**Greatfield Big Local Partnership Meeting**

**Tuesday 10 December 2024 10.00am**

**Present: -**

**Partnership Voting Members** – Kirsty Chapman, Janet Goforth, Lindsey Pearson, Thomas Sizer, Allison Smith, Glen Taylor

**Partnership non-voting members** – Steve Alltoft - LTO, Angi Beckett – Secretary, Kate Lightstead - Local Trust, Diane Thompson -SSNC, Isabelle Tracy – Chair,

**Apologies** – Victoria Pickering, Karen Okra

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION REQUIRED** | **BY WHOM** | **DEADLINE** |
| 1)  Welcome, apologies and introductions | The Chair welcomed members and made introductions.  Apologies were accepted from Victoria.  Karen sent her apologies at the end of the day. |  |  |  |
| 2)  Declaration of Interest | Lindsey declared her interest in agenda items concerning St Hilda’s.  Allison and Diane declared their interest in agenda items concerning the Blossom Festival. |  |  |  |
| 3)  Accuracy of Minutes | Accepted as a true record of the meeting of 15 Oct 24 |  | Thomas  Seconded by Janet |  |
| 4)  Action points/matters arising. To include St Hilda’s FutureKraft proposal and Brownies/Guides | Local Trust update – Kate did not circulate the closeout information previously mentioned.  A leaving card was arranged for Dave. It was noted that there are some items that may be his still to be collected, eg shirts. Diane suggested they may belong to Mike.  Food Hygiene training at St Hilda’s was undertaken and was very good.  We have not yet had a meeting about what skills are needed to be an active member of the Partnership Steering Group, however Kate, Isabelle and Angi have been looking at some Terms of Reference from Local Trust. Terms of Reference are the rules that govern the Partnership meetings.  Admin support has been provided by employing Angi Beckett, who was introduced to the Steering Group.  Letter from Andy Dorton regarding the Project Worker workplan - Isabelle has still not been able to go through it with Tom and Janet, but has copies of it for them to hand out at this meeting.  **The chair reorganised the meeting so that Glen could speak about an item which was not on the Agenda before leaving at 11am for an appointment, once the Brownies and Guides item had been voted on.**  **Brownies & Guides proposal**  Members voted by a unanimous 6 votes to confirm the Brownies and Guides grant proposal, previously approved in principle.  **Petition from Residents**  A petition, signed by around 56 residents, about St Hilda’s lunches was presented to the group by Glen and Thomas. The Chair read out the petition, which stated: “We, the undersigned, want Greatfield Big Local to release the remaining funds which were allocated to be used for local projects to benefit the people of Greatfield.” The Chair confirmed that this is what the Partnership Steering Group is doing.  The Chair listed some of the items that had been funded by GBL at St Hilda’s and also corrected the misinformation about funds being spent outside of Greatfield.  The Chair thanked Glen and Thomas for bringing the petition. She asked them to tell the people who had signed it that the Partnership Steering Group welcomed the petition, and would respond to it in writing in due course. It was agreed that Vice Chair Janet Goforth would attend one of the lunches at St. Hilda’s to see for herself how it was working on the ground.  The petition showed residents’ concern that the lunches would not continue beyond March 2025 and also felt they were not kept informed of how the GBL money was being spent. The Chair said that a basic website could be created in a couple of hours to share this information.  **FutureKraft – St Hilda’s**  After discussion, 3 main issues were identified to address the needs at St Hilda’s:  1 The attendees at the lunches want them to continue;  2 St Hilda’s would employ Victoria directly if they had the funds to do so;  3 St. Hilda’s needs a long-term plan and for Lindsey to have the time to explore and develop what the vision is for the church to ensure sustainability and to continue to employ Victoria. Lindsey described this as a Business Plan. Isabelle offered to help do this with Lindsey on her own and they agreed to set a date by the end of the day.    It was agreed that communication to residents about GBL’s input to St Hilda’s needs to improve, along with communication about all the positive things that GBL has done in Greatfield since it began. | Closeout information to be circulated  Ownership of items to be confirmed.  Talk to Kate first and then look at with Tom and Janet  Offer to be issued  Respond to petition.  Meanwhile, ask residents to wait for the response before taking any action.  Ask Victoria and SEARCH to produce a report to evaluate what she has achieved.  Book a time to spend half a day to draft a vision statement to add to applications to future funders.  Visit to lunch club to explain what money has been spent on St Hilda’s  Find out what information is already on FB and GBL website regarding past grants and use this to inform all residents of how the funds have been spent.  Attend meetings and explain in person. | Kate  Isabelle  Isabelle  Angi  Isabelle  Glen  Steve  Isabelle & Lindsey  Janet  Isabelle  To be arranged | Before next meeting  ASAP  ASAP  ASAP  In New Year  Immediately  By next meeting  4 Jan  Begun |
| 5)  Finance Update  LTO | Steve reported that here is £124,659 left to be allocated by the end of March and spent by September 2025.  This is broken into:  Safe and feeling safe£36,588  Environment and community spaces £25,511  Health & wellbeing £51,100  Staff and operating costs £11460 (more than previously budgeted due to a change in staffing)  These sub-budgets are flexible – money can move between them.  The Lottery Partnerships and Reaching Communities programmes are paused until April 2025. We need to consider how this impacts on our decision making, especially in relation to legacy. Diane noted that once it opens, there is a 16 week turnaround for funding. Isabelle noted that work on applications can begin before the end of March. |  |  |  |
| 6)  Local Trust Update | Kate reported that Greatfield Big Local is on target at the moment, so nothing specific that needs attention.  She will talk to the Programme Evaluation Team (Stop, Collaborate, Listen) and consider how we might best proceed with the evaluation - they have offered a creative workshop, interview with Steering Group members, or just a call with the Chair.  We'd like to do something more creative but it needs a bit more thought. | Contact Stop, Collaborate, Listen | Kate | Before Christmas |
| 7)  Feedback from Winter Fayre | All thought the Winter Fayre was a great event, very successful and buzzing with people even though the weather was awful. Steve said that Isabelle did the “driving forward” but all agreed it was a team effort with huge input from Janet (delivering fliers), Michelle Jowett (Chell) and Danielle at Probe, Allison, and Diane’s catering team. The band and choir were fabulous. The marquee was little used because of the cold. The funfair refunded their fees and we intend to book them for a future event when the weather is better.  Information was collected from attendees for future contact. Surveys of attendees were great. A full debrief will be carried out.  There was good joint working between local groups/organisations.  Things learnt:  Don’t have marquees in cold weather  Flyers are money well spent, especially when delivered door-to- door  The estate responds well to last minute notice of events | Full debrief | Isabelle and Steve to liaise. |  |
| 8)  Revisit proposals – Ride to Work and Blossom Festival | Blossom Festival  The last festival was discussed. Some members felt it did not achieve the original intention of cultural exchange with Japan, did not seem to be developing over the years or showing enough return for the money spent. Some members thought it would help if it were a constituted group, so it could become sustainable after Big Local funding ended. It would be great for local children if the next one could “go out with a bang” other funders would be likely to fund it in future years, creating a sustainable project.  Ride To Work  There were some concerns over lack of answers about the necessary procedures and paperwork – DBS checks, insurance etc. Does the proposer have the capacity for sustainability? More questions need to be asked. If answers are provided, this could be a good legacy project, although would require a mentor and certain conditions in any offer. | Ask Karen for a better to proposal for the next festival. Feedback at next meeting.  Ask Neil for more information and identify mentoring possibilities.  Discuss further with Neil. | Diane  Steve  Kate | By 19 Dec  After Christmas |
| 9)  Revisit process for applying for small grants | The old form has been made simpler. Discuss next meeting. | To be shown to all members.  Add to agenda | Isabelle  Angi | Before next meeting  For next meeting |
| 10)  Maximising attendance – best times/days | Most members are able to do Tuesday mornings – to discuss further if necessary. |  |  |  |
| AOB  -------------------  Date/time of next meeting | **Support for families of children with SEND requirements**  Kate to contact Amy at POUCH (Parents of Unique Children, Wakefield) to see about her coming to talk to Mums and organisations in Greatfield about what approach to take in relation to families with children with SEND support requirements.  Isabelle and Kirsty to find out about LAFSS (Leisure and Family Support Service) and Aim Higher with the same purpose.  **Steering Group**  Mike Young wants to join the Steering Group.  Meeting ended 12.30  --------------------------------------------------------------------------------------------------------------------  Next Meeting St. Stephens Tuesday 14 Jan 10 am.  Printed copies of paperwork to be provided. | Contact POUCH  Contact LAFSS and Aim Higher  Invite Mike to observe the January meeting | Kate  Isabelle, Kirsty  Angi  Angi | By end of this week.  Before Christmas  Before Christmas |
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