

**Big Local Partnership Meeting Notes**

**16th March, 2016**

**St Ambrose’s Social Club**

1. **Present:** Brenda, Vander, Jo, Clare Marshall, Helen, Alex, Jayne, Mark Lawley, Adrian
2. **Apols.** Sarah, Tammy, Steve, Siri, Terry
3. **Agreeing the notes from last meeting:** It was agreed to send the minutes of the last 2 meetings via email as February meeting not quorate.
4. **Conflicts of interest on agenda items for this meeting** – None declared
5. **Partnership Development (Helen)**

Helen explained that Partners had an additional £2,500 p.a to spend on Partnership Development that could be used flexibly to best meet the needs of the Partnership. Prior to the meeting, plan revision had taken place with Clare Babbs (on behalf of the Local Trust) who had emphasised the importance of partnership development and investing in a supportive process to help us to deliver the Community Plan. Current commitment for next 3 years was £6,000 and Partners voted to increase it to £12,000. Vote proposed by Vander and seconded by Jo. Agreed that Justin will be asked to update Revised Plan and increase Partnership Development from £6,000 to £12,000 for the next 3 years. This will be updated in Financial Profile section of the Revised Plan and be sent via Clare Babbs to the Local Trust.

There was a discussion about how to prepare a brief and decide what the Partners would benefit from in terms of development. Jayne flagged up the main areas for development after Partners had previously completed Skills Audits. The areas included: Recruiting volunteers, critical thinking, media and PR, First Aid, Equal Opportunities, E-Safety and Financial Management.

Brenda agreed to speak to Sarah about putting together a brief and Alex would support the process. Helen declared an interest that it was possible some of her colleagues might be interested in facilitating this role for the Partnership.

**6. Update on Revised Plan**  
Brenda updated Partners that Plan Revision session with Clare Babbs had gone well and she was very complimentary of our work. Brenda also shared some of the questions Clare had asked and the emphasis she had put on investing in Partnership Development as she felt there had been enormous benefit to other Big Local areas.

**7. Project Proposal for Summer Activities (Jayne)**  
Jayne circulated a proposal for a series of summer activities and explained the process of bringing potential youth providers together had been an on-going process since an initial meeting in September last year. The proposal highlighted key priorities with codes and was especially aimed at families living within the Broadwaters, Sion Hill and Horsefair areas.

The summer programme would be for 5 weeks from Monday 25th July and Jayne circulated a draft ‘week 1’ of activities highlighting where the activities could take place and any costs associated. There was some discussion around ensuring there wasn’t any duplication, insurance, consent and DBS checks and following procedures with project procurement checklists and monitoring and evaluation. Partners voted to support the project with vote proposed by Vander and seconded by Jo.

**8.Horsefair update (Alex)**

Alex circulated the Horsefair Environmental Improvements Plan and updated that the project was going well with a focus group meeting monthly since January in the Blue Bell public house.

A number of developments were taking place and were at no cost to the BL, including clearing fly-tipping, repainting bus shelters, replacing perspex, working to get underpasses cleaned and maintained and making improvements to the streetscene with WCC Highways Dept. Other projects in the Horsefair included making the horse statue a focal point, working with the building owner to make improvements to the Old Post Office and considering ‘gateway to the Historic Horsefair’ wall murals. Alex also updated that Specsavers had been in touch about doing a CSR project and were keen to help improve the Horsefair and would be providing a team of workers before the end of May.

**9.A.O.B.**

There was some discussion around the need to work on social media and highlight the work the Big Local is doing in the area. Brenda explained that there was an opportunity to be supported by an apprentice in conjunction with Kidderminster College – will have update for next meeting.