

Minutes BLC 7th September 2021

Present: Partner Members - **Robbie, Jackie, Mohan, Emma, Henrita**

Others- Max, Julia [Rep] Chris [LT Advisor] James [Treasure]

Apologies: Titi, Jimmy

Absent: Brent [Partner Member] Carol [Partner member]

1. **Welcome and Apologies** – Robbie is chairing the meeting.
2. **Conflict of Interest** – None
3. **Minutes of last meeting** – accepted Emma, all agreed.
4. **Matters Arising** – none
5. **Hub / Community Fridge Report** – Jackie

Due to left over food during the bank holiday, Jimmy and Emma open the community fridge on Saturday 28th, Bank holiday Monday 30th. a headcount of 20 was recorded for each session. Jimmy and Emma opened the fridge on the 4th September, headcount was recorded but low.

Sainsburys in Shenley church End have offered to be on the list of donations from the supermarket. There are ongoing talks about the opening days. A task group meeting will be arranged, Leigha a Volunteer has stated she is happy to open on Saturday. Jimmy and Emma met a lady called Sarah who was driving around Milton Keynes handing out donations. Emma took her number and will pass it to Jackie.

6. **SMG**
 - Smaller task groups to be set up. Community Fridge, Orchard and Social Activity when there is enough partners
 - Table Tennis- No future action at the moment.
 - **Proposal of using Community Foundations Risk assessments?**
7. **Treasurers Report** – James has been away, so he will catch up with finances. Both he and Titi meet on a monthly basis to discuss. Robbie has a report from Titi, Robbie will circulate via email. Emma confirmed that she has paid Trevor for seated yoga attendees, **Chris asked how does James report to local trust on BLC petty cash spending?**- Julia asked if we can get a % figure of the underpend so the partner can get a more realistic view. Robbie will get the info from Titi's report. Moahn- Is there a spending limit for example what if a purchase goes over £50- any spending has to be within the budget and plan. If there is anything that is not in the plan, partners are asked to make decisions, for example Strimmer for the orchard.
8. **BLC plan**
 - a) Staff Recruitment- From the 11 applicants one applicant was successfully chosen Ralph Samuels, his role will cover the hub and admin will start on the 14th September. He will undergo an induction at Community Foundation then be at the Hub on the 16th for a BLC induction- BLC to organise this. Community foundation were unable to recruit someone to cover the community aspect. Talks are ongoing and a new title of Community organiser will be looked into and the advert placed next week.

In regards to Ralph being able to communicate with residents it was felt that he should have a BLC email address so to ease any confusion, due to past experiences it was felt the work Ralph does can be accessed when and if Ralph leaves. The cost is £3 a month. Emma was in

favour of this and the partners agreed. Robbie is to check the contract with Community foundation is regards to non-disclosure and GDPR

- b) Social Activity Programme-John and Muriel have been in touch with Jackie with the idea of setting up the choir again on Conniburrow. Does Conniburrow want a choir? There are a few things needed for the choir to go ahead. A bigger space for the choir to take place and someone to open and close. Emma has a resident in mind and will speak to them. There would need to be at least 10 conniburrow residents for the choir to take place. Emma was asked to look at using social media to get an idea of how many residents would be interested and report back.
- c) Orchard- Due to the summer holiday Emma stated she hasn't been able to keep to the sessions planned. Emma has also produced volunteer sign up sheets and photo permissions forms, Emma will need to comply with community foundations ricks assessments, and if decided if she is working alone to sign a waiver that blc and community foundation hold no responsibility for any injury Emma may have. A walk around will be planned with Max, Emma and Jimmy to go over any key hazards. Peter Hammond met with Robbie at the orchard to discuss working together. Emma was unable to attend. Peter wants assurance that the orchard has support and will continue to engage residents. They can help with many things including the compost bin. Peter has also stated that he can arrange for free advice in regards to the other open spaces in conniburrow. Ben hammond- Emma and Robbie met Ben a while ago. He can offer a lot of support from training days surrounding "How to compost" and basic gardening- this will cost £500 a day for up to 15 people to attend. Kate Matthews has replied to Robbie's email sent before the summer holiday in regards to the schools working at the orchard. A zoom meeting will be planned- more details to follow. Emma will set up a task group meeting with the volunteers to develop a plan- James has asked to be included
- d) Website- Emma has uploaded the latest minutes and has made updates. Once the chairs report has been approved and uploaded the website can be published once again. it was asked if partners are comfortable with their pictures being placed on the website please send to Emma

9. **LT updates, inducing agreeing plan development process and timeline**

Julia- a new newsletter will be created and will go with the minutes, and can be placed on social media. julia learning a new skill the readers will be able to access a booking page for any local trust events and info. It was agreed that Julia will conduct one to one sessions with the partners to cover the requirement of the annual review by partners, Julia will report back to the partnership as a whole. Local Connects- at the present time no one is booked onto the event- BLC can send 3 people to it. Jimmy stated he will attend the last month's meeting, Emma is looking into attending because she needs to secure childcare. The two day event covers the 29th/30th October.

Chris- in the next 6 months BLC needs to produce a new plan and a new budget. BLC needs to account for every pound spent over the next couple of years.

BLC also needs to review its current plan, Chris will work with Julia on partners findings, It was suggested a workshop be arranged to go through the review. Robbie to look into a venue and report back. It was highlighted there are many avenues that BLC can gather information, social media, word of mouth, social profiling document with Mohan worked on- this is one the google drive.

10. **Reponse to CAA's email-** an email was received from the management team to publish the annual meeting the CCA are holding this evening. with this in mind it was felt that past

experiences were forgotten about and can we build a relationship with the CCA. All partners agreed that this is time now to work together.

11. **AHA Community Artist** – A 6 month project working with a community artist- Emma stated she will work on this with Elizabeth
12. **BLC investigation** – as stated above once chairs report is uploaded the website can be published,
13. **Policy document reviews-** Julia and Ralph will work on this
14. **A.O.B-** A resident litter pick was organised via the conniburrow residents page, Brent led this and Emma supported. The idea is great that residents want to attend these litter picks for more time and when that is having an impact on the residents. From this Emma had discussions with GLPC about future litter picks. working with Wendy with a risk assessment. It was asked if it would be under GLPC liability or BLC, if BLC the community foundations risk assessment would need to be enforced. Emma will look into it in the near future.

Date and Time of Next Meetings

PMG – not given

SMG – not given