

Allenton Big Local Partnership Group
10th September 2019, 5.30pm, Chatterbox Cafe

Resident members	Name	Representing	Present (✓) Apologies (A) No Apologies (NA)
	Edith Lang	Chair/ Resident	✓
	Rebecca Manship	Resident	A
	Heather Russo	Vice Chair/ Resident	✓
	Joe Russo	Resident / Enthusiasm	✓
	Margaret Woodbridge	Vice Chair/ Resident	A
	Nicola Camp	Resident	✓
Advisory Members	Danuta Birkin	Nacro	✓
	Simon Edwards	Derby Adult Learning	✓
	Mairi Radcliffe	St Martins / Community Hub	A
Workers	Nicola Lewis	LTO/Enthusiasm	✓
	Paul Brookhouse	Plan Coordinator	✓
	Bill Badham	Big Local Rep	✓
Attendees	Carl Willis	Derby City Council	NA
	Mick Whitehead	Resident	A
	Karen King	Derby Adult Learning	✓

		Action
1.	<u>NOMINATE CHAIR</u> Edith chaired the meeting	
2.	<u>APOLOGIES</u> Apologies were given by those indicated above.	
3.	<u>Summer Activities Review</u> SE reminded everyone of where the idea came from that developed into the proposal for this initial pilot. Leaflets went out to all primary schools, St Martins and also Yr 7 at both Merrill & Noel Baker. Report was presented to meeting with details of how it went and learning that has arisen. KK shared a little of her journey and how she has experience of why such a scheme is needed. Some positive feedback given from parents. Some of the lunches were well utilised but needed clearer communication on these to ensure parents got best use from this support.	

	<p>SE felt that it was a success and would like to carry on as per proposal in October half term. This was agreed.</p> <p>SE to call a meeting between PB, KK & himself to discuss lessons learnt which included booking system, postcodes, marketing, numbers who can attend each session and age range.</p>	SE																		
4.	<p><u>Budget & Finance Report</u></p> <p>3-year budget: £442,287.80 Spent: £34,469.14 Balance: £407,818.84</p> <p>Total 2019-2020 spend to date: £34,469.14 Total overall: £574,584.84</p> <p>Projected spends by March 2020</p> <table> <tr> <td>1.4</td> <td>Community Chest</td> <td>£894.00</td> </tr> <tr> <td>2.5</td> <td>Activities for older Residents</td> <td>£2876.11</td> </tr> <tr> <td>3.2</td> <td>Opportunities for work/training</td> <td>£408.10</td> </tr> <tr> <td>4.1</td> <td>Project Coordinator</td> <td>£3,940.40</td> </tr> <tr> <td>4.2</td> <td>Communications</td> <td>£5,925.00</td> </tr> <tr> <td>4.3</td> <td>Partnership cost</td> <td>£897.50</td> </tr> </table> <p>Total Unallocated as of 31/5/2019 £14,941.11</p> <p>ABL funds held by Enthusiasm as of 30th April: £41,762.95</p> <p>Chair & Vice Chair met prior to meeting to discuss the Bursary Scheme and recognised that with the over subscribed amounts we could easily have given away the same amount of money again.</p> <p>At 6 months, we will monitor the spend as potentially there may be some funding underspend within activities for older resident's pot that could be considered as a top-up for the scheme. Chair to keep group updated.</p>	1.4	Community Chest	£894.00	2.5	Activities for older Residents	£2876.11	3.2	Opportunities for work/training	£408.10	4.1	Project Coordinator	£3,940.40	4.2	Communications	£5,925.00	4.3	Partnership cost	£897.50	Chair
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5.	<p>Reports</p> <p>All reports had been sent to Partnership Group over summer for them to read and raise any comments at this meeting. No questions were submitted prior to meeting and none were raised at meeting.</p> <p>It was recognised the sensitivity around certain reports to ensure anonymity of those who are supported but a report is still required for mentoring but in a slightly different format to the others.</p> <p>All reports were agreed and signed off and can now go on website.</p> <p>JR raised that it was an important part of the Project Co-ordinator's role to scrutinise reports and visit each provider's sessions to ensure best value from the services provided and inform the Partnership of any observations or concerns. PC to arrange ongoing visits to sessions over coming months.</p>	PB PB																		
6.	<p><u>Events</u></p> <p>Xmas date is now set as Saturday 7th December. MR & PB to meet before next meeting to have plan and feedback to group. Highlighted that tickets will be sold over one week only in November to manage process effectively.</p>	MR																		

	Other events to include Family Funday Day on 14 th Sept, Fireworks @ Merrill. A proposed events schedule to be emailed out to group with minutes.	PB
7.	<p><u>Co-ordinator Update</u></p> <p>General update given on what PC has been working on since last meeting. This included:</p> <p>Draft copy of Newsletter produced and distributed to group. Email version to be sent after meeting.</p> <p>Requested that any feedback or comments to be given by Saturday via email as they will be going to print earlier week after once proof-read.</p> <p>Agreed that 5000 copies to be produced. These will go to all households in area, schools, housing office and other partners/shops & suitable venues within area.</p> <p>Distribution to be co-ordinated. EL, NC, DB & SE agree to help distribute.</p> <p>Template for good news stories to be provided to all service providers as we are not getting enough in highlighting the good work of the partnership.</p> <p>Results of questionnaires carried out on Skegness trip to be distributed for info.</p> <p>Notice Board has been worked on to make it look more appealing to community. Please ensure leaflets of activities are given to PC to utilise this facility.</p>	<p>PB</p> <p>ALL</p> <p>PB</p> <p>PB</p> <p>PB</p> <p>ALL</p>
8.	<p><u>Minutes from last meeting</u></p> <p>Actions from them updated all completed. Minutes agreed.</p> <p>Correction to be made to July's minutes re: key storage for notice board</p>	<p>PB</p>
9.	<p><u>Partnership Review</u></p> <p>BB raised that it was the time of year to commence the Partnership Review, which has to be submitted by the end of November. This will include some work on what is next after 2022 around sustainability.</p> <p>This will become one of the main agenda items for Oct meeting.</p>	<p>BB</p>
10.	<p><u>AOB</u></p> <p>Frequency of meetings – BB proposed that meetings stay as monthly with possibly the exception of not having a meeting potentially in January or August rather than every other month with the option to add extra meetings. General discussion took place and this was agreed.</p> <p>SE raised a great opportunity for women to develop a career with Bombardier. Event takes place on Oct 14th 2019 and proposed that he would highlight with recruitment team the idea of providing a work mentor for anyone person taken on from within the ABL area as part of the work club.</p> <p>JR to provide details of Corporate Social Responsibility Rep to Project Co-ordinator, so that we can look to link in where possible around this opportunity.</p>	<p>SE</p> <p>JR</p>

	<p>To be advertised on social media and notice board</p> <p>BB highlighted that Timpsons offer a free dry-cleaning service for people who are attending interviews and need items cleaning</p>	PB
11.	<p><u>What Difference Have We Made</u></p> <ul style="list-style-type: none"> • Had all reports highlighting work carried out in first quarter and all signed off • Newsletter prepared and ready to be printed and distributed once proof- read • Highlighted the benefit of project co-ordinator role to ensure scrutiny is undertaken to get best value for resources from service providers 	