

Meeting Minutes: Keighley Big Local Partnership Meeting

Venue: AES
Date: 14.11.2022
Time: 6PM

Minutes Rana Begum

Partnership Attendees:

Fiona, Claire D, Claire L, Kelly, Rana, Sue, Helen, France-Leigh, Mike- **QUORATE**

Friends Attendance:

Wendy, Rob, Tracey, Jo Beecroft

Apologies:

Shaun, Greg H, Caroline Firth

- 1.0 Fiona welcomed everyone to the meeting.
- 2.0 Tracey said she didn't receive an email regarding this meeting. Shaun to look into this.
- 3.0 Finance update. The finance committee have approved and signed the invoices prior to the meeting. Finance Report handed out by Wendy for all to see.
- 4.0 River Worth Friends – job vacancy interview for Project Officer taking place this month. Any partnership members wishing to take part as part of the interview panel to contact Wendy. One representation from RWF and one from Big Local. Sue has been asked not to take part in the interview panel due to conflict of interest as she is part of RWF and BL. Shaun to clarify. Partnership members were asked if they are happy for Sue to take part. All in favour, one abstained. This new role will be funded with £20,000 of Local trust funding with claims made on a monthly basis once the role starts. Confusion of whether the job title is Project Officer or River Restoration Officer.
- 5.0 Updates on finances relating to the Star Centre: £1,900 out of the £2,500 paid to the Star Centre. We are awaiting report. Imagination Library. The policy is not to release more than £3k at once. Shaun will draft an offer letter which will see AES the Sponsor Organisation as the original sponsor can no longer hold the funds for the project. Confirmation that eh salaried worker can approve grants of up to £50, anything over £50 will go out via Surveymonkey.
- 6.0 Update from Rob. The local trust money is to be spent by March 2025. The process is to close out eventually. There is training in 'Fundraising for the future'. Up to 5 days training on 24th November 12.30pm via zoom. 'Reflect Re-Charge. Training on how you deliver after the BL money ends. This is zoom on 29th November 12.30pm. There is BL Buddies – developing peer support on Friday 18th November and Friday 25th November on zoom. Anyone interested to book a place. Kate Lighstead will be joining us in the January's meeting who will then take over from Rob.
- 7.0 Previous meeting clarification. There was a lot of confusion during the last meeting. Wendy has explained the reply below from Shaun. The cinema tickets received from Keighley Film Club were allocated to groups agreed by the Partnership with 20 tickets distributed to Hamim and Georgina. All tickets have now been distributed. No invoice received as yet from Jim Walker at the Film Club. Kelly has asked why no one from Red Holt has received any tickets.

The Parkwood Family Play Day. It was reported at the last meeting that there was an overspend. Shaun has pointed out that £1,500 has been allocated to Parkwood each year, funding which is included in the plan and does not need to be applied for. The actual spend was £1400

Morning Big Local meetings. There are not enough people available to hold morning meetings but it is hoped they will be starting soon

Paul Horsfield. It was agreed via SurveyMonkey that Paul would deliver his sports and fitness sessions at £25 per hour, an increase from £20 per hour. This was agreed by the Partnership. All information is on the Keighley Big Local website for the public to see.

Community Grants are available for up to £5k for. All agreed for this to remain up to £5k. There have been no applications

- 8.0 Update from BL areas. **River Worth Friends** are continuing with the weekly clean ups and they will interview soon for a Project Officer. **Ma Kelly's Kitchen** is going big across Keighley. They have had 450 selection boxes donated so far to distribute to the community. **HWCC** is going really well. Halloween event very well attended about 82 children. Lots of different activities are being hosted for groups of all ages. The centre is providing a warm space during the winter months. All welcome. Kelly asked about a centre paid worker. Rana explained will be discussing this at the Trustees meeting next week and reporting back at the next meeting. Kelly said that Red Holt not receiving any newsletters from HWCC. This is because the centre doesn't produce any paper newsletters but will be looking into this for the future. **Parkwood Community Group** held the Halloween event which went really well with 85 children attending. Claire D has asked about when the xmas lights will be put on Parkwood Street as she has not heard anything about it. It was suggested Shaun to find out where this information came from and update the Partnership. **Cafe Eden** is going very well. Robbie Moore MP to attend the December session. Bradford Autism Services are attending this Friday 18th November. **Jo Beecroft, Keighley East Ward Officer** has reduced her working hours but she is trying to support where she can. She is currently supporting Parkwood Community Group and Clover Rise residents group.
- 9.0 At the last meeting, Rob handed out policies. These are to be reviewed annually. If members have not received them, then to ask. Shaun to email them. They are contained in the Keighley Big Local Membership pack. We need to practice better Confidentiality. Who says what, stays in the meeting and not to be discussed outside. If someone from the partnership doesn't attend the meeting, then don't discuss outside the meeting as this can be misinterpreted. Rob also suggested the Partnership host an AGM and to plan dates for next year.
- 10.0 The salaried worker is due a review. France- Leigh, Kelly, Claire D and Jo Beecroft are all happy to review the job description and Wendy will co-ordinate the meeting one evening via Teams and report back at the next meeting. The salaried worker is currently employed for 26 hours per week, Monday to Wednesday. From June 2023, the hours will be reduced to 18 hours per week. Once the hours are reduced, someone from the partnership will have to pick up some of the work that is currently been done. As Shaun works Monday-Wednesday, please only contact Shaun during his working days/hours if BL related.
- 11.00 Reviewing Surveymonkeys. Are the members receiving enough information? Fiona can't see the comments.
- 12.00 Complaints and accusations. Shaun listens to a lot of people who have views, some are negative. He encourages people to make a formal complaint about something or someone if they want to see action taken. Any action has to follow our procedures. All formal complaints to be in writing to Shaun who will then further investigate.
- 13.0 Christmas grants. There is £990 in the budget. Up to 10 x £100 xmas grants. Wendy suggested in future anyone wanting funding to make sweet bags should get some already made up with the Big Local logo.
- 14.0 The Christmas meal on Monday 12th December. There were lots of suggestions about the venue. It was then agreed by all that Rana will email Shaun with all the venues via SurveyMonkey to members and vote for their preferred choice of venue to make it fair for everyone.

Date of next meeting Monday 12th December.