

Big Local Reference Group Meeting Minutes 6th March 2014

Attendance: Dan Ellis, Jane Smith, Claire Hunter, Mike Burrows, Jim Rotheram, Pauline Hignett, Susan Humphreys, Niall McDonnell, Ian Hunter, Dave Walker

<p>1. <u>Apologies:</u> Nichola Goodwin, Tim Slack, Phil Saunders, Louise Rowlands; Billy Elliot, Clare Bradbury,</p> <p>2. <u>Partnership Development:</u></p> <p>Big Local Toolkit</p> <p>Dan provided the group with a copy of the final draft of the values, code of conduct and roles following discussions held at the last meeting.</p> <p>Dan also provided the group with sample documents from the Big Local toolkit for the group to consider and offer amendments, the documents provided were:</p> <p>a) Conflict of interest and loyalty and Declaration of Interest template: Following the scrutiny of the document the group members completed the template declaring any known conflict of interest.</p> <p>b) Confidentiality: the group was asked to read the document and feedback any comments to Dan.</p> <p>Votes for Chair and Vice Chairs Nominee for Chair: Mike Shepherd. Nominees for Vice Chair (x2): Pauline Hignett and Mike Burrows Resident Group members agreed with the above nominations</p> <p>The group will fill the role of secretary at a future meeting</p> <p>Meeting Guidelines A discussion took place about the format of the meetings.</p> <p>The group felt that they liked the current informal meetings.</p> <p>Can have a mixture of 'public' and 'group only' meetings when required.</p> <p>Agreed that minutes are essential.</p> <p>The Partnership will have themed sub groups tackling specific issues.</p> <p>The Chair and Vice Chairs will meet beforehand to set agenda and mail out with meeting invitation</p>	
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Any relevant paperwork will be sent prior to the meeting

Any member of the Partnership can call a meeting by contacting the Chair or Vice Chairs

Residents have to be in the majority at the meetings. It was agreed that there needs to be 5 or more residents in attendance to hold a meeting.

Frequency of meetings- agreed to 4 weekly at this current stage of the Partnership.

A discussion was held about how many meetings can a member miss before they are asked to resign? The group felt that there was no set rule as they may be individual personal circumstances. Would consider this if there is no contact, interest or apologies for several meetings.

3. **Next Steps:**

Pathways Funding (£18K)

Big Local can release £18k of funding upon receipt of the Profile. This funding is part of the £1Million.

It was thought that this money could:

- continue the momentum of having local activities and events
- bigger grants for local groups to run local events
- newsletter & communication
- promotion & publicity

Applications for grants would be discussed at the Partnership meetings.

Applicants may be invited to a meeting to inform the Partnership about their project and their need for funding.

Current project ideas include:

A 'Festival Week' of activities at locations around the estate and possibly link in with Good Neighbours day on Friday 24th May? However, the school holiday has been confirmed as 26th to 30th May.

A request that 4 benches to be installed to assist people with poor mobility as they travel through the estate. Niall McDonnell agreed to work with the group with regards to land ownership and installation.

LHT offered to hold the Pathway funding and will not charge administration costs. The group agreed to LHT's offer.

	<p>Big Local Support Tim Slack's role in Windmill Hill will be complete when the Plan is finalised with Big Local. The Partnership will help decide who replaces Tim in the support role.</p> <p>Partnership Training Shelagh Semoff from HBC will deliver partnership training during the first part of the next meeting.</p> <p>4. Date of next meeting:</p> <p>Tuesday 25th March 20104, 5pm - 7pm Venue to be confirmed</p> <p>5. A.O.B</p> <p>Ideas put forward from the group</p> <p>Install suggestion boxes in key places such as Church, G.P surgery, Children's Centre, Priory View to name a few.</p> <p>Group members to wear hoodies or t-shirts promoting Big Local and Ask Me</p> <p>Consider the Partnership obtaining Public Liability Insurance for events and activities.</p>	<p>Dan</p>
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