

Partnership Meeting Minutes

Wednesday 30th August 2017

All Saints Church, Gobowen

Attendance: Nick Heard (NH), Angela Bright (AB), Maggie Rowlands(MR), Pat McGuinness (PM), Neil Graham (NG), PollySmith (PS), Sue Heard (SH), Clare Babbs (CB), Paula Pugh (PP).

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 Robert Macey, Ron Jones, Laurel Roberts, Glenn Pennington, David Boyce and Bridget Laraway</p>
2	<p>Declarations of items for 'any other business'. None declared</p>
3	<p>Declarations of interest. None declared</p>
4	<p>Minutes of the meeting of 26th July and matters arising The minutes were confirmed as a true and accurate record of the meeting. Proposed by NH; Seconded by MG</p> <p>Matters Arising :</p> <p><i>Terms of Reference</i> – NH and PM to meet to discuss Terms of Reference for each group and report back</p> <p><i>School Saver Press release</i> – PP reported that it had been written and signed off, she will send it in time for schools starting back.</p> <p><i>Discuss additional staff member with Qube</i> – NH reported that discussions were underway</p>
5	<p>Chairperson's report</p> <p>a. <i>Terms of Reference</i> NH asked for feedback from the Terms of Reference that had been circulated to Partners in advance of the meeting. All agreed that the drafts seemed fine. CB commented that paid staff should be clearly shown as non-voting – perhaps in attendance rather than as a member.</p> <p>b. <i>Updated Partnership Guidelines from Local Trust</i> NH highlighted that the guidelines mention Partnership and families. He asked members to speak to him directly if they felt that NH and SH's relationship was affecting the Partnership. CB reported that Local Trust is tightening up on procedures. PS reported that she recently received a comment that the partnership is not well represented by Gobowen. She suggested that the Partnership put an advertisement out in advance of the AGM asking for new members.</p> <p>c. <i>Invitation to the Big Chat on Saturday 21st October</i> MR is interested in attending. NH asked members to consider this and send replies to BL.</p> <p>d. NH reported back on a recent chairs meeting. Only himself and SH were in attendance so had a 3hour meeting with Matt Leach. There were 5 points raised:</p>

	<p><i>1. Role of Representatives:</i> Research team are looking at the role of reps and the changing needs of big locals. They are starting to scope the work and what changes will involve. He also advised that the whole of the staffing is being looked at.</p> <p><i>2. Ageing Partnerships:</i> Matt Leach reported that there was no answer for partnerships, but something that Local Trust need to look at also. NG suggested contacting PTA and local governors in the schools. It was suggested asking AD could this role be pushed as part of the Village Volunteering opportunities.</p> <p><i>3. Speed of Spending:</i> NH advised that they discussed the end date and although no date is given and Local Trust is leaving things vague at present 2027 was mentioned. Matt reported that some areas are struggling to spend, with some with hardly any spend at all. However, Local Trust has no issue with where the partnership is with spend to date.</p> <p><i>4. Key Funds:</i> NH asked in terms of the Station, does Key Fund indemnify the risk and was advised that no they do not and Three Parishes will take the hit if it goes wrong.</p> <p><i>5. Parish Councils:</i> NH reported that a website: www.cpalc.org.uk; is all about councils and the running of them. With Parish Councils having a whole heap of powers but no duties i.e.: Duty to consider allotments and the power to do so, but no responsibility to do so. PM reported that he has been researching and have found nothing that states that parish councils have a responsibility for street lighting.</p>
6	<p>Report from Gobowen Central</p> <p>a. <i>Report content</i> As this is the first report that has been received from Gobowen Central since the grant was awarded, BL had asked Partners for their views on the report content to feedback to Gobowen Central. Partners made the following comments:</p> <ul style="list-style-type: none"> • The finances in the cashflow do not add up • The cashflow does not include volunteer expenses, furniture, marketing, courses, insurance etc. If this is covered by the Council the value should still be shown in the cashflow to ensure that it is a full record of the costs of running the building. • Should staff costs be included on the cashflow? • The report does not included any details of charges for use of the building. • The report does not mention Three Parishes Big Local. <p>BL to check if Village Volunteering is being charged for room hire.</p> <p>b. <i>Report Layout</i> BL had asked Partners for their views on the report layout. Partners made the following comments:</p> <ul style="list-style-type: none"> • Partners suggested that the document format is changed to Landscape to make it easier to read and that it is more summative and analytical. <p>BL to meet with Gobowen Central to discuss future reporting.</p>
7	<p>Evaluation Assessments</p> <p>a. <i>St Martins Age UK Day Centre</i> – NH reported that the project did deliver the original project description. He was impressed that it had benefited 20 people directly and that they had 5 volunteers working with the group. NH circulated some photos that had been taken with the camera that had been purchased with the grant.</p>

	<p>b. <i>1st Gobowen Rainbows</i> - PM reported that the grant was to buy a flag for £121.50. There was a small bit of money left over; this was used to take young people to chirk castle. PM added that the grant had been good value.</p> <p>c. <i>Residents of Heather Bank</i> – SH reported that the applicant had been taken ill after applying so the planned secret Sants didn't happen. Instead, she had used the funding to purchase a £10 voucher from Stans Superstore for each resident. Feedback included in the evaluation was really positive with some saying that was enabling them to get something that they wouldn't previously be able to. SH circulated some photos of the Christmas meal.</p> <p>d. <i>Village Life Magazine</i> – MR reported that she had not had an opportunity to look at the evaluation properly and asked that this be carried forward to the next meeting.</p> <p><i>Partners commented that village magazines were extremely important in the areas and the partnership would like to support them. However it was suggested that they should submit annual accounts with any future grant applications.</i></p>						
8	<p>Project groups – Updates and Terms of Reference</p> <p>a. Communications SH reported that the Update leaflet is with the printers. The group now has an action every month to look at future events and presentation of cheques to ensure that there is 'media' coverage from the partnership.</p> <p>b. Health & Well Being PP reported on behalf of the group, no meeting this month, however would like to set a date for the next meeting. The meeting was arranged for 11th September at Weston Rhyn Village Hall.</p> <p>c. Enterprise Support NH reported action plan is under way, agreed documents. He suggested that BL check to ensure that we coordinate with what going on at Gobowen Central.</p>						
9	<p>Financial Report (BL)</p> <p>BL had distributed a financial report in advance of the meeting.</p> <p>Key figures from the finance element of the report:</p> <table> <tr> <td>Total budget received for Year 3</td> <td>£159,573</td> </tr> <tr> <td>Expenditure / Committed by 26/7/17</td> <td>£129,667</td> </tr> <tr> <td>Balance available to spend</td> <td>£ 29,906</td> </tr> </table> <p>SH reported that we will recommence with the School Saver Clubs in the new term and hopefully Andrea, FAIRshare can arrange an appointment with St Martins School.</p>	Total budget received for Year 3	£159,573	Expenditure / Committed by 26/7/17	£129,667	Balance available to spend	£ 29,906
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10	<p>Communications & Community Project Officer Report (PP)</p> <p>PP reported that was the last week of the summer activities and they had all gone very well Weston Rhyn especially this year.</p> <p>The provisional dates and venue have been set with Alex Drury for the Village Volunteering training.</p> <p>TNS are holding a Celebration event on 1st October 2017. This is to thank the attendees for the summer activities as well as showcase club/groups/activities that happen in our areas.</p>						
11	<p>Plans for public meeting and venue</p> <p>NH confirmed that the Public Meeting and AGM is set for Wednesday 27th September. Public meeting to commence after refreshments at 7.15pm with a presentation of the community plan, Q&A session and public meeting close at 8.15pm.</p>						

	<p>The public meeting will be followed by the AGM. n</p> <p>Parntners agreed that the Partnership handbook will be reviewed bi-annually.</p> <p>Parters agreed that St Martins Centre should be the venue for the public meeting and AGM.</p>
12	<p>AOB</p> <p>None</p>
13	<p>Date of next partnership meeting and venue</p> <p>27th September – Public meeting and AGM – St Martins Centre</p> <p>18th October – Weston Rhyn – Invite Oswestry Bid to meeting.</p>

Actions from this meeting – 30th August 2017

Item	Action	Who	Deadline
5c	Big Chat – members to advise BL if they would like to attend	Partners	27/09/17
5d	PP to ask AD to push partnership members on Village Volunteering project	PP	27/09/17
6a & b	BL to report back to Gobowen Central with financial concerns and report format	BL	18/10/17
6a	Check if Village Volunteering is being charged for room hire at Gobowen Central	BL	18/10/17
8c	BL to check that with the Enterprise Support that they coordinate with work going on at the hub	BL	18/10/17

Actions carried forward – Partnership meeting 26th July 2017

Item	Action	Who	Deadline
4	Provide Quarterly report on status of each person counted in 'Project Total Volunteers' on the Village Volunteering report	AD	October meeting
5	Issue press statement covering funding over last 12 months	PP / BL	31/8/17
8c	Gobowen Station prospectus – find out about difference in funding	BL	31/8/17
10a	Explore alternative sources of website support.	Comms group	30/9/17
13b	Write to Shropshire Council	BL / NH	4/8/17

Actions carried forward – Partnership meeting 28th June 2017

Item	Action	Who	Deadline
10	Investigate potential sources of support for Village newsletters	BL	26/7/17

Actions carried forward – Partnership meeting – 26th April 2017.

Item	Action	Who	Deadline
7	Discuss requirement for professional indemnity insurance with Laurel	BL	26/7/17