**Greatfield Big Local Partnership Meeting**

**Tuesday 15th October 2024 10.00am**

**Present: -**

**Partnership Voting Members** – Janet Goforth, Thomas Sizer, Lindsey Pearson, Allison Smith

**Partnership non-voting members** – Isabelle Tracy (Chair), Kate Lightstead (Local Trust), Steve Alltoft (PROBE LTO), Diane Thompson. Karen Okra

**Apologies** – Glen Taylor

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION REQUIRED** | **BY WHOM** | **DEADLINE** |
| apologies | Glen Taylor offered his apologies |  |  |  |
| Declaration of Interest | No new declarations made |  |  |  |
| Accuracy of Minutes | Accepted as a true record of previous meeting |  | Tom and Lindsey |  |
| Matters Arising | Karen asked for clarification re Jeanette’s future role with the Partnership  The Partnership Co-ordinators post is on the agenda for discussion  Adult & Community Learning/Activity Day – on the agenda  Diane to purchase replacement fridge and send invoice to Probe for payment |  |  |  |
| Finance Update | The 6-month report has been submitted to Local Trust and the expenditure is on par. There is still £113000 uncommitted funds – taking into account committed funding. £18k is held in the PROBE account with £40k needed to cover next few months expenditure. |  |  |  |
| Local Trust Update | Kate confirmed that Greatfield BL is on track to spend its funds. Local Trust closes March 2026 any underspend will go back to the centre. All spend needs to be finished by Sept 2025 and all B/L areas are advised to stick to their plans. By Mar 25 it is anticipated that we will be under £75k left to spend in which case we can “Close Out”. PROBE will still need to be confident that any spend is on items related to the plan.  One issue to carry forward – How do we account for funding awarded that needs to be reclaimed. What Due diligence is needed? | Details on Close out programme to be circulated to the Steering Group | Isabelle/Kate | 12.11.24 |
| Redundancy of Co-ordinator | Following the redundancy of the Co-ordinator post there is now an opportunity to review what staffing and what skills are needed to finish programme to March 25.  Steve has met with Dave re the redundancy and the reason with an end date of 25.11.24 with a confirmation letter sent to Dave. | Chair asked for an endorsement of the decision re redundancy. All agreed.  Steve to organise leaving gift | Steve Alltoft | 30.11.24 |
| Food Hygiene Training | St Hildas has asked for a small sum to offer Food Hygiene training for its staff and volunteers. A trimmed down version of the Social Investment grant form to be completed. Estimated cost is £240 for 8 trainees  Adult Community Learning Day, organised by Steve, to go ahead on the 23rd November 2024 under a Winter Fayre heading. Two of PROBEs staff will organise craft and community learning activities to draw people in and then consult on Learning opportunities. A large marquee with entertainment space and opportunity for other providers to showcase what they offer with refreshments provided by SSNC.  Posters and flyers to be distributed. All suggestions for tables etc to Steve. A search will be made for any photos of the activities undertaken on Greatfield by Big Local. | Social Investment form to be revised  Form to be completed and returned | Isabelle  Victoria | 12.11.24  Asap |
| Brownies and Guides | Evaluation for previous funding has been submitted and agreed.  A new proposal has been submittedT. The Chair asked for details of plans for future funding be included to cover when B/L is no longer operating.  A vote was taken in principle and passed. | Update to proposal to be circulated | Isabelle |  |
| Future Kraft | The FutureKraft report for SSNC is to be recirculated.  Presentation given by Linsey of Social Investment Fund proposal.  Questions asked by the Chair – What will people see and when from the funding given?  How much of what is included in the proposal will £15k actually deliver?  What phasing was built into the proposal as some of the actions could take a long time to come to fruition.  Karen asked – What was the church responsible for? What is the church’s responsibility? Lindsey confirmed again that St. Hilda’s is aware of the Lottery rules on funding church organisations, and that they do not intend to set up a secular charity.  A discussion re sustainability was had and led to the need for a robust business plan. It was suggested that a Service Level Agreement might be needed between St Hildas and Future Kraft to ensure sufficient funding was obtained and no further costs incurred. Isabelle asked if the HR consultants that Diane employs could help help draft a Service Level Agreement. The proposal was passed back for more information. |  | Isabelle | 12.11.24 |
| Membership of Steering Group and attendance | A discussion was held and it was agreed that a meeting was needed to discuss what skills were needed to effectively participate on the Steering Group | Meeting to be arranged or an agenda item for next meeting. | Isabelle | 12.11.24 |
| AOB | A discussion was held to see if the Area Team could help with administrative support for the Partnership. Rejected.  A letter has been received from Andy Dorton at SEARCH about the Project Worker workplan, in response to the review carried out by the Chair, Isabelle and Vice Chairs, Tom and Janet. This will be looked at by them.  There will be no meeting in November due to event on the 23rd .  Next meeting Tuesday 10th December 2024 10 am SSNC | Isabelle to investigate alternative options | Isabelle | 12.11.24 |