**Notes of the St James Street Big Local 15 April**

19 residents attended the meetings

**Key Outcomes of the Meeting**

1. **Shortlist of Local Trusted Organisation LTO**
2. **Structure of the group**
3. **Meet on the 22 and 29 April 2013**
4. **Trevor to write to Local Trust and Big Local Reps**
5. **Shortlist of Local Trusted Organisation LTO**

The Local Trusted Organisation is the organisation that receives the grant on behalf of the area (residents and the partnership) and administers the spend on behalf of the area

The following organisations were shortlisted and it was agreed that we should invite them to send in an expression of interest and answers question to be agreed at the next meeting.

The suggestions for the LTO came from residents and residents who were proposing an organisation were asked to provide brief about the organisation they were proposing.

* **CREST**

Local charity formed in 1970 in addition to running the charity shop on the High Street they manage Harmony Hall

* **The Mill**

Established to save the branch library in Coppermill lane and manage the building as a community resource

* **Friends of William Morris**

Established to support the William Morris Museum and has most recently led the fundraising and capital development of the museum

* **Frederic Street Pre-School**

Frederic Street is a pre-school offering childcare in the St James's Street area

* **Limes Community Centre**

The Limes provides recreational facilities for disabled and non-disabled children - “Hyper Local”

* **Glasspool Charity**

Is a national charity but is based in Hoe Street and provides crisis loans & community care grants

* **Waltham Forest Community Credit Union**
1. **Structure of the group**

The meeting looked briefly at structures and agreed:

* That there should be a Chair ideally a resident who lives in the area
* Secretary ( someone to take minutes/notes/ record the meeting)
* Look to organise a meeting without Trevor – Big Local rep

The meeting recognised that it needed to decide what a local resident meant for example are shop owners in the area residents? and how will we verify status

1. **Meet on the 22 and 29 April 2013**

The next meeting will be on Monday 22 April with a 7.00 start, residents are invited to arrive at 6.45

1. **Trevor to write to Local Trust and Big Local Reps**

The following questions to the Local Trust are based on the discussions at the 15 April meeting, answers are highlighted and edited:

1. How much would the LTO receive as a management fee?

It’s up to residents in the area, whether or not to pay the locally trusted organisation a management fee and how much that is., how much is charged and the services provided as part of this fee varies from area to area.

1. How much reporting would they have to provide to the Local Trust – every transaction, weekly, monthly, quarterly, bi-annually or annually?

We ask the locally trusted organisation to submit an end of funding report only. In it we ask them to record expenditure against activity

1. Is the LTO liable for any funds that are misspent/misappropriated by the residents, partners, suppliers or staff?

Yes, the locally trusted organisation is liable for the funding as per the attached terms & conditions. Where the locally trusted organisation gives another organisation a grant they might also put in places terms or an agreement with them in order to manage and mitigate for this.

1. Who is expected to provide an account of expenditure with proof of expenditure?

The locally trusted organisation

1. Does the LTO receive the whole £20,000 as one payment?

Yes, in most cases. However, we are able to make the payment over 2 or more parts and have done this for other areas. We might do this if the group aren’t sure about what they want to use the full £20k for, or if they think that they might want to use more than one locally trusted organisation.

1. Can the residents ask for payments to be made to the LTO in instalments so that they can if required change their LTO if they are not happy with the service being provided?

Yes, they can.

1. What is the quality threshold for LTO? Are there any other criteria other than those listed below?

We will do an assessment on the locally trusted organisation, including the criteria set out below. We will also look at whether the organisation has the experience required, understand the ethos of the programme and what the activities will result in.

**The T&C’s for the getting started fund are attached**

The Questions are asked of Big Local reps:

1. What process did you use to select an organisation?
2. Did you run an interview/selection procedure with residents?
3. If you did run an interview/selection process, what questions did you ask?
4. What criteria did you use to make a decision?

**A attached is some information from Greatfield Big Local project – “**Invitation to take the role of Lead Organisation for the Greatfield Big Local project**”**