

Partnership Meeting Minutes

Wednesday 25th January 2017 Weston Rhyn Institute

Present: Clare Babbs (CB), Angela Bright (AB), Steve Davenport (SD), Nick Heard (NH), Sue Heard (SH), Ron Jones (RJ), Pat McGuinness (PM), Maggie Rowlands (MR), Laurel Roberts (LR), Polly Smith (PS) and Bridget Laraway(BL).

Item	
1	<p>Welcome and Apologies for absence NH welcomed everyone to the meeting. Apologies for absence were received from Robert Macey and Paula Pugh.</p>
2	<p>Declarations of interest. PS and MR declared a non-pecuniary interest in agenda item 9a – Three Parishes Community Wildlife Group Community Chest application. SH and SD declared a non-pecuniary interest in agenda item 9b – Book Box Community Chest application.</p>
3	<p>Minutes of the meeting of 23rd November These were confirmed as a true record of the minutes. <u>Matters arising</u> Item 6 – PP had contacted Fairshare and it was confirmed that adults could not pay into their own savings account at a school savings club. Item 7 – PS has withdrawn from the Grant process review group. The first meeting has been arranged for Thursday 9th Feb 10:30-12:30 at St Martins Centre. Item 8a – Partners had approved the Big Grants Scheme application from Selattyn & Gobowen Parish Council by email at the start of January and awarded the full amount of the grant £3633. BL confirmed that she has retained all the emails relating to this approvals process as an audit trail. Item 11a – BL confirmed that the Grant application writing training has been arranged for Thursday 6th April. There were 4 actions to carry forward (listed at the end of this document)</p>
4	<p>Chairperson's report NH reported that he attending a Local Trust training event in Sheffield for Locally Trusted Organisations and shared two key areas of learning:</p> <ul style="list-style-type: none"> • In general LTOs are not providing additional paid services for Big Local Partnerships, and • In terms of audit, Local Trust will expect each LTOs internal auditors to audit the Big Local finances as part of their overall audit. LR reported that, due to Qube's turnover, they don't have an internal audit and the accountant prepares a financial statement instead.

	<p>NH also advised that he had received information about Local Trust research and asked BL to share this with Partners.</p> <p>NH also reported that he had attended the Chairs meeting in London. Other Chairs were impressed with the Messenger and how it fitted in with our aspirations.</p> <p>NH thanked partners for their support for sorting out the Selattyn & Gobowen PC grant.</p>
5	<p>Co-ordinator report</p> <p>BL had circulated a written report in advance of the meeting. She gave the following additional information at the meeting:</p> <p>“Writing Exceptional Grant applications” training has been booked for Thursday 6th April 9:00 – 16:15 St Martins Centre.</p> <p>This training is shared training for Qube staff and representatives from Community groups and buildings who have responsibility for writing grant applications for their organisations. Partners were asked to share this information with their local contacts – places must be booked in advance.</p> <p>BL advised that she has been working with Gobowen Scout group on Big Grants Scheme application.</p>
6	<p>Communications and Community Project Officer Report</p> <p>PP had circulated a written report in advance of the meeting.</p> <p>Fairshare CB asked why the Fairshare saver numbers have suddenly increased to 18. PP to look at trends and investigate with Fairshare if necessary. NH advised the he and SH are intending to attend the Fairshare AGM on 8th Feb. BL reported that the Weston Rhyn school savings club is progressing and is expected to launch after February half term.</p> <p>Messenger SH advised that the wording “Printed by St Martins centre” did not appear on the latest edition of the Messenger.</p>
7	<p>Update from the Village Volunteering meeting</p> <p>NH and PP had met with Alex Drury from Qube on 18th Jan. Alex had reported that there was a small turnout to drop in sessions but it was still felt that they were worthwhile as there have been some people turned up. Alex is still developing a toolkit for volunteering and community groups and it was agreed that the language and layout of this toolkit needs careful handling so that it doesn’t put people off getting involved in organisations.</p> <p>LR reported that Qube have commissioned a new database which is linked to their new website and will make it easier for people to search for local volunteering opportunities. LR also advised that Qube’s experience of running drop ins in the past is that they have picked up over time.</p> <p>MR suggested that a simple leaflet would be useful for new groups that covers the things that groups are / may be responsible for. NH asked BL/PP to pick this up with Alex Drury.</p>

8	<p>Update on “My Money Matters” project</p> <p>PM gave update on the progress with this project</p> <p>A CONFIDENTIAL MINUTE HAS BEEN REMOVED AT THIS POINT</p> <p>Interviews with the 2 shortlisted bidders are taking place on Thursday 26th January.</p> <p>PM asked for delegated authority for the My Money Matters group to make a decision and proceed with the preferred supplier. BL confirmed that this project is detailed in the plan so the funding is already agreed.</p> <p>Partners confirmed delegated authority to the My Money Matters group.</p> <p>CB requested that Partners receive an email detailing who has been appointed and the reasons why.</p> <p>CB shared information about housing benefit cap research that had been carried out by another Big Local area that highlighted some areas of concern. Partners discussed this and expressed concern that some residents in our area will lose a significant amount of housing benefit and that there will be a considerable impact on families’ income.</p>
9	<p>Community Chest Applications</p> <p>a) 3 Parishes Community Wildlife Group (£500) The 3 Parishes Community Wildlife group had applied for £500 towards the cost of setting up the new group. PS reported that 24 had attended the meeting in January and there have been lots of hits on the facebook page. Application approved</p> <p>b) Book Box, St Martins Centre (£500) Book Box had applied for £500 towards the cost of 2 new shelving units to store the paperback books that they currently have stored in boxes. CB suggested that we award £500 for shelving and ask that Book Box report what they have spent it on rather than specifying that it has to be 2 bookshelves. Application approved</p>
10	<p>Feedback on Evaluations distributed at 23/11/16 meeting</p> <p>a. TNS Community Foundation (PM) PM reported that this was a good project and matched the Partnership assessment. Lots of individuals benefitted from the project and the funding spent matched the funding applied for.</p> <p>b. St Martins WI (GP) C/fwd to next meeting</p> <p>c. Weston Rhyn Singers (NH) NH reported that the funding was well spent and that receipts had been retained by the organisation. NH commented that this, and other evaluations, could have benefited from some more quantitative information – how many times things were used and how many events were put on. No photos were included.</p> <p>Grant review programme group is meeting on Thursday 9th February 2017 10:30am at ST Martins Centre.</p>

11	<p>Partnership Organisations</p> <p>NH, PP and BL had prepared a list of potential Partnership organisations for consideration by the group.</p> <p>CB gave an overview of the ‘types’ of partner organisations that other Big Local areas include in their Partnerships and advised that working with other organisations can achieve match for our resources - they can match things with volunteers if there’s no money.</p> <p>LR advised that a social prescribing pilot is starting in the Oswestry area at the end of February, running until July, and will include Chirk surgery. Clinical pathways will be measured for the individuals involved so will only include a small number of people to start with. The project will be rolled out to the remainder of Shropshire within the next year.</p> <p>CB suggested that we engage with groups as we start a project that they would be interested in. This was discussed and Partners agreed that we would initially approach TNS Community Foundation and AgeUK Shropshire as part of the Health & Wellbeing for over 50s starting in March. BL / PP / NH to progress.</p>
12	<p>A.O.B.</p> <p>a. Wheels to work</p> <p>NH and BL had met with Shropshire RCC on 24th January 2017 for the 6 month review of the Wheels to Work project. The project is now at the end of it’s original 18month time period but the take up hasn’t been as high as expected and Shropshire RCC have spent approximately 50% of the funding. Shropshire RCC are in the process of an intensive marketing campaign in the area, using posters, local press and working with the village magazines.</p> <p>NH proposed that the project is extended to December 2017 to enable Shropshire RCC to continue their marketing campaign for another 2 months and keep the resources in place to deal with any uptake from the campaign during the remainder of 2017. The project will be kept within the original budget.</p> <p>Partners agreed to this proposal. NH asked BL to make the arrangements with Shropshire RCC.</p> <p>b. Half term activities.</p> <p>AB proposed that the Partnership fund activities for 4-10 year olds to run alongside the activity sessions for ages 10+ that TNS are delivering in half term in each village. BL advised that PP had made contact with TNS to check coach availability and that PP was still waiting to hear back. BL also advised that TNS are submitting a Big Grants Scheme application for a 12 month activity plan to start from Easter 2017.</p> <p>Partners agreed to fund up to £150 for a coach for ages 4-10 if one is available. PP to arrange.</p>

Meeting dates:

9 th February 10:30am	Grant process review group	St Martins Centre
16 th February 10:30am	Communication group	St Martins Centre
22 nd February 7:30pm	Partnership meeting	Gobowen

Actions agreed at this meeting 25th January 2017

Item	Action	Who	Deadline
4	Share Local Trust research information with Partners	BL	22/2/17
5	Writing Exceptional Bids training – communicate with Community groups and advertise.	BL	22/2/17
6	Fairshare members increase – look at trend and find out from Fairshare if required	PP	22/2/17
6	Add “Printed by St Martins Centre” to the next edition of the Messenger.	PP	22/2/17
7	Leaflet for new groups – discuss with Alex Drury	PP / BL	22/2/17
9	Community Chest grants – arrange paperwork for applicants	BL	22/2/17
10b	Report on St Martins WI evaluation	GP	22/2/17
11	Progress links with TNS Community Foundation & Age UK Shropshire	PP/ BL / NH	March 2017
12a	Arrange project extension with Shropshire RCC for Wheels to work project	BL	3/2/17
12b	Arrange coach for 4-10 year olds with TNS Community Foundation	PP	18/2/17

Actions carried forward – Partnership meeting 23rd November 2016

Item	Action	Who	Deadline
3	Check if Qube’s insurance covers Partners for personal injury	BL	22/2/17
10b	Review St Martins WI documents and report back at next meeting	GP	22/2/17

Actions carried forward – Partnership meeting 19/10/16

Item	Action	Who	Deadline
4d	Try assessment process, complete documentation and report back at next Partnership meeting	RM, AB, NG	22/2/17
6	Big Chat video – review and seek retrospective permissions from all involved as needed.	BL/PP	22/2/17