



Community Leaders Network
Wednesday 19th April 2023
10am – 12pm
Zoom Meeting

Present:

Tariq Mahmood (TM) (Chairperson)	CVS Falkirk and District
Carolyn Dick (CD)	dates-n-mates Falkirk
Dave Bremnar (DB)	Go! Youth Trust
Harrison Crawford (HC)	Global Family Care
Janice Donoghue (JD)	Falkirk Citizens Advice Bureau (CAB)
Lindsay Daniels (LD)	dates-n-mates Falkirk
Stephen Sutton (SS)	Bailliefields Community Hub SCIO

Apologies:

Alan Reed (AR)	Bailliefields Community Hub SCIO
Sandra Lyon (SL)	The Conservation Volunteers (TCV) Scotland
Yvonne Murdoch (YM)	Falkirk Food Train

1. Welcome and Introductions

TM introduced himself, welcomed forum members present and advised the meeting was recorded via Zoom. Members introduced themselves to each other and gave a summary of their work.

2. Review of Previous Minutes

The previous meeting's minutes will be reviewed at the July meeting.

3. Introduction to the Network

As a result of new members who recently completed the Lasting Leadership Training (LLT), TM gave a quick overview and introduction to the Network, which was set up to bring together the individuals and groups driving their communities forward. Facilitated by CVS Falkirk, the Community Leaders Network (CLN) is a space for community leaders to share their learning and experiences from difficulties face by communities in recent years, but also an opportunity for:

- peer support
- mentorship
- training and development
- skills and knowledge sharing
- supporting each other and championing the local third sector in Falkirk District

TM spoke about the refresh of third sector forums and networks facilitated and supported by CVS Falkirk, and noted that this meeting is designed as an exploratory session into what members would like from the network, and how they would like to see it develop, along with future areas and topics of discussion and action.



While the network is linked to the LLT, people do not need to have completed the LLT in order to become members of the network.

3.1 Feedback on LLT

TM asked members to share their thoughts on the LLT and the experiences they had, whether they found it accessible and beneficial, and if there were any takeaways they noted from the training which they have begun applying to their own role.

Members responded positively, highlighting particular areas of the training and its format which worked well for them, especially the opportunity to collaborate and learn from each other.

The funding for the LLT has come to an end, and TM confirmed that, while there is no immediate plans to organise the training again, CVS Falkirk hoped to be able to do so again in the future.

- Resources

Wren and Greyhound, who deliver the LLT programme, also have a number of [leadership guides](#) and [e-learning courses](#) available to the third sector (linked for your convenience).

Members also expressed interest in the following resources:

- Starter Toolkit(s) for people new to working in the third sector
- a handbook of template documentation and links
- information on third sector access to free resources (eg. Microsoft packages, Canva Pro, etc)

TM also highlighted the CVS Falkirk [Organisation Support Resource Library](#). A member spoke about the benefits of the Volunteer Friendly Award (VFA), including how it brings together much of an organisation or group's volunteering paper (including policies, processes, and celebrating), along with the support around the VFA from CVS Falkirk.

4. CVS Falkirk Membership

CVS Falkirk is currently undertaking a review of their membership programme and offer. For those network members who were not part of CVS Falkirk's membership, TM explained the process, which involves:

- completing the membership form
- returning this to CVS Falkirk, together with the latest copy of their group's governing document (eg. constitution, or articles of association)
- membership requests are then reviewed by the CVS Falkirk Board of Directors

Social enterprise members of CVS Falkirk are also eligible for membership of the Forth Valley Social Enterprise Network (FVSEN) and [their online directory](#).

Action: TM to send blank membership application form to all network members.

5. Background and Terms of Reference



TM recapped some of the work done by the third sector and CVS Falkirk during the COVID-19 pandemic, which led to the creation of the CLN.

CVS Falkirk is keen to develop a written, formal Terms of Reference (ToR) defining the network, its membership and those it is open to, along with its remit. TM spoke about another network CVS Falkirk helped set up, the Falkirk Older People's Network (OPN), which started in a similar way to the CLN, and is now an independent network and constituted group with its own presence, governing documents, connections, and voice at decision-making levels. TM will circulate the template ToR the Falkirk OPN used to members, which the CLN can then fit to their own needs.

Action: TM to send members the template ToR originally used by Falkirk OPN.

Action: members to review and contact TM with any comments, before Monday 15th May, by email: tariq@cvsfalkirk.org.uk

6. Future Meeting Topics

During the recent refresh of forums and networks, CVS Falkirk looked at each and identified topics they had knowledge of within their team which may be relevant to each forum or network, along with their contacts within the sector. Their aim is to bring in those who can deliver useful training or presentations to members during meetings.

TM asked members about their thoughts on future topics for presentations and speakers; suggestions put forward included:

- governance
- trustee recruitment
- succession planning
- resource sharing
- volunteer recruitment and management
- budgeting
- training
- strategy
- collaboration
- managing conflicts

TM also echoed CVS Falkirk's commitment to making online assets and resources available to the sector through their Resource Library and [Grant Funding Portal \(GFP\)](#).

Action: members to contact TM with any further suggestions or comments, before Monday 15th May, by email: tariq@cvsfalkirk.org.uk

7. Upcoming Meetings

7.1 Meeting Dates

The next meetings of the CLN take place 10am – 12pm on:

- Wednesday 12th July 2023

- Wednesday 11th October 2023
- Wednesday 17th January 2024
- Wednesday 10th April 2024

7.2 Meeting Format

Members discussed preference whether to attend meetings in-person or online, or through an alternating or blended schedule; most who were present were in favour of face to face meetings, especially as these are being held quarterly for the CLN.

SS and HC both offered to host future meetings at their premises.

Action: TM to arrange in-person meetings with SS and HC.

8. AOCB

8.1 Funding Support Opportunities

TM highlighted the following opportunities which would be particularly relevant to the network:

- National Lottery Community Fund Scotland's newly launched support programme for grant holders, which includes business support
 - many large funders offer some kind of support programme to their grant holders, often referred to as "funder plus"
- the [Cranfield Trust](#), who provide a space for groups and organisations to access a range of expertise, including their peer mentorship programme
- Google mentorship programme, with time and support from industry leaders

**Date of Next Meeting: Wednesday 12th July,
10am – 12pm, via Zoom**



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