

Elland Town Board Meeting

6pm 21st March 2023

Project Colt, Elland

Meeting Minutes

1. Overview

The Board used the meeting of 21st March as a workshop to which the Board had invited local voluntary and community groups. The aim was to put in place improved links between the Board and the sector. 24 people attended the workshop, which involved group discussions, focusing on support needs, financial support, and the role of the Board in supporting the sector in Elland.

2. Workshop feedback

Key issues raised by the group are set out below.

- The voluntary and community sector in the town is vibrant.
- The sector wants to be more involved in local regeneration.
- The number of groups, and their services, are broad.
- The groups have good local links to secure volunteers.
- There is a need for a better understanding of each other – who is out there. what other groups work in similar sectors and who could cooperate?
- Groups had skills which other groups might benefit from.
- The groups need more information on funding available.
- There is a need for more awareness of the Board, and a better understanding of its role.
- They felt it had been useful to meet each other, and some groups had already identified potential sources of support from within the sector locally.

3. Next steps

The workshop finished with a discussion on next steps.

- The group wanted the Board to facilitate similar meetings more regularly.
- There is a need for a central hub for information on local community and voluntary sector groups.
- It would be useful to have a 'skills and expertise' register, so that other groups could seek support from local groups, promoting partnership working.

- A specialised panel or working group could bring funding into the area for the voluntary and community sector. The panel could, for example, promote partnership bids which might increase the chance of success in bidding for funds.
- A quarterly workshop, or the panel, could report to the Board and ensure the Board was aware of any issues.
- The Board would benefit from more representation from local voluntary and community sector representatives.

4. Chairs summary to the workshop

The Chair of the Board thanked the participants for their support. The number of attendees augured well for a future partnership between the Board and the sector. The Board agreed to hold a second workshop in the summer, after the next Board meeting, to agree the pathway to setting up more formal links between the Board and local groups, and between the groups themselves.

5. Board meeting

Following the workshop, the Board met to discuss issues arising from the workshop and any other business.

6. Welcome and Apologies

Apologies from: Alan Lee, Graham Gibbons, Councillor Prashad

7. Elland Board Terms of Reference

The Board felt that the workshop pointed to a need to review the terms of reference. This follows recent discussions at Board meetings where the group had expressed a need for greater clarity of its role in supporting town regeneration.

The Board agreed that Rob should arrange a meeting with Board representatives to look at the current terms of reference. The meeting provides an opportunity to see where the terms of reference can clarify and strengthen the role of the Board. Issues to explore could include:

- The role of the Board in monitoring the Future High Streets Fund (FHSF) in Elland.
- The establishment of a voluntary sector panel.
- The regularity of meetings if a panel is set up.
- Communications.
- Board administration.
- Chair and membership numbers and sectors.
- Chair roles.
- A plan for the year, allowing the Board to focus Board meetings on issues such as the heritage of the town and how to boost awareness of it, events at

appropriate times, Christmas, and other economic opportunities to maximise the impact on the town.

Action: Zak to set up a meeting for a sub-group to review the terms of reference. The Board agreed that the group would include Rob Shipway, David Wilkinson, David McCrorie, Samantha McCormick, and Harriet Fletcher.

Action: Rob and this group to meet in May prior to the next Board meeting to identify potential opportunities to strengthen the Board for discussion.

8. FHSF consultation feedback

The Board reported back on the FHSF consultation event run by the Council. The Board felt the Council delivered an effective consultation event, well run and positive. The Board welcomed the opportunity for further discussion and compromise on Coronation Street in particular.

9. Ambition for Towns Applications

The Board considered an application for funding toward a website / Facebook page for the town. The aim was to raise awareness of events and opportunities for the community and local business.

The Board agreed that there is a need for better communications. Indeed, the workshop had highlighted an opportunity to use such an asset to provide a glossary of local voluntary groups, their role, and contact details.

The Board noted that the Cartwheel Club, a FHSF hub project, might provide an opportunity for a local information hub.

The Board agreed that with restricted remaining funds available, communications will form part of the review of terms of reference.

10. Meeting end

The Board expressed its thanks to Councillor Porritt for her work as Chair, as she announced she was stepping down from the role, and from the Council, in May. She wished the Board well.