 need to be discussed at a Partnership Meeting prior to a vote using SurveyMonkey

Wendy to email the Finance Policy to members and Shaun will include this in a future surveymonkey/ email for comments. The outcome of the Finance Review is for Wendy to send the following documents to Local Trust by 30.11.21: a copy of the written financial procedure, a copy of the releasing payments, a copy of the policies in place regarding safeguarding policy, a copy of the spreadsheet used to record the Big Local grant which is sent to the partnership and a copy of the cash flow forecast to 2022.

Big Local Assets: The Library of Things inventory is due to be updated and made available to Local Trust. Shaun and Claire L will be having a clear out at the Hainworthwood Community Centre, where the items are stored- other items remain on long-term loan with partners.

Local Trust Review

Rob handed out an annual questionnaire from Local Trust for all members to complete. There is another form to complete and Rob will bring this at the next meeting. This will be a half hour exercise before the Christmas Meal.

Project Update

Shaun gave a project update using a new format. This will be done at all future Partnership meetings. Shaun will no longer facilitate future Partnership meetings. Rob suggested the update be shared with Local trust and on the Keighley Big Local Website along with the minutes of meetings as it was very clear and good information. Anthony the web support student is updating the website with grants, minutes and can include the meeting presentations.

Cafe Eden £440: This is re-opening on Friday 12th November 10-11.30am at Keighley College.

All for Play £102,500: Outdoor Play lead by Hazel from Get Out More. Residents have completed Level 1 Forest Training, some services are now charged for, numbers are great and the programme is an example of best practice. There has been no accident or near miss in the last 5 years.

River Worth Friends £50,000+£10,000: A SLA to be signed early next year when we know the outcome of potential funding from Keighley Towns Fund and BMDC. This could mean a big capital investment in the river corridor as well as the creation of a River Worth Project Officer". A site visit with the EA & ART is arranged. The EA is also investing in the corridor. The River Worth Friends have collected 836 bags since 4th January 2021. A list of items they collected was shown.

Ma Kelly's Kitchen £9250 The Ma Kelly's ladies have won a Mayor's Award this year for their work.

Keighley on Aire radio station £20,000. This was heavily affected by lockdown. Needs more support and could help with a business plan support. The AGM is November 3rd. Claire D suggested asking Steve Seymour (Airedale Centre manager) to support the radio station by playing it live in the shopping Centre. The radio station hopes to pair up with the Bauble project.

Keighley Satellite Centre £25,000: CIC status with management committee. £5,000 to test ideas/business plan. Shaun is meeting with the Project lead this week

Imagination Library £10,000: This is currently up and running. It is a 5 year programme. 500 children have signed up. This is also funded by the council and other funders. Caroline Firth is the Project lead.

Plastic Free Keighley £5,000: Hoped to launch the campaign but it has not been possible. Lots of activity and lots of ideas discussed at a recent Plastic Free Campfire which can form the basis of a "plan on a Page". There is a pop-up shop set up in St Mary's Church for people to re-fill items etc. Around 30-40 people turn up. £500 is available to test ideas and raise awareness.

Keighley Social Enterprise Town £16,000: Rachel from Participate is leading on this. Has the support of the MP and Keighley town Council. The MP is writing to BMDC to request formal support. The first phase application was well received and the team is meeting tomorrow to discuss the 2nd phase application. Regular meetings will be promoted to the public.

The Events Fund has £13,000 left. This is down to COVID restrictions.

The Community Fund is £90,000 over year.

The Partnership budget is £9,000. Shaun to update membership packs and pull together information on training needs. The budget pays for Partnership meetings, expenses and training

Shaun gave a quick, overview on grant activity including the Halloween Grants. £75 Halloween grants were given out. Claire D gave an update on lots of activity in Parkwood- all possible with the small grants. A surveymonkey will be sent out with a few suggestions for the next round of grants- likely to be Christmas, with vouchers an idea rather than of cash.

Hainworthwood Community Centre

At the previous meeting, Lisa (HWCC Treasurer) requested £20,000 from Big Local to help fund for the roof. Before an application is made to Big Local questions were asked by the Chair regarding the financial situation of the centre, how much was required from Local Trust and for what activities.. The Trustees who were present at the meeting (Rana and Claire L) answered questions and Rana will speak to Lisa and get back and email Shaun with all the information requested.

Meeting closed at 8.10pm

Next meeting: Monday 13th December