

## Partnership Meeting Minutes

**Wednesday 29<sup>th</sup> March 7:30pm, St Martins Centre**

Present: David Boyce (DB), Angela Bright (AB), Steve Davenport (SD), Nick Heard (NH), Sue Heard (SH), Robert Macey (RM), Pat McGuinness (PM), Glenn Pennington (GP), Paula Pugh (PP), Polly Smith (PS), Clare Babbs (CB) and Bridget Laraway (BL).

Item	
1	<p><b>Welcome and Apologies for absence.</b>                      NH welcomed everyone to the meeting and reminded Partners of the aims of the Three Parishes Big Local Partnership.                      Apologies for absence were received from Neil Graham, Ron Jones and Laurel Roberts.</p>
2	<p><b>Declarations of items for 'any other business'.</b>                      The following items were declared for 'any other business':</p> <ul style="list-style-type: none"> <li>• Cheque presentation to Ifton Colliery Band</li> <li>• Thank you card from Derwen College</li> <li>• Community Chest application from St Martins School for a Scooting to School project.</li> </ul>
3	<p><b>Declarations of interest.</b>                      RM declared an interest in Agenda Items 6 (Gobowen Central Big Grants Scheme application) and 7a (Selattyn &amp; Gobowen Parish Roundabout Community Chest application)</p>
4	<p><b>Minutes of the meeting of 22<sup>nd</sup> February</b>                      These were confirmed as a true record of the minutes. Proposed by GP; Seconded by PM  <u>Matters arising</u>                      Item 5b – Volunteering role specifications. NH commented that he had not had any feedback from Alex Drury on either of the volunteer role specifications or the press article that he had contacted her about. To be discussed project review meeting before next Partnership meeting.                      Item 6c – SH and BL had met with TNS on Friday 24<sup>th</sup> March to discuss publicity documents, communicating about changing venues and safeguarding issues. Following this meeting the fliers have been redesigned to double sided A5 and SH has approved the draft. NH asked PP to remind Partners which days are being delivered in each village.</p>
5	<p><b>Chairperson's report</b></p> <p>a. Bigger Story meeting &amp; residential                      NH reported that he, GP and PP had attended a Bigger Story networking event on 7<sup>th</sup> March at Birmingham University. They watched a film created by the Bigger Story team that contained extracts of films from all the areas involved in the Bigger Story project. PP commented that they showcased films where projects had been filmed right from the start all the way through their lifetime until they were completed and that this was something we</p>

	<p>should consider.</p> <p>There is a video festival taking place on 30<sup>th</sup> June and 1<sup>st</sup> July. PP and GP are attending on both dates. NH is attending on 1<sup>st</sup> July and invited all Partners to go with him. The deadline for confirming is very soon so Partners were asked to let PP know asap if they would like to go.</p> <p>b. Fairshare service review meeting.</p> <p>The service review meeting had taken place on Thursday 16<sup>th</sup> March and the report from the meeting had been circulated to all Partners on Friday 24<sup>th</sup> March. Key information from the meeting was that there is significant differences in the success of credit union launches in rural vs urban areas and that other Big Local areas have launched debt initiatives first before promoting credit unions and this has proved successful. NH also drew Partners attention to the “Save while you borrow” report that had been circulated on 24<sup>th</sup> March. GP asked if there was some way that Fairshare could be marketed as a way to save towards a University education – either aimed at young people or their parents. NH asked PP to discuss this with Fairshare.</p>
6	<p><b>Gobowen Central – Big Grants Scheme application for further funding and business plan review.</b></p> <p>Confidential minutes have been recorded for the discussion that took place regarding this application.</p> <p>NH asked BL to circulate the details of the discussion to all Partners and to feedback key points to the applicant to be considered at the next Partnership meeting.</p> <p>SD left the meeting.</p>
7a	<p><b>Community Chest Application – Selattyn and Gobowen Parish Roundabout.</b></p> <p>Selattyn and Gobowen Parish Roundabout have applied for £500 towards the ongoing costs of producing the village magazine. BL confirmed that they last applied for funding in March 2016, when they were awarded £500 Community Chest grant. Partners discussed the other village magazines and their sustainability and commented on the advertising rates within the Parish Roundabout.</p> <p>Partners agreed that the grant should be awarded but that the Parish Council should look to take steps to make the magazine sustainable over the next 12 months, perhaps by reviewing advertising costs.</p> <p><b>Application Approved</b></p>
7b	<p><b>Community Chest Application – Gobowen Defibrillator</b></p> <p>CB commented that grants can't be paid to individuals. BL advised that Selattyn &amp; Gobowen Parish Council have confirmed that they will hold the funds on behalf of the applicant for the purchase of the defibrillator.</p> <p>Partners made the following points about the application and asked that they be documented in the grant offer letter:</p> <ul style="list-style-type: none"> <li>• Has training been considered and costed?</li> <li>• Have installation costs been considered and included?</li> <li>• Are there any ongoing maintenance costs? Who will be liable?</li> <li>• We should see evidence that the other funders have made their contribution.</li> <li>• Parish Council will hold the funds for the project.</li> </ul> <p><b>Application Approved</b></p>

8	<p><b>Gobowen Station Loan</b></p> <p>Confidential minutes have been recorded for the discussion that took place regarding this application.</p> <p>BL advised that a Big Grants scheme application was also received from Oswestry Station Buildings Trust on 28<sup>th</sup> March and that she will be meeting with GP (as the nominated Partner) to start the appraisal process next week.</p> <p>GP proposed that we support the loan in principle and allow the professionals to assess the risks etc. SH seconded Vote: 6 in favour; 1 against; 1 undecided.</p> <p>NH asked BL to progress the loan and to advise the applicant that the support for the loan does not imply that their application for a Big Grant will be approved. The grant application will be judged on its own merits.</p>
9	<p><b>Six month review of the Messenger</b></p> <p>The Communications group requested a six month extension to the budget allocated to the Messenger to continue the Project.</p> <p>NH expressed concern that the production of the Messenger was taking up too much of PPs time. SH suggested that Partners may be able to help with distribution to reduce PP's workload. A number of Partners gave their support for the project in its current form. AB commented that the WREN is changing to a 6 weekly production schedule so it is possible that things may get missed. PP advised that she currently gets information sent to her from Gobowen Parish Roundabout when they become aware of things that have missed their print schedule.</p> <p>NH confirmed a 1 month extension with a full review at the Partnership meeting in April to determine whether or not any changes should be made to the Messenger project.</p> <p>PP was asked to prepare a report for review at the next meeting.</p>
10	<p><b>First Aid Courses</b></p> <p>PP reported that she had investigated the options for First Aid courses as requested by the Partnership.</p> <p>She asked for a budget to be made available to be used to fund the courses and for a Partner to be nominated to work with her to determine the course programme.</p> <p>Partners approved a £300 budget and SH was nominated to work with PP.</p>
11	<p><b>Partners to work on projects</b></p> <p>A sign up sheet had been circulated at the start of the meeting and the following Partners had expressed an interest in working on these projects:</p> <ul style="list-style-type: none"> <li>a. Enterprise Support – AB, NH, RM, PM</li> <li>b. Health &amp; Wellbeing – AB, SH, PM, PS</li> <li>c. Community Buildings – AB, SD, SH, RM, PM, GP</li> </ul> <p>NH asked BL to arrange project launch meetings for Enterprise Support and Community Buildings. NH asked PP to arrange a project launch meeting for Health &amp; Wellbeing. NH asked BL to contact RJ and NG and invite them to be involved in these projects.</p>
12	<p><b>Co-ordinator Report</b></p> <p>BL had circulated a written report in advance of the meeting. BL added that there was now only 1 place available at the Writing Exceptional Grant Applications training on Thursday 6<sup>th</sup> April and that take up from Community groups had been fairly positive.</p> <p>CB suggested that the report showing Community plan spending should clearly state the date that the plan year ended. BL to make appropriate changes for next report.</p>

13	<p><b>Communications &amp; Community Project Officer Report</b></p> <p>PP had circulated a written report in advance of the meeting. PP also distributed an additional paper showing the Fairshare membership figures in a graph form, enabling partners to see the progress on this project since June 2016. Partners confirmed that they were happy with this report format. NH emphasised that we should be doing all that we can to promote Fairshare loans as a good choice</p> <p>GP raised a concern about the clarity and meaningfulness of the Village Volunteering report. BL confirmed that Alex Drury is attending the next Partnership meeting to discuss the project. It was agreed that a project group meeting should be arranged in advance of the Partnership meeting and NH asked PP to arrange for NH, GP and PM to meet with Alex.</p>
14	<p><b>A.O.B.</b></p> <p>a. NH asked if any Partners were available to present Ifton Colliery band with their Community Chest grant on Sunday 2<sup>nd</sup> April at 6:45pm at St Martins Centre. GP and PM confirmed that they would attend with BL. BL to liaise with the band.</p> <p>b. NH shared a thank you card that had been received from Derwen College for the tree that we have sponsored for their 90<sup>th</sup> Birthday tree avenue.</p> <p>c. PP showed flowers that had been received from Oswestry Men's Shed as a thank you for the support that BL and PM had given them to obtain an awards for all grant of just under £8,000.</p> <p>d. CB showed medals, badges and key fobs that are being used in Warrington as part of an incentive scheme and awards night for local young people who have turned their lives around or done something significant in the community.</p> <p>e. CB shared some of they key information that the new CEO of Local Trust had given at the Communtiy Reps day in London on 28<sup>th</sup> March.</p>

**Next Meeting:** 26<sup>th</sup> April 7:30pm Partnership Meeting

Weston Rhyn Institute

Actions agreed at this meeting 29<sup>th</sup> March 2017

Item	Action	Who	Deadline
4	Add Volunteering role specifications to the agenda for the project review meeting with Alex Drury	PP	7/4/17
4	Add details of activity dates in each village to weekly update emails until activities finished.	PP / BL	21/4/17
5a	Let PP know asap if you would like to attend the Bigger Story event on 1 <sup>st</sup> July	All Partners	7/4/17
5b	Discuss marketing aimed at saving for a University education with Fairshare	PP	26/4/17
6	Circulate details of the discussion to all Partners and feedback key points to applicant	BL	7/4/17
7a & 7b	Progress grant paperwork with applicants	BL	26/4/17
8	Progress loan for Oswestry Station Building Trust	BL	26/4/17
8	First stage appraisal of Big Grants Scheme application from Oswestry Station Building Trust	BL / GP	26/4/17
9	Prepare report on the Messenger for review at the next meeting	PP	19/4/17
9	Add Messenger review to agenda for April Partnership meeting	BL	19/4/17
10	Progress first aid courses and report back at next meeting	PP	26/4/17
11	Arrange project launch meetings	BL/ PP	26/4/17
11	Invite NG & RJ to be involved in the projects	BL	26/4/17
12	Add details regarding plan year end to spend report	BL	26/4/17
13	Arrange project group meeting with Alex	PP	26/4/17
14a	Liaise with Ifton Colliery band for cheque presentation	BL	2/4/17

Actions carried forward – Partnership meeting 22<sup>nd</sup> February 2017

Item	Action	Who	Deadline
4	Completed Community Chest evaluation – send copies of completed file contents to applicants	BL	ongoing
9b	Consider Chirk surgery as venue for Messenger	PP	26/4/17

Actions carried forward – Partnership meeting 25<sup>th</sup> January 2017

Item	Action	Who	Deadline
4	Share Local Trust research information with Partners	BL	26/4/17
7	Leaflet for new groups – discuss with Alex Drury	PP / BL	26/4/17

Actions carried forward – Partnership meeting 23<sup>rd</sup> November 2016

Item	Action	Who	Deadline
3	Check if Qube's insurance covers Partners for personal injury	BL	26/4/17

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	26/4/17