

GREENMOOR BIG LOCAL
(Serving Scholemoor and Lidget Green)
COMMUNITY PARTNERSHIP BOARD MEETING
SATURDAY - 24th August 2013
CNET OFFICES – 1.00 P.M. TO 5.00 P.M

Present: Marbat Hussain, Abbas Najib, David Barry Clarke, Paul M Bilton, David Hurdus, Shieraz Bashir, Mohamed Amin, Yasmin Patel, Abdul H Ismail, Corine Campbell, Peter Tate

Apologies: Abid Zaman, Mazhar Hussain, Nafeesa Yaqoob, Sara Lee, Tayyiba Jarral, Nazia Yasin and Shabir Elahi (rang in - drove up to the Manningham Lane, heavy traffic jam because of football match- could not make it)

1. **Meeting commenced at 1.20 pm** – Abbas (interim Chair) welcomed all and asked everyone to introduce themselves as now we had a complete Board with some new Board Members. This was done.
2. He deferred the election of Chair and Vice Chair item - to give some more time for other members to arrive.
3. **Grants Process** – Abdul and Peter explained the grants process – the Grants Task Group Board Members had attended several training sessions and were now ready to assess the applications – Assessment would be done on Wednesday 28th August 2013 (12.30 pm to 5.00 pm) at CNet offices – The board had two options – to call another Board meeting next week to ratify decisions or ask al the Board Members to participate on the assessment panel - All Board members were invited to participate on the Assessment panel — this will enable ratification of decision to be made on the same day – instead of having another Board meeting next Saturday - Any members who are unable to participate in the assessment process because of conflict of interest may come around 4.00 to CNet to be informed of the decisions made by the assessment panel and the Board –(email with decisions will be sent out same evening) Several questions were raised by members of the Board who were not on the Grants Task Force to make them more aware of discussions so far – explanation of criteria, future Board process, monitoring and evaluation, personal visits by Board Members – these were clarified by Abdul, Peter and Abbas. Members said that another training session over Grants for more Board members would be very useful.

At this point Abdul gave out a paper giving details of the groups who had so far applied to the Board for grants. There were seven applicants applying for a total of £5885 – (more that the amount available) – The Assessment panel together with all other Board members will follow a process to score the applications and arrive at a decision. All seven files were available at the meeting for inspection by Board members who had no conflict of interest.

4. **Election of Chair and Vice Chair** - Abbas introduced the Election item and both he and Marbat stepped down as the interim Chair and Vice Chair.

Corine Chaired the election process – All Board members were given the opportunity by an email to comment, suggest, or recommend on any item of the agenda before the meeting – Corine said that five members had sent in their recommendations - Corine asked the Board if they were prepared to accept votes that have been sent in by members who are absent at this meeting (three emails, one text, and one telephone conversation with Corine) – All agreed to accept these votes.

Election of Chair.

(1) Nomination: Abbas Najib

Nominated by: Marbat Hussain Seconded by: Mohamed Amin

(2) Nomination: David Hurdus – Self nomination

Both candidates were given five minutes to speak as to why they were interested in the post and what experience, skills and knowledge they bring in. A secret ballot took place and Abbas Najib was elected as Chair by a majority of votes.

Election of Vice Chair:

(1) Nomination: Marbat Hussain

Nominated by: Shieraz Bashir Seconded by: Yasmin Patel

(2) Nomination: David Hurdus – self nomination.

Both candidates were given five minutes to speak as to why they were interested in the post and what experience, skills and knowledge they bring in. A secret ballot took place and Marbat Hussain was elected as Vice Chair by a majority of votes.

Both positions are to be held for one year or until the first Annual General Meeting of the Board.

5. Board Attendance and appointment of other Board Members.

a) Abbas reminded all new Board members about the attendances at Board Meetings and that any Board Member who misses two consecutive meetings without reasonable excuse will have their Board membership terminated.
(See terms of reference)

b) A decision was made to request CNet to write to the leader of the Council to nominate three Councillors from GreenMoor Big Local area to sit on the GreenMoor Big Local Partnership Board. These positions are without voting rights.

c) The Board will also write and request appropriate representation on the partnership Board from various agencies e.g. Health, Police, Environment, Businesses. These positions are without voting rights.

All were reminded about two meetings with Councillors – 11.00 am and 3.00 pm
On Tuesday 3rd of September 2013 at City Hall – All were welcome to attend any one – if not both. The meetings have been arranged to update the Councillors with the progress of GreenMoor Big Local so far and exploring ways of working together in future.

6. Terms of Reference and Memorandum of Understanding.

Comments and input were asked from new Board members over the Terms of Reference – there were none – The Chair has had a lengthy discussion with Big Local staff in London to explain them and these have now been accepted by them as written and their acceptance letter and copy of Memorandum of Understanding agreed by us is in your pack.

7. GreenMoor Big Local Logo.

Abbas spoke about the GreenMoor Big local branding and the digital logo – the digital logo was made taking most of the information from the winning logo picture drawn by the school children. He introduced 4 versions – most of the people liked the A and the B version – Abbas, Marbat and Shieraz to work more on them and produce a draft version for Board's approval – Corine needed this very soon to be put on the Community Plan.

Shieraz Bashir is to work with Sarah Moss to take over the updating of the GreenMoor Big Local Website.

Environmental Muriel was shown to all Board Members – It was agreed that this would be housed into one of the Schools and either its photograph or a banner be made and displayed whenever required.

8. Community Plan.

Corine introduced the Community Plan and went through it with the Board – Corine needs a Forward to be included in the Plan – Have requested the Chair and Vice Chair to write the Forward together and with the help of Steve Skinner. Corine needs this as soon as possible. Please send any further comments by any Board member to Corine by email by the end of this week.

Corine wanted feedback over the Budget – Suggested that a Development Worker be appointed to take further the priorities of the Board – Drafting a job description – post holder be appointed and managed by the LTO – Corine also suggested that more detailed research is required on various priorities in the area – this would be inserted in the Plan.

Annual GreenMoor Budget - Questions were asked about the allocations of funds for each of the years – could they be changed – could they be increased or decreased as required for that year – could money be carried forward? Could there be a small grants programme for each year? Contingencies? Corine is to ask these questions to Big Local via Steve Skinner. – Corine will work with the Chair, Vice Chair and Steve Skinner to finalize the Community Plan.

The Board to discuss the Launch of Community Plan as a Big Event at its next Board Meeting.

9. Appointment of Local Trusted Organisation.

Only Board Members item – David Hurdus, LTO task leader, had left by the time this item was discussed – Abbas presented the LTO Task Group report prepared by Steve Skinner and draft of brief and general invitation to tender written by him – The Board endorsed them and asked Abbas to work with the Task Group and Steve Skinner to finalize them and take it further – Abbas is to talk to Blackburn Big Local and obtain more information with regard to the process they followed in appointing their LTO. (*Learning from other Big Local areas*)

10. Environmental Report

Board Members noted the Environmental Report presented by the Task Group. Barry Clark informed members that Asda Staff were having litter pick day on Tuesday 27th August 2013 –

11. Members Induction and Training

Could I request Corine/Abbas to insert any information on the items where I was not present?

12. Date of next meetings.

Date of next Board meeting and Date of next Community meeting – A number of members had left so this item was left for the Chair and Vice Chair to decide in consultation with other Board Members.