

GreenMoor BIG LOCAL
(Serving SCHOLEMOOR AND LIDGET GREEN)
Brief summary of COMMUNITY BOARD MEETING,
Held on 13th April 2013 at CNET OFFICES – 1.00 p.m. 4.30 pm

Present: Nafeesa Yaqoob, Shabir Elahi, Paul Bilton, David Barry Clark, David Hurdus, Abbas Najib, Abdul H Ismail, Corine Campbell, Clive Whittaker, Muppett, (Abid Zaman to join later).

Apologies: Marbat Hussain, (bereavement), A.Bilal Khaly, (attending Legal training), Mazhar Hussain, (unwell), Karen Hodgson, (apology – considering her position on Board), Shamila Khan, (Unwell, but working on membership list from home), Sara Lee (attending pre booked wedding engagement)

Chair: Abbas Najib

Minute taker: Abdul H Ismail

Abbas Najib welcomed all to the meeting and then passed on to Muppett.

1. Training of Community Board Members.

Muppett introduced a small training programme over discussions at committees.

The session was about discussions in a committee meeting. Different roles were allocated to each of the Board members. Chair, Secretary, someone who disrupts the meeting and starts talking about something that has nothing to do with the topic being discussed, someone who is a stickler for procedure and insists that the Chair runs the meeting correctly, someone who is very outspoken and keeps interrupting to impose their point of view and ideas. The discussion was over the following matter.

“After consultation with members of your organisation, they have asked you to provide women only exercise classes. As a committee you now have to discuss whether or not your organisation should provide this service.”

After the exercise the group had a quick discussion about the relevance of the exercise and they agreed that they indeed would need to carry out such discussions in a democratic manner giving respect to each individuals ideas, comments, and suggestions, whether they agreed with it or not and then come to a decision that is in the best interest of the organisation and their members. Good Learning experience for all Board Members.

2. Comments or issues over previous Board Meetings

Corine Campbell/Abbas Najib asked for any comments, issues, concerns, matters arising, over previous minutes of Community Board Meeting (23rd February 2013) and Community Partnership meeting (21st March 2013) included in their packs. There were none – However, members were told that they could still raise them at any time by emailing the Chair or Abdul.

1. Discussion over Draft Terms of Reference.

Abbas Najib – Chair – said that the Terms of Reference drafted by them were put to a vote at the last Community Partnership Board meeting of 21st March 2013 and have been unanimously approved and adopted. The Board passed a resolution to request Bradford CVS/CNet, the appointed organisation, to forward them to Big Local for their endorsement. All voted in favour.

2. Policies – Confidentiality and Code of Conduct

1. The Code of Conduct Policy was approved subject to the following changes.

(a) Changing “SALG” to “GreenMoor” at all places in the policy (b) adding the word “party” after “political” under political affiliation. (c) Add a paragraph under Breach of code of conduct – “If the Chair breached the code of conduct then they would request the “trusted organisation” to conduct an independent inquiry/hearing and make a decision (d) Members to declare any conflict of interest at the beginning of every Board meeting.

The Board passed a resolution to request Bradford CVS/CNet, the appointed organisation, to forward the policy to Big Local for their endorsement. All voted in favour.

2. The Confidentiality Policy was approved subject to the following changes.

(a) Changing “SALG” to “GreenMoor” at all places in the policy (b) Put the last paragraph on page two “If you are in doubt about.....partnership” in BOLD.

The Board passed a resolution to request Bradford CVS/CNet, the appointed organisation, to forward the policy to Big Local for their endorsement. All voted in favour.

3. The Volunteering policy and expenses for community Board Members and other volunteers was approved.
4. Draft policies on Health and Safety, Equality and Diversity, and Financial process and procedures were discussed – The Board have asked Bradford CNet to do more work on them and resubmit them for approval at the next Board meeting.

3. Northern College training–

The training schedule and contract for training from Northern College was presented. The Board passed a resolution to authorise Bradford CVS/CNet to sign the contract for training with Northern College (Cost approximate £1700) – Dates for Training were presented – Details are as follows:

Day Workshops.

1. **Effective meetings** - 3rd May 2013 – Await names.
2. **Setting a Community Fund/Project appraisal** – 23rd May 2013 – Paul Bilton, David Barry Clarke (?), David Hurdus, Shabir Elahi, Abdul Ismail to attend.
3. **Effective Partnerships** – 4th July 2013 – Await names.
4. **Measuring Impact and Evaluation** – 23rd Sept 2013 – Abbas Najib, Paul Bilton, David Hurdus. – Await one more name.
5. **Preparing your Big Local Plan** – 12th October 2013 - Awaiting names.
6. **Governance** -14th November 2013 – Clive Whittaker, Await more names.

Two/Three day Workshops.

1. **Community Research** – 5th and 6th June 2013. – Await names.
2. **Leadership** – 7th to 9th June 2013 – Await names.
3. **Social Enterprise** – January 2014 – Date to be confirmed - – Await names.

All Community Board members who have not attended are asked to give their names to Abdul if they do wish to attend any of the above courses. Application forms need to be completed by each individual participant who is attending the course – Forms available from Abdul.

4. Digital Big Local Logo –

Abbas Najib asked Abdul to request Muppett to scan logo and email it to him.

5. GreenMoor Big Local website –

Clive was requested to change the title of the Website and amend email address. Clive will contact Sarah – but will involve Bilal from the Board in this process.

6. Update on Environmental Quick Fix project.

Muppett to arrange a meeting of the environmental sub group with Colin from B CEP to negotiate a contract and commence work in the area.

7. Community Board Work Plan

Draft work plan was given out – The Board noted its contents – The Board wishes to devote time to discuss its work over the first two year period.

8. Second Phase of Big Local work –

Detailed budget and breakdown of expenses of the Getting Started Funds – First Phase - was already presented to the Board by CVS/CNET at the last Board Meeting. (Board Meeting of 23rd February 2013) Members were advised that Big Local had approved their second phase work bid – Pathway Funding for environmental work, small grants scheme, complete the community plan and provide support and training to the Board over the next six months.

Pathway funding has been approved by Big local – Within this there is a Small Grants Scheme – Board could consider five applications of £1000 each - Board would need to set up criteria to invite bids from organisations in the area to apply for projects that would meet some of the priorities that came out of the consultation and benefit the residents of the big local area – this scheme will act as a training project for the Board in inviting, processing, assessing and making decisions over bids that would be received by the Board during their term.

A sub groups has been set up to work on the above work – Abbas Najib, David Barry Clarke, Nafeesa Yaqoob, Bilal Khaly, Sara Lee and Marbat Hussain. The group will draw up a draft protocol to deal with applications received and submit it to the Board for approval.

A draft paper giving brief summary of overall process and procedure over Grants was presented by Abdul for information - A half day Grants Training Process - will be arranged by Abdul and Muppett for Board Members at a mutually convenient time and place as soon as possible.

9. Consultation outcome report

Corine presented a paper on Consultation outcomes and recommendations. General discussion took place over the findings. Corine asked members to comment on her paper, add any more or take any out by emailing her – Members not present can also comment on the paper by emailing her their comments – (Paper attached).

Corine to arrange several meetings – with individuals, groups, and organisations over the next month to report back to the community the findings of the consultation and discuss priorities of projects –

10. Recruitment of Board Members.

Members requested Bradford CNet to proceed with recruitment to vacant places on the Board – Advert to “encourage applications from under represented areas e.g. female board members, east European board members”

11. Community Newsletter

Clive was requested to produce one as soon as possible – Abbas suggested that it be done over good presentable paper – if possible.

Discussion took place about creating a small organisation in future that could be used to invest and attract funds from other sources.

12. Learning from other Big Local areas.

Big Local Event in Brighthouse on Monday 13th May 2013 from 10 am to 4 pm.
David Hurdus, Paul Bilton, Abdul H Ismail to attend. Please submit names to Abdul if any other members wish to attend this event. Travelling expenses will be paid by Big Local.

13. Date of next meeting.

Date of next Community Board Meeting is on Thursday 16th May 2013 from 2.00 pm to 4.00 pm at the Khidmat Centre, 36 Spencer Road, Bradford BD8 2EU,

Dates of next Community Meetings – to be decided at the next Board meeting.

Dates of Project Steering Committee monthly meetings in the work programme were noted – The Chair and Vice Chair to attend on behalf of the Board.