

**Big Local Partnership Meeting Notes**

**Wednesday 15th June 2016**

**St Ambrose’s Social Club**

1. **Present:** Brenda Lines, Helen Fairweather, Alex Powell, Denise Baker, Adrian Sewell, Mark Lawley, Kate Bailey (CAB), Sarah Rook, Jo Knight, Vander Browning, Kathryn Washington (WFDC).  
   **Apols:** Tammy Randall,, Steve Walker, Jayne Nicholl, Dawn Anglin, Nigel Taylor
2. **Agreeing the notes from last meeting:** Notes of April and May meetings were circulated. The May meeting was an informal meeting with people interested in joining the Partnership. April Notes agreed.
3. **Conflicts of interest on agenda items for this meeting:** Helen declared an interest in item 11 on the agenda, Tenders for Away Day, a colleague from Resources for Change had submitted a proposal.
4. **Wyre Forest Citizens Advice Bureau:**Kate Bailey introduced CAB services, with an aim of encouraging awareness about local need and services that can be accessed via the organisation. They are part funded by WFDC, WCC, and have contracts with other organisations including Macmillan. They also provide energy advice as the Wyre Forest is the worst area in Worcs for fuel poverty. They also have a homelessness prevention contract with WFDC and have a particular focus on reducing social isolation and combatting loneliness. As well as making local referrals to agencies like Reaching Out they also work nationally and have a close working relationship with Trading Standards, currently working on scams, along with the service ‘Pension Wise’ to provide advice.
5. **Summer Activities Programme**Brenda circulated the draft leaflet that Jayne had produced and explained how many local organisations had shown their commitment at meetings in order to coordinate a summer activities programme. Activities would be would provide age appropriate and tailored activities including not just leisure but also opportunities to find out about careers and also working with local youth providers who have a track record of working with harder to reach young people.  
   Brenda and Jayne will be distributing the calendar of activities at St Mary’s, St George’s and St Oswald’s school sports days and asked for support from FoSP to share the details locally. Brenda added that they are already looking into EU funding to help fund he programme next year.
6. **Role of Councillors**

Sarah was asked to leave the meeting. After some discussion around the role of Councillors it was agreed that a smaller group should work to produce a draft protocol having discussed and taken into account the views of Partners around the table. Vander, Adrian and Brenda to meet and produce a draft protocol for July meeting. Sarah was invited back to the meeting and asked if she was happy to remain a Partner and Vice-Chair as a ‘local resident’ and not as a Councillor. She agreed.

1. **Horsefair and Proud**  
   Adrian updated that he found the project exciting and was looking forward to addressing some of the social issues in the area. Alex shared the image of the latest post office ‘mock-up’ and added that progress was being made and it was fantastic to see local people putting forward their ideas and making decisions. Alex to circulate Horsefair Environmental Improvements Plan to Partners.
2. **Home Start**Partners considered a funding request from Home Start in relation to a waiting list of families in the Big Local area in need of support. Partners asked for Home Start to complete a Grants application form and decided it should go to full Partnership, following standard protocol, as the request was for over £2,000. Home Start should also be asked to attend the next Partnership meeting. Alex to update John as Chair of the independent Grants Committee.
3. **How to become a Partner**  
   After reviewing the current protocol it was agreed that the number of meetings that potential Partners need to attend should be reduced to 3 and wording should be softened. Alex to update protocol.
4. **Financial Update**  
   A Financial summary and series of project budget sheets (produced by Justin at Vestia) were circulated. Partners were happy with the format of individual sheets for each key priority / project.
5. **Tenders for Away Day**  
   Tenders for the 2nd July were circulated. After some discussion it was decided that Chris Church (CEA Associates) should be asked to facilitate the day at Dominiques (the Bellmans Cross), Shatterford.
6. **Office Accommodation**Brenda updated on accommodation issues at Vestia, the inappropriateness of location and the need to ensure that local people are aware that Alex and Jayne work for the Big Local Partnership and not Vestia. After some discussion and a vote proposed by Adrian and seconded by Vander it was agreed that workers should progress the process of relocation to ‘The Old Bank’ in town on condition it meets safety and welfare requirements and can be a 6 month lease with a review at the end of that period.
7. **AOB**The Chair proposed Mark Lawley be invited to join the Partnership. Vote proposed by Vander and seconded by Sarah. Mark agreed to join.  
   Dates of Disability Action Wyre Forest meetings were circulated. Brenda, Jayne or Alex would aim to attend meetings between them.  
   **Date of next meeting: Wednesday 20th July, 7pm at St Ambrose’s.**