

Partnership Meeting Minutes

Wednesday 25th March 2015 7:30pm Ellesmere Road Chapel, St Martins

Present: Clare Babbs, David Boyce, Angela Bright, Steve Davenport, Nick Heard, Sue Heard, Pat McGuinness, Glenn Pennington, Andy Rimmer, Sue Schofield, Bridget Laraway.

		Actions Agreed
1	Apologies for absence were received from Robert Macey and Laurel Roberts.	
2	Declarations of interest. There were no declarations of interest in any items on the agenda.	
3	Minutes of the meeting of 25th February 2015 and matters arising: a) The minutes were accepted as a true record of the meeting. b) A formal letter of resignation has now been received from Keith Allum. c) BL had made contact with the concert organiser but is still awaiting a reply d) The Assistant Chairs' meeting has now taken place. It was agreed that SH & PM would liaise to set agenda, chair meetings and provide back up to workers if NH unavailable. SH is to be first point of contact, then PM. e) NH confirmed that the agreement between OCA & 3PBL had been signed. An issue had come up at the Chairs' meeting regarding data protection which potentially requires a revision to the agreement.	BL: chase up NH, LR, BL: Discuss data protection issue and review agreement if necessary.
4	Co-ordinator Report BL had circulated a written report in advance of the meeting. Key points and additional information given at the meeting: a) Fairshare Contract. The Service points have now been live for 3 weeks and a few new members have signed up but there have been few customers. SH added that she had visited the Fairshare service point on 26/3/15 and received the following feedback from Andrea Broady: <ul style="list-style-type: none"> • They have received 2 enquiries relating to tourist information whilst operating their service point at Weston Rhyn • They have made contact with the Oswestry 	

	<p>foodbank following a visit to the Weston Rhyn foodbank</p> <ul style="list-style-type: none"> • The venue in Gobowen (Scout Hut) isn't ideal as problems with wi-fi and no mobile signal. • Very few visitors at each service point. <p>b) Carshare The signs have been produced and delivered to Shropshire Council. BL will liaise with Shropshire Council re installation.</p> <p>b) Partnership insurance BL provided details of 3 quotes that had been received. It was agreed that these should be reviewed by a partner before progressing.</p>	<p>BL: discuss alternative venue with Andrea. ALL: drop in at service points and encourage residents to attend.</p> <p>BL: Continue to progress.</p> <p>BL / NH: Review insurance documents and arrange cover.</p>
5	<p>Community & Youth Worker report AR's written report had been circulated in advance of the meeting. Key points and additional information shared at the meeting:</p> <p>a) Youth work in Weston Rhyn. A venue still needs to be found for the young people to use. AR is working with the volunteers to develop policies and ensure appropriate insurance is in place. AR reported that the 3PYA bank account will be used for the project finances.</p> <p>b) First aid courses are still in the planning stage. AR is contacting the First responder co-ordinator to make final arrangements.</p>	<p>AR:Continue to progress.</p>
6	<p>Community Chest decisions. The minutes and recommendations of the Community Chest panel that took place on Friday 20th March were circulated at the meeting. It was agreed that the grants recommended by the panel should be paid. An additional condition was requested for the Weston Rhyn Trust application – that they make the facilities available for young people in the summer holidays. The partnership also agreed that future Community Chest applications must be received 7 days in advance of the panel meeting to be considered at that meeting. CB recommended that a review of funding takes place to identify if any particular elements of the community are not represented.</p>	<p>BL: Advise applicants and progress grant payments.</p>
7	<p>Big Grants Scheme The Partnership approved the Big Grants Scheme paperwork that had been circulated in advance of the meeting. It was agreed that the paperwork would be reviewed when applications start to be received.</p> <p>AR advised that he had received some information regarding funding for a similar scheme to Wheels to Work. It was agreed that this would be useful as a comparison if an application is received from Wheels to Work.</p>	<p>AR:Forward cost details to BL.</p>

	<p>A grants assessment panel was discussed and it was agreed that the first application would be brought to the Partnership meeting for all partners to review. A process would then be agreed.</p> <p>The time to assess an application was discussed and partners agreed that applicants should allow 3 months.</p>	<p>BL: Amend documentation to 3 months.</p>
8	<p>Community Plan review</p> <p>NH gave details of a Community Plan review event that he had attended hosted by Local Trust. The partnership can determine the format of the review but it has to be carried out before the next phase of funding can be applied for.</p> <p>CB offered to do a mini review. She has done this for some other Big Local areas.</p> <p>NH reported that there is guidance available on the Local Trust website regarding ways in which we can carry out our plan review.</p> <p>GP asked if we could video the event on 16th May. AR advised that there is vox-pop software available that would be useful for this purpose.</p>	<p>BL: Confirm with Local Trust when next phase of funding needs to be applied for.</p> <p>BL: Obtain Local Trust guidance and circulate for next partnership meeting.</p> <p>AR: Send vox-pop details to GP.</p> <p>AR: Find out if media course at St Martins school and if anyone could video event.</p>
9	<p>Communications group report</p> <p>SH shared details of the Big Get Together on 16th May and asked partners to attend. Details of the “postcard from my village” competition were also shared.</p> <p>The partnership approved that any donations received from refreshments could be donated to Hope House.</p> <p>Concerns regarding the Three Parishes Big Local website were discussed and the communications group confirmed that they would be inviting Lucid Creations to meet with them in June.</p> <p>SH also shared the Communication group’s idea of having “street stalls” in the villages. These would be pop up tables set up in different locations to promote Three Parishes Big Local. This would need volunteers from the whole partnership to staff these stalls.</p>	<p>BL: Invite Lucid Creations to June communications group.</p>
10	<p>Business Forum</p> <p>NH reported that the meeting that he had tried to arrange with a local business leader had not happened and now looked unlikely.</p> <p>SD advised that there is currently an active business forum meeting at Henlle on a regular basis and the meetings are working well.</p>	<p>SD: Pass details regarding this forum to NH.</p>
11	<p>Involvement with UnLtd</p> <p>NH highlighted that our 12 months support with UnLtd is coming to an end in July and asked for ideas to involve them.</p> <p>BL advised that no contact had been received from UnLtd since October 2014.</p> <p>CB suggested that she find out if an extension is possible and work to get the support going within our area.</p>	<p>CB: Contact UnLtd and find out about extension and support.</p>

	BL reminded partners that developing social enterprise is part of the Community Plan but no decisions or action had yet taken place for this plan element.	BL: Add to agenda for next partnership meeting.
12	<p>Three Parishes Big Local boundaries</p> <p>NH gave details of funding requests & school savings club requests that had been received from Selattyn which is outside the boundary of the Three Parishes Big Local area.</p> <p>CB advised that, whilst the area could be enlarged to accommodate Selattyn, it could not be made smaller.</p> <p>SD shared some details about how the area was selected and the reasoning for the current boundary.</p> <p>BL had obtained advice from Local Trust. If the partnership would like to formally extend the boundary to include Selattyn, an application would need to be submitted to Big Lottery. However, projects in Selattyn could be considered and supported on an ad hoc basis without any formal change to the boundary.</p> <p>The partnership decided to consider projects on an ad hoc basis rather than apply for formal boundary change.</p>	
13	<p>A.O.B.</p> <p>a) SH advised that she is attending a multi agency meeting on 26th March regarding youth work development in the area by TNS using a grant that they have received from PCC.</p> <p>b) NH advised the partners of the following dates for staff absence: AR: Holiday Monday 30/3/15 – Monday 6/4/15 BL : Jury Service Monday 13/4/15 – Friday 24/4/15 CB asked what arrangements had been made with the LTO to provide cover in these circumstances.</p>	<p>SH: report back at the next meeting.</p> <p>NH: Discuss with LR.</p>

Next Meeting: Wednesday 22nd April 2015. 7:30pm

Venue: Village Institute, Weston Rhyn.