

Partnership Meeting Minutes

Wednesday 28th January 2015 7:30pm Weston Rhyn Institute

Present: Clare Babbs, David Boyce, Angela Bright, Steve Davenport, Neil Graham, Nick Heard, Sue Heard, Ron Jones, Pat McGuiness, Glenn Pennington, Andy Rimmer, Laurel Roberts, Sue Schofield, Bridget Laraway.

		Actions Agreed
1	Apologies for absence were received from Robert Macey. Keith Allum has confirmed that he will be resigning.	
2	Declarations of interest. SS and SD declared an interest in item 5 on the agenda (St Martins Allotments Community Chest application).	
3	Minutes of the meeting of 16th December and matters arising: a) The minutes were accepted as a true record of the meeting. b) NH advised that Keith Allum has discussed resigning from the partnership with him but no formal resignation has been received.	
4	Co-ordinator Report BL had circulated a written report in advance of the meeting. Additional information at the meeting: a) Car Share project. No response yet received from Shropshire’s Highways team regarding sign design and content. SS commented that the banner style signs being used to advertise the fibre broadband could be a cost effective option. NH advised that he had been invited to speak about the Carshare project at a Big Local event later in the year. b) Community Chest. BL advised that the application from Cedar Close residents association for a dishwasher has now been received. SS shared details of a potential Prince’s Trust project to improve the outside area at Cedar Close. NH asked for the partnership view on a request that had been received for funding towards music events at The Last Inn and the Cross Keys in Selattyn. It was agreed that BL would contact for more information and send Community Chest details.	BL: Continue to progress with Sustainable transport team. BL: Contact music event organiser re funding.

	<p>Community Chest grants to date £2236.50. Remaining budget to 30/6/15 £5263.50</p> <p>c) Fairshare Contract The revised draft of the contract was received from the solicitors on 28th January just before the partnership meeting. CB requested that a copy of the contract be made available for Windmill Hill Big Local area for information. This was agreed subject to agreement from Fairshare. Partners were asked to attend the sign up events in their local village and help with refreshments. SH advised that the St Martins Centre trustees had voted to open a Community account with Fairshare and make a sizeable deposit.</p>	<p>BL: Check revised version and progress.</p> <p>BL: Request agreement from Fairshare.</p> <p>All: advise BL if you can attend sign up event. BL: Find out what partners need to bring to open accounts.</p>
5	<p>Community Chest Application – St Martins allotments. As another Community Chest application has been received it was decided that a separate Community Chest Panel meeting should be arranged. AB raised question regarding whether the panel or the full partnership will decide the outcome of applications in future. It was agreed that all partners will be invited to future Community Chest Panel meetings and that decisions will be ratified at Partnership meetings.</p>	<p>BL: Arrange Community Chest panel meeting</p> <p>BL: Adapt Community Chest processes.</p>
6	<p>Community and Youth worker report AR had circulated a written report in advance of the meeting covering St Martins Youth Club, St Martins Brownies and 3 Parishes Youth Forum. St Martins Brownies have agreed to attend our next event in May and they are considering applying for a Community Chest grant to buy a piece of equipment that could be used for fund raising, such as a popcorn machine or badge maker. AR advised that Corrie Davies, Shropshire Council Community Enablement Officer has agreed to support him with the youth consultation around Weston Rhyn. AR advised that Shropshire Youth Association have been awarded the contract to deliver youth services in Shropshire. A discussion took place concerning the opportunities that this could bring to our area. AR also advised that he had met with the Headteacher of Weston Rhyn primary school</p>	
7	<p>Funding for half term activities AR gave details of a proposed programme of events for half term activities. The programme had not yet been fully costed as quotes had not yet been received for some of the activities. The partnership approved the draft programme and budget of up to £1000. AR has drafted fliers but awaiting confirmation of programme before proceeding.</p>	

	SH & AR will confirm plans and support required during w/c 2/2/15. NG advised that he would be happy to support the bowling activities.	
8	Communications group report BL reported that the Communications group are currently working on a press strategy with the aim of having a full page press article in the advertiser towards the end of February. The other projects on the agenda for the next meeting of the group are noticeboards and an email newsletter. A discussion regarding the siting of noticeboard took place. SH advised that RM is looking into the various planning regulations associated with siting noticeboards on behalf of the group.	
9	Community led project fund NH advised partners of the need to move forward with developing the framework and launching this fund. Partners were asked to suggest names for the fund and forward details to BL. RJ asked if this fund could be used towards the Canal group project. This was discussed and the outcome of the discussion was that it would depend on the framework that is developed for the fund. CB suggested that the money could be themed – for example to invest in youth projects in the first year, older people in 2 nd yr etc. SD advised that the fund might have greater overall impact if it was kept open to all. BL gave details that there is £25,000 in this area of the budget to be spent by 31 August 2015. LR advised that similar funds have a maximum grant limit of £5,000 per project. Next steps – SD, NH, GP, NG, CB, BL to meet as working group to move framework forward and report back to next partnership meeting.	All: Forward any ideas for fund names to BL. BL: Arrange working group meeting.
10	Appointment of Assistant Chair The role of an assistant chair was discussed. SS nominated PM, NH nominated SH. There were no other nominations. It was agreed that PM and SH would take on the role jointly for a period of 6 months and that it would then be reviewed.	NH, SH, PM: Meet and agree roles and responsibilities and report back to next partnership meeting.
11	Register of Interests Partners completed and returned the Register of Interest documents. AB asked for additional copies.	BL: provide additional copies to AB.
12	Partnership Insurance BL shared advice from Local Trust that partnerships have separate insurance that covers the partnership. OCA holds insurance that covers the Community Plan. It was agreed that the partnership should hold separate insurance.	BL: Investigate and report back to next meeting.
13	Action plan from Partner Workshop 18/10/14 Copies of the action plan were handed out at the end of the meeting. Partners were asked to feed back	All: Review action plan and feed back at next

	comments at the next meeting.	meeting.
14	<p>AOB</p> <p>a) NH and PM have met to start the Business Forum project.</p> <p>b) BL gave out new red leaflets from Local Trust, leaflets and posters from Silverline and leaflets from Jubilee Money Advice Service.</p> <p>c) BL reminded partners that a list of Local Trust courses and learning events had been distributed. CB advised that one of her other Big Local areas is using their marketplace funding to fund the speakers from some of the learning events coming to them as the events had been too far away for them to travel. NH asked CB to keep him up to date with what they were arranging to see if it is something that we could benefit from or share.</p> <p>d) SH advised that she has arranged a meeting with St Martins School on Wednesday 4th Feb.</p> <p>e) SS advised that St Martins school are starting a new art & drama based project similar to the Duke of Edinburgh scheme.</p>	<p>All: distribute leaflets in the villages.</p> <p>CB: Advise NH of any learning events her other Big Local areas arrange with their marketplace funding.</p>

Next Meeting: Wednesday 25th February 2015. 7:30pm

Venue: Gobowen – venue tba.