

Attendance : Clare Babbs (CB), David Boyce (DB), Angela Bright (AB), Steve Davenport (SD), Neil Graham (NG), Nick Heard (NH), Sue Heard (SH), Glenn Pennington (GP), Maggie Rowlands (MR), Polly Smith (PS), Paula Pugh (PP) and Bridget Laraway (BL).

Attendance (part) : Ron Jones (RJ) and Laurel Roberts (LR)

Item	
1	<p>Welcome and Apologies for absence. NH welcomed everyone to the meeting and reminded Partners of the aims of the Three Parishes Big Local Partnership. Apologies for absence had been received from Pat McGuinness,</p>
2	<p>Declarations of items for 'any other business'. There were no declarations of items for any other business.</p>
3	<p>Declarations of interest. There were no declarations of interest in any items on the agenda.</p>
4	<p>Minutes of the meeting of 26th April and matters arising The minutes were confirmed as a true and accurate record of the meeting. Proposed by NH; seconded by NG.</p> <p>Matters arising:</p> <p><i>Action Learning</i> – NH reported that he had met with Alex Drury to discuss the idea of holding an action learning event for Community groups. The initial idea had been to start in July but this will now be revisited after the summer. NH also reported that he had received some recent training in Action Learning.</p> <p><i>Risk assessment</i> – CB had forwarded a simple risk assessment template to BL and NH. This had been revised to tailor it to the Big Grants Scheme and was circulated to Partners at this meeting. Partners approved the format and agreed that the form would be used if the Partner nominated to work with the Big Grant applicant thinks it necessary. A risk assessment may not be required in all cases. CB commented that if the Partnership receive an application for a large grant (e.g. above £20k) a more robust form would be more appropriate.</p> <p><i>Encouraging School leavers to save & saving for University</i>- PP reported that she had received information from FAIRshare that they don't currently target saving for university. PP had had difficulty getting a response on any other points regarding school leavers. It was agreed that PP would try to meet with FAIRshare when they come over for the My Money Matters launch on 10th July and report back at next meeting.</p> <p><i>First Aid Courses</i> - PP reported that she had been in discussions with Effie and other</p>

	<p>providers about First Aid courses and will report on progress at the next meeting.</p> <p><i>Chirk Surgery as venue for Messenger</i> - PP advised that one of the staff at the surgery had said they were not keen on having leaflets around so she had not progressed this any further. AB suggested speaking to practice manager and PP agreed to do this when she is in the area. MR took some copies of the current edition of the Messenger for Chirk Library.</p> <p><i>Project launch meetings</i> – First meetings for Health & Wellbeing and Enterprise Support had now been organised. BL advised that she will arrange a Project launch meeting for Community Buildings when she had time to focus on the project.</p>
5	<p>Minutes of the meeting of 31st May and matters arising</p> <p>The minutes were confirmed as a true and accurate record of the meeting. Proposed by NH; seconded by NG.</p> <p>Matters arising:</p> <p><i>Weston Rhyn Institute</i> - AB reported that she had now secured all the funding for the secondary glazing at Weston Rhyn Institute.</p> <p><i>Archive & storytelling</i> - It was agreed that this should go on the long term plan for the Communications group.</p> <p><i>Rose Queen event</i> - PS, AB and SH reported that they had ‘manned’ a Treasure hunt map at the Rose Queen event.</p>
6	<p>Chairperson’s report</p> <p>a. <i>Feedback from Wheels to work review meeting</i> NH reported that he and BH had met with Shropshire RCC on 21st June to review Wheels 2 Work project. There had been 4 new applicants in the last couple of months which was more than in the rest of the project. Shropshire RCC had commented that word of mouth was proving to be the best form of marketing. NH had agreed that the W2W leaflet would be distributed with the 3PBL update leaflet if the mailing goes out before the end of July. NH reported that the scheme will be kept open until the end of December 2017.</p> <p>b. <i>Review of Big Grants Meeting format</i> NH asked if everyone was happy with the way that the new Big Grants process was working now that a full cycle had been completed. Partners agreed that they were happy to continue with this process. Partners discussed the approach to publicity / press for all grants that we have awarded. It was agreed that, in cases where individual press releases haven’t been made, we should issue a 6 monthly report to the press giving a statement of what we had funded.</p> <p>c. <i>Oswestry Heritage Gateway Community Chest grant</i> NH advised that the attempt to agree this by email had been unsuccessful as there had been so many different views from Partners. NH and BL had discussed the application and NH had approved a grant of £140 and authorised another £100 for the tea urn and coolbox but these will come back to 3PBL for equipment library . MR pointed out that this was very appreciated.</p> <p>LR joined the meeting.</p>
7	<p>Update on progress with grants agreed on 31/5/17</p> <p>BL reported that the paperwork for all the grants had been sent to the applicants and she has since met with the Gobowen Central Strategic Development Group (GCSDG) and the</p>

	<p>Gobowen Station Group and discussed all the points raised by Partners at the Big Grants meeting on 31st May. BL also gave a confidential report on each group's progress with their project.</p> <p>CB advised that Niamh Goggin from Small Change had asked CB to pass on her congratulations and her thanks for the work that Partners had put in to the project. CB also commented that thanks were also due to Small Change and Local Trust for supporting the project through the process very quickly at such short notice.</p> <p>It was noted that there might be an opportunity to run training sessions for groups to enable them to develop robust business plans and cashflows</p>
8	<p>Update from Communications group</p> <p>SH gave a report on behalf of the Communications group.</p> <p><i>Update leaflet</i> – the final changes to this are currently in progress. The group still needs to confirm when the leaflet will be ready to print.</p> <p><i>Publicity / Promotion</i> – the group has discussed ways of advertising the support that we have given where leaflets / posters aren't used e.g. stickers, plaques etc.</p> <p><i>Laminated Cards</i> – the group had considered laminated cards as suggested at April's Partnership meeting and will be getting prices for printing something similar.</p> <p><i>Website</i> – PP and BL have been having difficulty in getting support for training on the website from Lucid Creations. There had been very slow response from the organisation. NH asked PP to follow up asap.</p>
9	<p>Village Volunteering Report</p> <p>The new format Village Volunteering report had been distributed in advance of the meeting. Partners confirmed that they were happy with the format of the report. NH asked PP to feed back to Alex Drury.</p> <p>SH reported that she had recruited two volunteers through the service – a young man is supporting St Martins Youth Club and a new reception volunteer at the Centre.</p>
10	<p>Evaluation Assessments</p> <ol style="list-style-type: none"> a. <i>St Martins Summer School</i> - SH had assessed the evaluation of £500 towards the cost of an inflatable for use in the swimming pool in Summer 2015. There was concern that there is a long time lapse between the delivery of the project and the date that the evaluation was completed and there is no evidence that everything has happened that the applicant said was going to happen. . b. <i>Qube</i> – MR had assessed the evaluation of £500 towards the purchase of a new mobility scooter. There was concern that the information in the evaluation was basic and that the figures didn't tally with the application. MR had discussed this with BL who had clarified with the applicant. The difference had been that they had secured a second hand scooter for a reduced price instead of a new one. MR commented that the project had probably benefitted local residents more than was apparent from the evaluation form. LR reported that all the scooters at Qube are being extremely well used. Last year was over 800 hires – many of which come from the local area. LR suggested that the Partnership run a training course on monitoring and evaluation. Evaluation is a big part and people don't often understand what it means and how it fits into the bigger scheme of things. c. <i>Three Parishes Canal Action Forum</i> – NH had assessed the evaluation of £300 to enable the group to meet to work on developing towpath. £180 was returned as

the group folded after a few meetings.

NH reported that the project highlighted the difficulties of getting unspent money back.

- d. *St Martins Brownies* – NH had assessed the evaluation of £500 towards a Boots, Bikes and Boats challenge. He reported that the evaluation was a good portfolio of evidence. NH commented that, in his view, the project had delivered above the partnership assessment as the children were benefit from working in groups and developing those types of skills as well as the practical skills of things like learning to steer a boat etc.

NH expressed concern that we were funding food in this project. As a group we need to consider whether or not we will fund food but also consider how creating a rule about funding food might discriminate against families/individuals who can't pay.

NH also commented that there was a good article in Village Life about the project but no acknowledgement of 3PBL as funder. GP commented that they had mentioned the funding from 3PBL in their report at the annual parish meeting.

- e. *Selattyn & Gobowen Parish Council* – PS had assessed the evaluation of £500 towards the production costs of the Selattyn & Gobowen Parish Roundabout. PS noted that a second grant of £500 earlier this year and, at the time, Partners had agreed that the project worked towards Community Aspirations. The costs for delivery of the Parish Roundabout were increasing as the parish is growing. NH asked if anyone was aware of any training / conferences for the economics of local newsletters and suggested that Shropshire RCC might run something. NH asked BL to investigate sources of support.

NH asked for volunteers to assess recent evaluations that had been received. Projects were distributed as follows:

St John's Church Wi-fi project - SH
St Martins Baby & Toddler Group– NH
Gobowen Station Community Chest grant – PS

SH reported that the St Martins Angling Club evaluation will be returned before the next Partnershipmeeting.

11 **Co-ordinator Report (BL)**

BL had distributed a written report in advance of the meeting.

Key figures from the finance element of the report:

Total budget received for Year 3	£159,573
Expenditure / Committed by 21/6/17	£125,921
Balance available to spend	£ 33,652

CB noted that she had previously suggested that the plan year is clearly shown on the report. BL to ensure that this information is clear at next month's Partnership meeting. Partners also commented that it wasn't easy to understand the information that wasn't printed in colour. BL to make appropriate changes to next month's report to ensure clarity.

There were no other questions or comments in relation to BL's written report.

BL gave a further update on the progress of the Enterprise Support Programme. The group had met earlier in the day and agreed an outline timeline to launch the project in September. The group has also received draft grant paperwork from Marches Growth Hub to consider as a basis for setting up 3PBL's business grant scheme. BL is meeting with Marches Growth Hub again on 6th July and the Enterprise Support group is due to meet again on 18th July.

	<p>NH commented that the programme may include paying expenses for business people to access training delivered by Marches Growth Hub at locations outside the 3PBL area. BL to ensure that this is added to the project plan for consideration.</p>
12	<p>Communications & Community Project Officer Report (PP) PP had distributed a written report in advance of the meeting.</p> <p><i>Facebook posts</i> – PP's analysis of the reach of our facebook posts had confirmed that posts have a greater reach in the evening. The timing of all the Village Volunteering posts has been changed to evening to reflect this.</p> <p><i>Weston Rhyn School Saver club</i> – PP asked for authorisation from the Partnership to run the £5 bonus scheme at Weston Rhyn school in line with the scheme that had been offered at Gobowen school earlier this year. Proposed – SH Seconded – PS Partners agreed and asked PP to liaise with the school and Fairshare to arrange.</p> <p><i>Messenger</i> – Partners discussed Messenger venues and it was agreed that copies would no longer be delivered to Weston Rhyn Stores.</p> <p>RJ left the meeting.</p>
13	<p>AOB</p> <ol style="list-style-type: none"> a. NH invited all Partners, staff, community rep and their families to a 3PBL BBQ at their home on 23rd July at 3pm. CB gave her apologies as she will be unable to attend. b. SH reported that there has been some progress with St Martins School Savers club. SH has an appointment with the headteacher on Thursday 29th June and there is a teacher and a volunteer both prepared to get involved. SH to report back at next meeting. c. AB raised a concern that the TNS activities hadn't been very successful in Gobowen last summer. SH reported that she and BL had met with TNS on Friday 23rd June and had ironed out any remaining issues. d. NH showed a copy of a Local Insight profile that CB had shared from Local Trust. BL had distributed this to all Partners by email. MR and PS requested printed copies.

Next Meeting: 26th July 7:30pm Partnership Meeting Weston Rhyn