

## Keighley Big Local Meeting

09.01.23

6pm at AES

### Attendees:

Claire L, Rana, Mike, Claire D, Sue, Greg, France-Leigh, Shaun, Kate- **QUORATE**

### Apologies:

Rob, Wendy, Fiona, Cllr Caroline Firth, Abina, Tracey, Kelly, Helen, Shafiq

### Minutes:

Rana [& Shaun]

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Shaun welcomed everyone to the meeting, introductions were made and we went through the previous meeting's minutes 14.11.22. It was a true reflection of the meeting and everyone was happy with the responses given to requests for more info.

- Shaun introduced **Kate Lightstead from Local Trust**. So Kate could get a feel for what we do a 'round robin' update was given from partnership members. Kate remarked that there was a lot going and she had heard this about Keighley big Local. Kate is the Area Coordinator for Local Trust. The Rep role has now finished and is now known as Advisors. Rob is continuing to work as an Advisor. Kate's role covers 20 areas in the Yorkshire & Humber region offering to see what support each Big Local area needs and keeping in touch with them. She has heard a lot about Keighley and how busy and active it is. Another Big Local area wants to meet with the Keighley Big Local partnership to pick up some tips and ideas. Greg said we were very good compared to some Big Locals he knows.

There is a Community Leadership Academy programme hosted by Local trust which is in its third wave. This runs for 12 months. The deadline is at the end of this month, this will be included in a surveymonkey to the Partnership.

Kate Lightstead. Area Coordinator. Local Trust.

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**Morning meetings** will start - as soon as the Partnership members who cannot make the evening meetings find a day and time they can meet. Shaun is sorting a venue.

**Grants.** An application for a grant is from a local resident for £250 for an Easter hamper. We had a discussion on whether to make grants available at Easter as well as Halloween and Christmas. The uptake of the grants has not been brilliant and some residents have broken the 'soft' rules we apply to the grants but they are still a good way of encouraging residents to be active in their community. A surveymonkey will be sent out to the Partnership

**River Worth Friends.** Sam Reilly-Gunn is taking over the role of the Project Officer and is in post now. The River Worth Friends and Big Local is helping to put an action plan together. There is a project board meeting next week at ART. The £50,000 from the Towns Fund has been formally transferred to ART to manage and

Big Local will be drafting a Service Level Agreement with ART, which will claim salaries on a quarterly basis. River Worth Friends will always have a place on the Project board.

France-Leigh gave an update about the **Reflect Recharge** support. This supports us to look back on what we have achieved, an opportunity to come together and reflect as a partnership on what we have done in the area and create an action plan. It includes an 'Away Day'. This would be a great opportunity to review the plan and make good decisions about how to invest the last few years of Local trust funding. Ideas included hiring Parkwood Centre and using Hainworth Wood Wild Campsite. The decision whether to get the support will go to a surveymonkey and then members can start designing how we do it.

- We were given a **Project update**. Some projects are not doing so well and are up for discussion whether to continue to support with time and funds as they are, pull out or change the project brief. Shaun said the Reflect Recharge might help the Partnership make the best decisions.

**Keighley on Air.** Shaun made a presentation which included an Organisation health Check. The project was included in the CLLD with Keighley College; The College was the Principle Contractor and signed the contract with Bradford Council. Keighley Big Local was a funder and supported the project partners- Jam on Top, HWCC and Youth Service to deliver the CLLD activity. This was included in the Big Local Plan 2018-2021. Jam on Top received £20,000 with match funding from CLLD. To create a new job, a Radio Station Manager, Big Local purchased the Radio hardware separately. The project was doing very well in the first year with lots of interest and up to 40 people registered as presenters, technicians and volunteers. A "Friends of" was created to help support residents to experience Community Radio and regular broadcasts were made as well as special programmes celebrating communities and business in the area. COVID meant the Jam on Top studio was closed with no access to the radio station. After the lockdown the station was relaunched but there was little interest from residents and organised groups. There were lots of problems drawing down the funding from CLLD and relationships broke down. Keighley College determined the contract with Jam on Top in June 2022. The Partnership released £1000 to help the Friends build a new website. This was from £10,000 which is in the Big Local plan to drawdown in June 2023. The Friends can only access the funding if they produce a business plan. Jam on Top and the Friends have parted company and the Radio Station has been removed from the recording studios. The Friends have made an agreement with HWCC to work together and the community Centre will host the radio station and link it with the IT suite. A Health Check has been completed on the Friends group. Shaun explained how this worked, what it looked at and why it was needed.

**Plastic Free Keighley.** £5000 was allocated to a Plastic Free campaign in the Big Local Plan. The idea was to promote Plastic Free activity and help bring different groups together. There were good signs initially with different residents and groups interested in taking a lead on activity but those residents can no longer commit their time. There has been no spending. Keighley Big Local continues to include the Plastic Free logo on flyers

**Keighley Space & Satellite Centre** £25,000 allocated in the Big Local Plan. £5000 for business planning and consultation and £20K could be invested if the

Partnership liked the Business Plan. There has been a £3k spend to date on lots of activities including Rocket launching at Riddlesden Gala, a TEDx at Keighley College and lots of STEM activities in schools. A new company has been formed headed up by Tim Rodgers one of Big Locals 'Socialights' with representation from Universities, business and Keighley College on the board. Big Local is represented by Shaun in the Project Development stages. The original idea was to save the STAR Centre and find a new home in Keighley East; the STAR Centre is now being developed in Haworth as a separate project. The project has also put a lot of time and effort into preparing a bid to purchase Dalton Mill. Dalton Mill has suffered a serious fire and now the Mill has been sold to a new owner. The project was to develop STEM learning in Keighley. The College are leading with a new STEM Centre to be built outside of the Big Local area. It is unlikely a business plan will be put together for approval by the Big Local Partnership.

**Making a decision.** If all the 3 of the above are pulled out of the current plant, the under-spend will be £36,000. There is also another £30,000 available to invest in new or existing projects- a sum which was diverted from the River Worth restoration project when Big Local, secured £50,000 from the Keighley Towns Fund to spend on the River corridor. A full finance report will be put together to help the Partnership make decisions on the future of the plan.

**HWCC Worker.** In the Keighley Big Local Plan 2018-2021, £20,000 was allocated for a paid worker. Originally the post was to be match funded by CLLD. With the closure of the Centre and not enough Trustees to make decisions the Contract with Keighley College was determined in March 2022. The match funding was lost. Of the Local Trust funding there has been £1,750 spend to date. This was for the recruitment and salary of a lady who was employed by Incommunities for 6 weeks before resigning. The remaining £18,750 is held at AES. Shaun presented a table with salary bands and related on-costs and overheads and explained how long the money would keep a person in post. An example of this was shared with HWCC. Everyone agreed the information showed the budget would not give a new person time to settle in, manage the building and try to secure more funding. A decision was made to utilise the support Keighley Big Local secured from a Keighley Health Grant. The grant meant KHL could deliver lots of activity at the Centre which has been very popular. In the meantime HWCC has done some great work and secured funding to add to the Local Trust funding which means a contract can be offered for a longer time and hopefully be more attractive to people wanting to work at the Centre. HWCC aims to start the recruitment as soon as possible. HWCC is a small charity and is not in a position to meet employment conditions so the charity is approaching local organisations to see if they will employ the worker on its behalf. Once an organisation agrees to this, HWCC need to provide a job pack which includes a new job description and confirmation of the employer with Big Local and the money can be released. The target is to recruit early 2023. HWCC is delivering a lot of activity with only a small group of Trustees. Rana remains a Trustee. Claire Lockyer has stepped down and Hazel Thompson is a new Trustee.

**Training.** There are several types of training available and are free to Big Local residents as the training/courses will be paid from the Big Local Community Fund. They are: Forest School Leader, Autism Awareness, Intention Peer Support, Food Hygiene, First Aid Training, LGBT Awareness for business. All of these opportunities will be promoted by Big Local and it is a good way to promote the projects that the training is linked to like Café Eden and Autism Awareness and All fro Play and the

Forest School Leaders. If anyone on the partnership is interested in any other training relevant to their volunteer roles, to let Shaun know.

**Future meetings.** The following guests will attend and give an update: In March, Abina from Youth Service will talk about how Youth Service has spent the £30,000 from Big Local and the CLLD money. WE will also hear from Rachel from AWARe who supports Fiona at Café Eden. In May, Keighley on Aire. In July, Hazel from Get Out More will host a forest schools session at St Marys Edible Garden which Big Local helped make with funding from Trees for Cities. In September, KSET will tell us about the Keighley Social Enterprise Town bid. In November, Sam Reilly-Gunn, Project Officer (River Worth Friends) will tell us all about improvements on the River Worth.

**Surveymonkeys** have made making decisions much better. Claire said she felt far more comfortable making a vote than in person at a meeting. Greg agreed. The new way of sharing the results is good and Shaun said the surveymonkeys continue to work well with most surveys having recording a decision after a 3 day window to vote.

Kate said there is support from **Local Trust** to help find funding but said we were already very good at getting match funding for projects. Shaun said in June there is 2.5 years left of the **Big Local Plan** and it was a good idea to review the plan now so if the Partnership makes changes they have the time to make the new or changes to existing projects work. It was important to review the **salaried worker** post as well because it has changed so much and there was definitely opportunity to create a new role of an admin/ project support and Shaun was happy to review hours and role description to help this happen if the Partnership thought it would be the best decision for Big Local.

**Next meeting: Monday 13<sup>th</sup> March 2023 at AES**