

**Big Local Conniburrow**  
**Partnership Meeting 76**  
**Monday 17th May 2021**  
**Zoom - 7.00pm-8pm**  
**Minutes compiled by Julia Burkin**

**Present:** Jimmy Zamek, Jackie Worby, Max Smith, James Butler, Titi Aruofor, Julia Burkin.

**Apologies:** Robbie Macpherson

**Non Attendance:**

**Resident:** Emma Limbert joined at

**Conflicts of Interest**

None reported

**Minutes of Last Meeting**

Proposed - Jackie

Seconded - Jimmy

**Matters Arising (from minutes of the last meeting)**

None arising

**Hub / Community Fridge Report**

**Complaints:** ongoing resident complaint/s, not resolved at BLC / Big Local Rep level, will be investigated, and reviewed by MKCF and any action taken to reach a satisfactory conclusion in respect of due diligence and good governance. A summary response will be sent to complainant/s.

**Waste** from Community Fridge raised by a resident - JZ has used GLPC Ranger to remove rubbish from Hub and also had a conversation with MKC, he has asked for their suggestions to remove rubbish from the Hub – Waste Management will then be back in touch following email from Jimmy. Very frustrating for everyone involved.

**Gloves / Handwashing** – noncompliance by volunteers complaint raised by a resident. MA to prepare short summary to JZ who will take any action needed.

**Relocation of Community Fridge** – a building has been visited and there is potential to move over early June 2021. Request support from partnership members and LTO to confirm the arrangements are appropriate and that payments can be made via the BLP. Titi sought clarification that just the community fridge would move over, not BLC in its entirety. Budget would need to cover this cost.

**Users of Community Fridge** – very high number of visitors last week. Andy did his first shift today – enjoyed himself, again a busy day. Leigha also did a first day last week – and took any unused food to the homeless shelter.

## SMG - key points

None to report

## Treasurer Report

JB reports just under £500 in cash and £3000 in the bank.

Titi reports that approximately £10,500 has been paid - £614 of rates were payable. The LT are still in negotiation over the release of the first BLP payment. LT needed some documentation covering Marcus's service provider position.

## BLC Plan Priority Area Reports:

### 1) Staff Recruitment

June at MKCF are drawing up the job specification and then will send to BLC to approve or amend as required. This needs to be resolved with urgency, as this will make it possible to advertise and start the recruitment process.

### 2) Independent Vice Chair

The main focus will be on

- support partnership members to deliver key areas of their BLP
- support partnership members to develop and maintain LTO relationships
- identification of potential partnership / stakeholder members
- support existing Chair in practical ways towards strong leadership of BLC
- support partnership members to be well informed decision makers
- support new and existing partnership members in meetings
- engage with people in the local community
- provide clear worker support & guidance, induction and share BLC objectives

The specification will be for the appointed person to visit the area in person, attend meetings and events; meet with partnership members and Chair to see how together the BLP can be delivered – with lots of priority on recruitment of new partner members and raising BLC profile locally. Just to stress they are not a 'worker' they are a specialist in doing what is needed and they will have a focus on achieving the objectives above. The amount of time spent in the area will be something that is agreed at the appointment stages.

JZ – led a discussion about the value of and the need for this role – it was agreed that we can progress to posting the advert. **Vote: as not quorate not able to complete.** agreed to progress- based on previous discussions where Jimmy, Jackie, Robbie and James – agreed it was an opportunity to take up – Julia to pass to LT to activate search.

### 3) Social Activity Programme

21<sup>st</sup> June 2021 – if all is permissible – we will start yoga on Tuesdays again: other activities will start if it is acceptable and legal to do so.

Social gathering for volunteer members as part of National Volunteers Week– a ‘budget’ request made by Marcus. JZ is unsure whether this is the right time. JW suggested it could be in the Orchard, socially distanced and compliant – there are perhaps a maximum of 30 people. **Vote: as not quorate not able to complete.** Budget agreed £250 from cultural events budget.

#### 4) Orchard

Robbie sent email out outlining the plans for the Orchard; JB updated the meeting with information around what needs to happen. Recruitment of a team of volunteers – Green Gym volunteers / Master Gardeners volunteer network; corporate volunteers via June at MKCF. Require a handyman for repairs to gate. Buying and erecting a greenhouse courtesy of Pauline Wallace. £300 – questions were raised where is this money? Worry about greenhouse getting broken / damaged. JB suggested maybe poly tunnels or cold frames. JZ suggests we could get a professional in to do the work. JB and RM will take the lead on this project.

#### 5) Website

Emma Limbert will be helping with the website and social media.

### BLC Partnership development - next steps

**Emma Limbert** would like to join the partnership but was unable to gain access to this meeting, so there will be a phone call to confirm with her and then she will be accepted. proposed by Jackie , seconded by Jimmy. Emma will confirm her acceptance to the partnership to Julia Burkin, for registering with LT. **Vote: as not quorate not able to complete.**

The current **registered partnership** members consist of Jimmy, Jackie, Brent, Jo, Kaveendra

**Brent** asked for ‘leave of absence’ – to be followed up by JBu for LT register

**Kaveendra** – has not attended meetings due to work commitments – circa 8 months to be followed up by JBu for LT register

**Jo** has resigned – confirmed at previous meeting

**Tarika** joined, resignation submitted in writing & accepted at today’s meeting.

**Duke** – did not join the partnership

**Robbie, Max, James, Titi** – as other non-voting members

This means BLC are below criteria, and operating under constraints as meetings are not quorate. LT accept that some decisions will need to be made and as long as they are

recorded will be accepted pending new members being recruited. Criteria is at least 8 members, of which 5 should be resident members. LT have asked that this is remedied by August 2021. This means we need to recruit around 3/4 members to allow for future meetings to be quorate.

JB noted that this is a priority for the Co Chair

### **Policy documents review**

Issued to JZ, RM & JO [MKCF] for consideration – **SLA for BLC / LTO** relationship including financial and support guidelines. Feedback via email requested.

**Terms of Reference** – good practice example circulated for feedback via email requested.

**Small Grant Application Form** - good practice example circulated for feedback via email requested.

### **Any Other Business**

**CCTV** – report from CCTV suppliers suggest that there are fewer incidents.

**H&S / Safeguarding /DBS Guidance from Max** – JBu wanted to say thank you to Max as he has been very helpful in supplying information and guidance to both BLC and MKCF. JZ asked Max relating to the parking of a car in the car park adjacent to the exit / entry door to the Hub. Max suggested looking at the lease and risk assessment – LTO to ascertain if car parking / demarking the area – Max has been asked to write or email Guinness Trust – to see if this is possible to get them to clarify.

### **Date of Next Meetings**

**SMG:** the first Wednesday of the month – 2nd June 2021

**Partnership:** the third Monday of the month – 21st June 2021