

MINUTES RBL PARTNERSHIP MEETING THURSDAY 27 NOVEMBER 2014 ARNCLIFFE CENTRE 6.00PM

Present Peter Edwards (Vice Chair) Christine Beal Mags Bryson Max Lambert Julia Goldspink Danny Leech Colin Meredith Rich Richardson Soo Sykes Helen Thompson (Big Local Rep) Emma Woods-Bolger (LTO)

APOLOGIES Darren Burton, Steve Duncan, Rob Billson, Lorraine Walker, Catherine Richardson

Minutes: Angela Peaker

1. WELCOME Helen opened the meeting to facilitate the election of new officers and welcomed Soo Sykes a new member and Emma Woods-Bolger from the LTO.

2. ELECTION OF OFFICERS The following members were proposed and subsequently elected: Colin Meredith – Chair; Peter Edwards – Vice Chair; Max Lambert – Treasurer. It was agreed that Angela and Mags would work together to produce the minutes and agenda for perusal by the Chair prior to distribution.

Adrian Hartshorn has resigned from the partnership and he has been thanked for his past work and commitment to Rastrick Big Local.

Congratulations were also expressed to Peter who has been awarded the Calderdale Citizen Celebration Award for his voluntary work and he goes on to represent Rastrick at Calderdale event to choose an overall winner.

The newly elected chair then proceeded to conduct the meeting. 3. MINUTES OF LAST MEETING OF 16 OCTOBER 2014 AND MATTERS ARISING The minutes of the previous meeting were approved and the following discussions then took place:

(A) ENGAGEMENT AND DEVELOPMENT WORKER The actions were completed under this section and Danny Leech has now started working alongside Richard Edwards on the Voice your Choice project.

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(B) BIG EVENT The rodeo bull and go karts have now confirmed, Peter is awaiting details of the food outlets who display at the totally locally markets. The next meeting of the sub group is on 3 December.

(C) VOICE YOUR CHOICE Regular meetings are now being held to discuss the voting process and how to engage with the Community in VYC. A workshop is being held on 4th December at Rastrick High School from 7.00 pm until 9.00 pm. Forty six invites invitations were sent out and there have been twelve acceptances with six of these being from local schools. Danny will be refreshing the minds of people who have not yet accepted. Potential bids value from discussions held are around £80,000. The chair asked that an update on the number of bids received be given at the next partnership meeting in January 2015.

ACTION: WORKSHOP ON THURSDAY 4TH DECEMBER AND SUB-GROUP MEETING ON THURSDAY 11 DECEMBER.

(D) COMMUNITY PROJECTS FUND The proposal to launch the next round of the Community Projects fund was presented and the suggested dates are : ☐ launch on either 9th or 12th January 2015 ☐ closing date for applications either Friday 13th or Monday 16th February ☐ panel review of applications taking place on week beginning 23rd February ☐ Applicants informed of the outcome in early March Lorraine has agreed to be part of the awards panel and Soo agreed to attend the next meeting of the sub group in Max's absence.

ACTION: MEETING OF SUB GROUP TO BE ARRANGED. MAGS TO REVIEW CRITERIA AND APPLICATION FORM AND WILL REPORT BACK AT MEETING ON 15 JANUARY. (E) MARKETING AND ENGAGEMENT After some discussion it was agreed that it would be beneficial to rebuild the website in a new format. The LTO have offered to assist with this primarily but RBL will be responsible for updating and maintaining the website as well as any other social media. Emma and Mags are to work alongside each other to commence the necessary work.

The LTO are encouraging groups to sign up to "Local giving" as it was felt that it may be a way of helping Big Local with sustainability beyond the 10 years. It was agreed not to sign up at this stage, but to be considered at a future meeting.

A local resident queried the Rastrick Big Local sign at Rastrick High and whether it had planning permission. It was explained that it is not required as it is not a permanent fixture and will be moved to a different location in Rastrick soon.

ACTION: EMMA AND MAGS TO LIAISE RE WEBSITE / PETER AND COLIN TO MEET WITH ADRIAN TO DISCUSS WEBSITE CONTENTS:

(F) TREASURERS REPORT A new bank mandate has been completed to remove the two members who have resigned and replace with two partnership members, there are now four signatories on the account – Christine, Max, Rich, Peter.

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The balance of account is £11,985.65 with a cheque of £1,711.67 yet to be presented, approximate balance is £10273.98 and this includes £4780 donation being held by RBL for another group. The LTO have suggested that budget headings be used on spreadsheets that they produce. A query was raised about cheque number 44 and the treasurer will look into this. ACTIONS: (1) MAX TO LOCATE INVOICE RELATING TO CHEQUE NUMBER 44 AND SEND TO COLIN FOR CLARIFICATION- (2) MEETING TO BE ARRANGED BETWEEN LTO AND MAX. 5. LTO REPORT The LTO have received the next round of funding of £100,000 from Local Trust. They are keen to ensure that financial procedures are adhered to and have produced a draft document and whilst RBL have a document relating to financial procedures the chair asked that members review the LTO document and provide any comments.

The next step now is for the LTO to send the financial report to the Local Trust. Emma stressed that whilst the Local Trust require that any underspend be sent back this would ultimately be returned to RBL. Helen confirmed that this is because the Local Trust need to account for it. The Chair was keen to ensure that the donation from CFFC was safeguarded and Helen commented that the LTO have acknowledged this.

ACTION: CFFC FINANCE DOCUMENT TO BE REVIEWED BY MEMBERS BEFORE NEXT MEETING.

7. LOCAL TRUST REP REPORT Helen suggested at the meeting on 16th October that a representative of RBL go along to Pennine Housing to find out more about their Community projects. Peter agreed to this and a copy of the plan was left with Pennine.

ACTION: HELEN AND DANNY TO FOLLOW THIS UP.

The Local Trust established links with Sainsbury's earlier in 2014 to see how they can support Big Local areas (part of Sainsbury's Corporate social responsibility policies). The possibilities could be for meeting rooms, sponsorship, legal advice. It was agreed that it would be worthwhile to establish a link with local store.

ACTION: MAGS HAS CONTACT DETAILS AND WILL MAKE AN INITIAL ENQUIRY AND SEND AN EMAIL AROUND WITH A VIEW TO ARRANGING A MEETING FOR HELEN AND DANNY TO ATTEND.

Helen suggested that she can provide support in longer term planning through short workshops or discussions. The workshop ideas are:

☐ Involving residents; ways and means ☐ Action planning 2015; review this years' priorities ☐ Partnerships and community leadership; sharing tasks, using skills ☐ Making an impact; evaluation and review

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It was also suggested that a shorter agenda be considered at some meetings so as to dedicate an hour at the meeting to training, to be placed on the agenda for discussion at the meeting in January 2015.

Emma also mentioned a "basecamp" program which the LTO use whereby everyone can keep track of progress and which she felt may well be useful. Danny was also aware of this and was in agreement with Emma.

Annual specialist funding is available for groups who have their Big Local plans approved, the funding of £2250 from "The Big Local Marketplace" could be for training, workshops, visits, feasibility studies etc.

A new Big Local leaflet has been produced and will be delivered shortly to RBLP.

8. COMPLAINT A complaint raised has been addressed and resolved by the partnership.

9. REPORT OF COMMUNITY MEETING ON 22ND OCTOBER 2014 The Community meeting went well, a suggestion was put forward to try to get younger people more involved in the future as they often have many ideas. A donation of £100 to the Bowling Club as agreed has been given towards the play area for children.

10. ANY OTHER BUSINESS 10.1 Sue Caselton, who has been a guest at previous meetings, has now moved away from the area and thanks were given to her for her past advice. 10.2 Various office items have now been returned to Big Local following Adrian's resignation and are being held by

Peter. 10.3 Danny thanked the group for the warm welcome and said that the meeting had been an interesting learning curve.

11. DATES FOR NEXT MEETINGS Thursday 15th January 2015 Thursday 26th February 2015
Thursday 16th April 2015