

Partnership Meeting Minutes

Wednesday 27th July Gobowen Station

Present: Clare Babbs (CB), Angela Bright (AB), Steve Davenport (SD), Neil Graham (NG), Nick Heard (NH), Sue Heard (SH), Ron Jones (RJ), Pat McGuinness (PM), Glenn Pennington (GP), Polly Smith (PS), Paula Pugh (PP) and Bridget Laraway (BL).

Agenda Item 3 was presented by: Sheila Dee, Tony Dart, Roger Date and Henry Thomas

		Actions Agreed
1	Welcome and Apologies for absence Apologies for absence were received from David Boyce, Robert Macey and Laurel Roberts.	
2	Declarations of interest. NG declared an interest in Agenda Item 3 as a trustee of Oswestry Station Buildings Trust.	
3	Presentation by GAIP (Gobowen Area Improvement Group) on Gobowen Station project. Sheila Dee gave a presentation to the Partnership on the history of Severn Dee Travel, the current usage of the Gobowen Station Buildings and the aspiration of GAIP to acquire the buildings for community use. Sheila's presentation included details of the steps that GAIP have taken so far in investigating acquisition of the buildings. Partners were given the opportunity to ask questions and it was agreed that this would be added to the agenda for the next Partnership meeting. CB offered to put together a proposal of the different ways that this project / acquisition could be funded if the Partnership decides to support the project.	BL: Add to agenda for next Partnership meeting. CB: Forward details to BL by 24 th August.
4	Minutes of the meetings of 29th June & 13th July. The minutes of the meetings were confirmed as true and accurate records. <u>Matters arising 29th June</u> Incentives for School Savings Club – discussions ongoing with Fairshare & Gobowen School. Partners project appraisal training was agreed as Saturday 22 nd October 10:00 – 2:30pm. BL to make arrangements. NH confirmed that he would like to attend the “Using data for your Big Local Plan” training on 6 th September.	BL / PP: Progress when autumn term starts in Sept. BL: Make arrangements for training. BL: Book training places.

	<p>Project evaluations – NH and BL had not yet met to discuss project evaluations and how to share these with Partnership members.</p> <p>SH advised that the TNS activity sessions had started this week and that activities were being delivered for ages 4-16 in each village. Pyjamadrama sessions were also being arranged by Paula for under 5s – one to take place in each village. CB asked for details of Pyjamadrama to be sent to her.</p> <p><u>Matters arising 13th July</u> BL confirmed that the Community Plan had been submitted to Local Trust within the timescales agreed. The next step is a meeting with Big Local Rep, Chris Allen, to discuss the plan. Partners agreed to meet with Chris on Tuesday 2nd August 10:30am at St Martins centre.</p> <p>Project planning meeting date was arranged for Thursday 15th September at 10:30am at St Martins Centre.</p>	<p>NH/ BL: Meet and report back at next Partnership meeting.</p> <p>SH / PP: Send details of Pyjamadrama to CB.</p> <p>BL: Liaise with Chris Allen to arrange meeting.</p> <p>SH: Book room BL: Circulate agenda</p>
5	<p>Chairperson’s Report NH reported that he, SH, AB, PP and BL had attended the Gobowen Community Hub official opening.</p> <p>NH, SH, GP and PP had attended a Media Project intensive meeting on 12th July.</p> <p>The Wheels 2 Work project review meeting took place on 19th July and was attended by NH, BL and 2 representatives from Shropshire Rural Community Council who run the Wheels 2 Work service. Shropshire RCC has not yet spent the first instalment of their grant on the project. The outcome of the meeting was an agreement for the following:</p> <ul style="list-style-type: none"> • Shropshire RCC will develop an intensive marketing proposal for discussion at the next Partnership meeting. • There will be a further project review in January 2017. • Payment of the next grant instalment will be postponed. 	<p>BL: Add Wheels 2 Work marketing to agenda for next Partnership meeting.</p>
6	<p>Co-ordinator Report BL had circulated a written report in advance of the meeting. Main points and discussion:</p> <p>a) Fairshare – end of June report 19 members in the area 6 loans issued (1 of these is in arrears) 11 active savers</p> <p>20 members Gobowen school savings club £224.68 saved during June.</p> <p>b) Community Plan spending. Year 2 funding received £112,000 Expenditure to date £59,509 Committed but not yet spent £,35,171 Balance available to spend £17,320</p>	

	<p>c) Big Grants Scheme St Martins School have returned their paperwork confirming that they are proceeding with the Business Class programme, subject to Business in the Community finding them a suitable business partner.</p> <p>d) Community Engagement BL has a meeting arranged with Ifton Miners Company Secretary on 2nd August to learn more about the ownership / agreements for use of the building and bowling club land.</p> <p>e) Wheels 2 Work. Covered in Chairperson's report earlier in the meeting.</p> <p>f) Training courses for Partners. BL shared details of three training courses:</p> <ul style="list-style-type: none"> • Working in Partnership – 3rd September, Birmingham • Using Data for your Big Local plan – 6th September, Birmingham • Project Appraisal training – 22nd October, St Martins. 	<p>ALL: Contact BL to book places if interested in attending.</p>
7	<p>Communications Officer Report PP had circulated a written report in advance of the meeting. Main points and discussion:</p> <p>a) What's on Bulletin Development of the bulletin is continuing. PP has received quotations for printing and is now trialling paper samples. Distribution lists for paper and email versions have been developed and are being added to as necessary. Partners agreed that the timescale of producing the 1st bulletin should be the end of September.</p> <p>b) Social Media Shares and likes on facebook have been increasing. One recent highlight is the posting about TNS activities which reached over 400 people.</p> <p>c) Community Chest Grants PP will be contacting some organisations who have received Community Chest grants in the past to advise them that they can re-apply if they have a new project or idea.</p> <p>d) Weekly update emails PP asked Partners for their views on the 'weekly update emails' that she and BL have been sending every Friday for the past month. Partners agreed that it was useful. CB commented that she was going to recommend this to her other Big Local areas.</p> <p>e) Imovie training PP reported that she and GP were attending some training at Microplus on 4th August.</p> <p>NH asked PP to arrange to meet with Andrea Broady to discuss promotion of the Fairshare Xmas savings club.</p>	<p>PP: Contact Andrea Broady and discuss.</p>

8	<p>Moving forward with Qube volunteering project</p> <p>BL advised that Partners had agreed to discuss setting up a group to work with Alex Drury to provide direction for the Qube volunteering project.</p> <p>GP, PM and NH agreed to be part of a steering group to work with Alex. It was proposed that this group would meet quarterly with the first meeting to be arranged as soon as possible. NH also commented that, if decisions were needed more frequently than quarterly, it was important that Partners were able to react more quickly rather than slow the project down.</p> <p>Partners also asked for a monthly report to be available at the Partnership meeting.</p>	<p>BL: Arrange 1st meeting with Alex Drury.</p> <p>BL: Arrange monthly report for Partnership meetings.</p>
9	<p>Plan review</p> <p>Copies of the Year 2 Community Plan review document had been circulated to Partners. The document was submitted to Local Trust on 22nd July.</p> <p>Partners made positive comments on the layout and format of the document, and remarked that it was colourful.</p> <p>NH thanked SH and BL for their work in producing the document, and all Partners for their input.</p>	
10	<p>Community Chest applications</p> <p>a. St Martins Scouts (£500)</p> <p>The grant application form had been distributed to Partners in advance of the meeting. The group are applying for £500 towards the cost of a new tent. BL distributed copies of the evaluation form that the Scouts had returned for their previous Community Chest grant.</p> <p>Partners commented that the sums on the grant application form do not add up, and asked BL to clarify this with the applicant before issuing paperwork.</p> <p>GRANT APPROVED with the condition that the tent is added to the equipment library being developed by PP and made available for other groups to use.</p> <p>The following issues arose during the course of the discussion and PP was asked to investigate:</p> <p>Do the scouts need any other equipment? Should they be applying for a big grant?</p> <p>Is it possible that children aren't joining scouting or taking part in camps as their families can't afford it?</p>	<p>BL: Confirm correct match funding value.</p> <p>PP: Investigate and report back at next Partnership meeting.</p>
11	<p>A.O.B.</p> <p>PM advised the group that the Financial inclusion tender had been approved at the Qube board meeting and would be issued in early September, subject to the approval of the Community Plan.</p>	

Meeting dates:

Tuesday 2 nd August, 10:30am.	Community Plan assessment	St Martins Centre
Thursday 15 th Sept, 10:30am	Project Planning meeting	St Martins Centre
Weds 31 st August, 7:30pm	Partnership meeting	St Martins Centre