Greatfield Big Local Partnership (GBLP) Steering Group

Tuesday 14 January 2025,10am – 12.00.

Minutes

**Present:-**

**Partnership voting members –** Janet Goforth, Lindsey Pearson, Thomas Sizer

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

**Guest –** Mike Young – volunteer at St Hilda’s

**Apologies –** Kirsty Chapman, Victoria Pickering, Allison Smith

**1/. Welcome, apologies and Introductions.**

The Chair welcomed members and guests and made introductions.

Apologies were accepted from Kirsty, Victoria and Allison.

The Steering Group was advised that Glen Taylor had resigned.

Action Point – Thank Glen for his time and contribution. Isabelle and Angi

**2/. Declarations of interest**

Karen stated her interest in any items regarding the Blossom Festival.

**3/. Minutes (accuracy) from the meeting of 10 December 2024**

Lindsey asked for the ‘lunch club’ to be changed to ‘lunches’.

With this amendment, the minutes were agreed as a true record of the meeting of 10 December.

Action Point – pages to be numbered. Angi

**4/. Action points/updates arising from minutes**

Item 4

Close out – GBL is still on track to have allocated the total budget by the end of March.

Kate had emailed a link about the Close Out guidance to Angi.

Action Point – link to be forwarded to all members. Angi

Brownies and Guides grant offer

Offer had been drafted but needs to be sent.

Action Point – Offer to be sent. Steve.

Petition

Janet attended a St Hilda’s lunch before Christmas (the Christmas lunch) where 10-15 people were present. She spoke to them about the petition and heard the view that people wanted the lunches to continue and for Victoria to continue in the post of Project Worker. She explained that GBL had funded the post until the end of March 2025. She recommended that attendees speak to the church about its plans for the lunches to continue. As many volunteers have successfully completed their Food Hygiene certificates, there are several willing and able volunteers to help run the lunches in future, including Emma, Mike Young and Glen Taylor (if well). The attendees were aware that GBL funding had been spent at St Hilda’s.

Janet discussed other options which could take place at St Hilda’s – eg bingo, coffee mornings, games evenings. Other suggestions were keep fit, dancing, motor bike maintenance, woodwork and 2 ladies had offered nail care and floristry sessions for which it may be possible for GBL to offer small grants for.

The Chair thanked Janet for talking to the lunch attendees and for the thorough report to the Steering Group, which contained some very valuable feedback.

One lady at St Hilda’s had become upset as she misunderstood Janet to say that Victoria was leaving. Lindsey reported that a few people had become upset at Janet’s attendance as it had not been arranged prior to visiting. Janet apologised for any unintended upset. It was agreed that all future visits involving activity participants will be arranged with Lindsay prior to the visit.

Action Point- Isabelle will provide a written response to the petition after 31 Jan.

Lindsey advised that lunch attendees had requested a formal meeting with them to ensure all are part of the conversation and receive the same message. Isabelle advised that the formal response is the letter. The matter was discussed further. It was suggested that maybe the petition should have been addressed to St Hilda’s rather than GBL as, after conversation with the attendees, the crux of it was about keeping Victoria in post. Lindsey will await the letter from Isabelle and advise lunch attendees to do the same.

Futurekraft/St Hilda’s Development

Steve spoke with Andy Dorton and asked him to produce a report. He is meeting with Lindsay to discuss.

Lindsay and Isabelle met to draft a vision statement and have started writing this up. Lindsay expressed her appreciation of this assistance. This has developed a format for the beginning of a plan and vision for St Hilda’s (building and people) which Lindsay issued to the group. Lindsey will meet the church architect to look at the specifications and costings for works. It was suggested that GBL may contribute to this.

Item 6

Kate contacted Stop, Collaborate, Listen who have proposed a date in February.

Diane said that she was attending an online workshop on 15 Jan about legacy and turning your partnership into a community organisation. Kate suggested all members look at the available events on the Local Trust website – it is possible for the Steering Group to watch and discuss recordings of the workshops together.

Item 7

A full debrief of the Winter Fayre will be carried out.

Action Point – Isabelle and Steve to discuss.

Item 8

Blossom Festival

Karen and Diane met to discuss the Blossom Festival and will reconfigure the project. They decided that maybe it was more appropriate to approach the Arts Council for funding. It was felt the project could be developed and grow. Karen asked for feedback on the project and agreed to discuss after the meeting.

Ride To Work

Steve met Neil and discussed the original application, which had overstated the need. Neil still upgrades bikes and sells them cheaply or donates to charities. He advertises via social media and word of mouth. He contacted the Council to ensure it was permitted to run the project from home. It is a hobby used for community benefit and is not intended to become a business. The budget was discussed with Steve and reduced. Steve stated he was happy to mentor Neil to ensure the project was run in an appropriate manner. DBS checks were not required.

It was agreed that the funds be granted for the reduced amount with some minor conditions, and mentoring support from Steve.

Action Point – Angi and Steve to arrange offer with conditions.

Item 9

The new grant procedures have not yet been agreed. The form has been simplified.

The Chair was reminded of the grant application made by Michelle Matfin for bingo, coffee mornings and pop-up shop at St Hilda’s.

Action Point – Michelle’s grant application to be discussed next meeting – Angi to put on agenda.

Item AOB

POUCH is happy to attend. Local providers, including Children’s Centres, need to be brought together prior to their visit. Isabelle and Diane, with Kirsty and Sophie will take this forward after 31 Jan.

Action Point – Arrange a date with parents and families of SEND children to meet. Diane

Mike left the meeting at 11.45 and was asked to consider joining the Steering Group.

**5/. Draft Budget to Close Out – Chair**

Isabelle is drafting a budget for the remainder of the GBL funds, trying to honour all previous conversations to ensure all is spent (allocated) by 31 March. This will include the work carried out by the Partnership with consultants through the Reflect:Recharge workshops.

Action Point – to discuss at next meeting – Angi to put on agenda

Action Point – circulate draft budget before next meeting – Isabelle.

**6/. Partner updates**

Diane reported that the year had started well with visits to schools and a good attendance (encouraged by feeding them) of teens at SSNC. SSNC had secured Warm Hub funding. Staff from Eco To Work were coming to talk to the teens about entrepreneurship. Karen reported how the engagement with teens was going.

Lindsey reported that bingo, lunches, the pop-up shop and attendance of councillors were all going well. The choir was collaborating with Oldfleet School for some performances.

 Members asked if SEARCH has made any decisions regarding extending the Project Worker post, or if a protective redundancy notice had been issued. There was concern about this as funding for the post finishes at the end of March. It was agreed that, as Andy Dorton as the employer and Lindsey on behalf of the Partnership were now reviewing the Project Worker workplan, this was no longer a task for the Vice Chairs Janet and Tom to do.

**7/. Financial Update (LTO) – Steve**

Steve reported that there was little to update. £2000 had been spent (details in written report). There is approx £120,000 left to spend.

**8/. Local Trust update – Kate**

Kate issued Bradley Big Local’s Code of Conduct to members which she recommended as a sound basis for our Partnership to adapt. She will also email their Terms of Reference. She expressed the need to have rules to ensure good governance in future. There must be a minimum of 8 (active) members, of whom 51% must always be residents. She noted that in GBL only residents can vote, but few attend regularly. GBL needs to consider the documents and decide the following:

who is a member – ie they are active and making decisions and do they need to attend a minimum number of times (3?) before becoming a member? Residents need to represent the whole community, not just a particular organisation. Only 1 person to vote on behalf of any organisation. Only 1 person from any household. Should members who don’t attend 3 meetings without good reason be voted off?

Common sense should prevail – it is impossible to regulate for all eventualities. Isabelle offered to talk through any points prior to the meeting (after 31 Jan).

It was suggested that someone should contact local schools and other organisations to encourage new members.

Action Point – email Bradley BL TOR. Kate

 Action Point - members to read both documents and discuss adopting similar at the next meeting. Members

Action Point – add to agenda. Angi

**9/ Communications and Marketing**

Angi has started creating a website to impart information to members and the public. Some public meetings may be needed to share information. Lindsay requested a full list of expenditure to give a snapshot to everyone. Steve has this information (from the time Probe took on being LTO).

Isabelle asked for a list of projects which GBL has funded to create a full story for the new website.

Action Point – To prepare expenditure information for next meeting. Steve

**10/. Revisit process for applying for small grants.**

To be discussed next meeting.

Action Point – add to agenda. Angi

**11/. AOB**

Discussion regarding SEND provision – reported earlier in minutes. It was queried if Tanya remained in the Partnership. Chair to ask her after January 31st.

**12/. Date/Time of next meeting.**

Tuesday 11 February, 10-12, at St Stephen’s.

In order to keep meetings shorter, there will be a reduced agenda. Covering Matters Arising from the previous meeting will be kept brief.

The meeting closed at 12.04.