

**MINUTES RBL PARTNERSHIP MEETING
MONDAY 8TH FEBRUARY 2016 - ARNCLIFFE CENTRE AT 6.00 PM**

Present

Amanda Caldwell
Peter Edwards
Rich Richardson
Craig Weston
Mags Bryson

Angela Peaker
Christine Beal
Helen Thompson
Danny Leech

Apologies

Emma Woods-Bolger, Rob Billson, Robert Hustwick

1. WELCOME

The chair welcomed everyone to the meeting.

Catherine Richardson has resigned from the partnership due to work commitments, we will contact her to thank her for her support and enquire if there is another member of staff who would be willing to represent Rastrick High School. **Action: AC to contact Rastrick High**

Mags confirmed that Vanessa at Field Lane Primary will contact the other schools to ask if they would be able to send a representative.

The chair reminded members to forward a brief biography and photograph for the website if they have not already done so. **Action: Members to email a biography to Angela**

2. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

The minutes of the meeting of 5th January were approved.

3. SUB GROUP UPDATES

(a) VOICE YOUR CHOICE

There have been nine applications requesting a total of £178,000 submitted. The projects have been invited to make a short film about their project which will be uploaded to the website. Concern was expressed that the website needs amending and information updated, Emma to be contacted to follow up.

The information for the VYC forms has been sent to print and should be ready within the next two weeks.

We are also looking at an open event where the applicants can attend and let people know about their project, Danny is looking at options.

New members have been made aware of the RBLP Confidentiality and Data Protection Policy.

**Action: Peter to contact Echo after 1 March and update Facebook.
Danny to consider venues for VYC projects open event**

(b) COMMUNITY SMALL GRANTS

The projects which have not yet been completed are being followed up to give a progress report or complete a monitoring form.

An application for funding has been handed in by a local group, however a date has not been agreed to the launch of the next round. The group to be informed it may not be launched until June/July.

There remains £4350 of funding available.

The review of the Community Small Grants will be discussed at the next meeting.

Action: Mags to respond to the group and complete the review for the meeting in March

(c) MARKETING AND ENGAGEMENT

Peter has made enquiries about the Totally Locally market which is on 23rd April, RBL will need to supply a gazebo for this event. It was agreed that thought needs to be given at the next meeting as to what to do to attract people. **Action: Peter to apply for a pitch/ Mags to supply gazebo**

Whilst it has been decided not to hold a Big Event this year other suggestions have been made about how RBL can continue to engage with the Community. It was agreed that an events/engagement sub group be formed with Rich, Amanda, Peter, Craig, Pauline and Christine being in this group.

The website training sessions are being organised and will take place shortly.

(d) TREASURERS REPORT

The balance as of 1 February 2016 is £742.32.

The draft financial procedures document for the period of 23 October 2015 to 22 October 2016 has been drawn up and will be forwarded to the LTO for their comments prior to it being approved by the partnership.

Action: Angela to forward draft financial procedures document to LTO

4. NHS ENGAGEMENTS CHAMPION SCHEME

RBL has been asked if it would be interested in attending free training courses in February on the NHS Engagement Champions Scheme to become an NHS Engagement Champion in the area. The information received to be emailed around the group and any other contacts we know.

Action: Angela to circulate information

5. HOW A LOCAL PROJECT MIGHT APPROACH RBL FOR FUNDING WHICH DOES NOT FIT INTO THE CRITERIA OF VYC OR SMALL GRANTS

Discussion was held about how projects could be supported following an approach by someone wishing to apply for funding whose project does not fit into the current criteria for funding. It was felt that clarity was important on how to answer such questions.

The Voice your Choice model was chosen as the engagement tool for 3 years to give the Community the opportunity to give their opinions, views and decision on which project should be funded. It was discussed whether it may be worthwhile having an “open” round at a some point in the future, to be discussed further when current round is completed.

6. LTO UPDATE

Payment of the invoice from Richard Edwards which was outside the contract period has been resolved. There is still £2,270.75 remaining from 2014/2015, the LTO to confirm if this has been carried forward or if the underspend has to be returned. The balance for 2015/2016 is £49,072.92.

The LTO have asked for updates on the Rastrick Juniors Football club and Your Back Yard projects as there are monies defrayed to these projects. We will query whether the spend needs to be by the end of March or by the end of the contract date. **Action: Angela to contact LTO**

7. BL REP UPDATE

UnLtd are opening the next round of recruitment for Star People intensively in 15 Big Local areas. The application deadline is 23rd March 2016. It was felt that RBL did not know enough about this scheme but that it may well be worthwhile asking a representative to attend a meeting in the summer.

Brief discussion took place about the plan review and how to include priorities/ideas from the Community into future plans. Helen will email previous comments received around the group.

Helen mentioned the Spring Events in April which are: Sheffield 16th April 2016; Newcastle 28th April 2016 and Manchester 7th May 2016. All residents involved in Big Local can attend these events.

At the request of RBL Helen has looked at other Big Local groups whose area may have been affected by recent floods. She confirmed that none of the other groups had donated to any flood relief food as this was a statutory responsibility of the local council.

Action: Helen to contact UnLtd to invite them to RBL meeting in June/July and email comments to Angela to circulate

8. TIME AND VENUE FOR NEXT MEETING(S):

The next meeting will be on Thursday 3rd March at the Arncliffe Centre at 6.00 pm with the following meeting being on Thursday 7th April.

9. CLOSE