

**MINUTES RBL PARTNERSHIP MEETING
THURSDAY 15 JANUARY 2015 ARNCLIFFE CENTRE 6.00PM**

Present

Colin Meredith (Chair)

Christine Beal

Julia Goldspink

Rich Richardson

Lorraine Walker

Steve Duncan

Peter Edwards (Vice Chair)

Mags Bryson

Danny Leech

Helen Thompson (Big Local Rep)

Catherine Richardson

APOLOGIES

Darren Burton

Minutes: Angela Peaker

1. WELCOME

The chair opened the meeting.

2. MINUTES OF LAST MEETING OF 27th NOVEMBER 2014 AND MATTERS ARISING

The minutes of the previous meeting were approved.

3. SUB-GROUP REPORTS

(A) BIG EVENT

The sub-group has had a further meeting. Recipients of Community funding have yet to be approached to ask if they will hold a stall. It is also the intention to ask local scout groups if they will do the catering. The next meeting of the sub-committee is on 28th January 2015.

ACTION: MAGS TO PROVIDE LIST OF COMMUNITY FUND RECIPIENTS

(B) VOICE YOUR CHOICE

At a recent YVC meeting some members of the sub-group had wondered whether they would be able to take part in any future meetings bearing in mind the need for transparency and should they have an interest or knowledge in a particular bid. This was raised should any suggestion be made a later date that they may have influenced any decisions. A Declaration of Interest is in place.

Danny and Richard are being paid to implement VYC and will only report in terms of general information rather than specific details about individual projects. Additionally, the VYC Group has no power to decide which bids receive money as local residents are being asked to vote.

As of 15th January eight applications had been received with further applications expected before the deadline on 16th January and Danny would compile final information then. Voting is to be held in

schools, through households with nine voting stations around the area, freepost and on-line. For unsuccessful applicants who don't meet the criteria it was suggested that RBL may be able to direct them to other areas of funding, if possible. A question was also raised as to whether unsuccessful applicants could re-apply but the next round of funding has not been decided.

The partnership was asked to support the view that VYC group members could continue to take forward the process within the framework of the rules already set. This was agreed. The next VYC meeting is on 29th January 2015.

(C) COMMUNITY SMALL GRANT FUND

The name of the fund has been amended to Community Small Grant Fund. An application has been made to CFFC for the £5,000 which they are contributing and the evaluation form and evidence for the previous £5,000 has been submitted to CFFC and agreed. Members of the panel met and agreed amendments to the application, they have to choose at least one of the following criteria :

People	Activities/projects which bring people together from different backgrounds, ages, neighbourhoods in Rastrick.
Places	Improving the culture, environment and safety within Rastrick
Training	Training – activities/projects which help develop peoples skills and experience.

Project Period	April 2015-March 2016
Fund	20,000
Launch	Monday 12 th January 2015
Application Close	Monday 16 th February 2015
Panel Review	Monday 23 rd February 2015
Applicants Event	Saturday 7 th March

Information was emailed to around 40 on the contact list and this was also sent to the Examiner. The Applicants Event is open for anyone to go to and it was felt that this may well be a good networking opportunity as some groups within the Community were not aware of other groups.

ACTION: MAGS TO PREPARE REPORT FROM LAST ROUND OF FUNDING FOR THE MEETING IN MARCH

(D) MARKETING AND ENGAGEMENT

Danny has been undertaking a lot of work in the area in relation to Voice your Choice. A new logo of RASTRICK BIG LOCAL HD63 has been prepared. A version has also been prepared incorporating an arrow. Discussion took place about the "HD63" and whether residents would relate to this being in relation to their postcode. It was suggested that a small space be put between the "6" and the "3" and the colours be brightened. Different versions are to be circulated around for approval.

ACTION: LOGO TO BE AMENDED AND CIRCULATED FOR APPROVAL

4. LTO REPORT

Steve of the LTO spoke about CFFC. He said that as a Community Foundation they found that Rastrick was an area where there were few applications to them for funding and they felt that it was a good project for them. They will continue to support by giving the donation of £5,000 per year for the 10 years of the project.

The LTO has received £50,000 of the £100,000 which is specified in the plan. As the full £100,000 is necessary to implement the next stage it was agreed that they should make another request for the remaining £50,000. There is still £4,000 in the RBL account. The £4,780 which was being held for a Community project has now been transferred to their account.

The contract between Danny Leech and the LTO has now been signed off.

The LTO have carried out a considerable amount of work on the new website. CFFC will have full access to the system but RBLP will have to take responsibility for website. It was suggested that more than one person could be involved by being responsible for a particular area. It was also discussed whether residents could take part in any website training to learn more about web development and how to use websites.

ACTION: CFFC TO CONTACT LOCAL TRUST TO REQUEST OUTSTANDING AMOUNT OF £50,000

5. BL REP REPORT

A link with Sainsbury's has not yet been established and Helen and Danny will continue to follow this up.

Helen has suggested that a meeting be held to discuss ways of increasing residents' involvement in RBL and to talk about whether some form of networking meeting could be organized. It was decided to wait until April before taking this any further bearing in mind that Voice your Choice is now in progress.

Formal meetings are to remain at every 6 weeks with the next meeting to carry out business in the first half hour and the remaining 1 hour 30 minutes to discuss the future.

The next BL report is due on 19th January and Helen will report back on the launch of the Community Small Grants fund and the Ward Forum funding from CMBC.

Helen mentioned two networking opportunities. These are "Delivering your Big Local Plan" on 29th January in Leeds and the second being "Community Energy in Yorkshire and Humber" in Wakefield on 5th February. They are free to anyone living, working or volunteering in Rastrick BL area.

The Local Trust (Matt) have asked to visit RBLP and it agreed that this should be on 26th February with a 5.15 pm start.

6. ANY OTHER BUSINESS

6.1 Leaflet Drop

A leaflet drop is proposed for the end of February/early March and a request was made for volunteers to deliver these. Christine will ask volunteers of Conservative leaflets if they would be willing to assist.

6.2 Financial procedures document

The draft financial procedures document was discussed.

The Chair suggested that a sub-committee oversee the budget. The document refers to the purchase of goods and services and in this respect it was felt important that, as the funding is public money, RBLP

should aim to achieve value for money and also aim to use Rastrick Suppliers, wherever possible. However this does not necessarily mean that if a supplier or a person engaged to provide is not suitable they should be used solely because they are resident in Rastrick.

A query arose that the document did not specify who would be responsible for making purchases. The chair clarified that any unauthorized spend would not be reimbursed by the LTO. One suggestion was that for anything over £100 the partnership would have to agree. However it was agreed that the best action would be to put in a clause stating “any purchase must be put through the RBLP treasurer”. The draft is to be amended slightly prior to being agreed.

6.3 Data Protection Policy

At the suggestion of the LTO a draft Data Protection Policy has been prepared for Voice your Choice. The contents were discussed at the meeting. A comment was passed that it referred to RBLP holding “a lot of information” where some of this information is merely names and addresses and was not really sensitive information. It was agreed that the draft be amended further and circulated prior to approval. The approved Data Protection Policy should also be added to the household voting paper.

7. DATE FOR NEXT MEETING

Thursday 26th February 2015 – 5.15 pm Arncliffe Centre

Thursday 16th April 2015 – 6.00 pm Arncliffe Centre