

Attendance : Clare Babbs (CB), Angela Bright (AB), Nick Heard (NH), Sue Heard (SH), Ron Jones (RJ), Pat McGuinness (PM), Glenn Pennington(GP), Maggie Rowlands (MR), Polly Smith (PS), Paula Pugh (PP) and Bridget Laraway(BL).

Attendance (part) : Steve Davenport (SD), Alex Drury (AD).

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 Laurel Roberts.</p>
2	<p>Declarations of items for 'any other business'.</p> <ul style="list-style-type: none"> a. St Martins Village Football Club b. Gobowen Station – car parking charges c. AGM
3	<p>Declarations of interest. Item 7c Weston Rhyn & District Gardening Club Community Chest application – PS declared a non-financial interest.</p>
4	<p>Village Volunteering report by Alex Drury The June and July reports for the Village Volunteering project had been distributed in advance of the meeting. AD explained that, following feedback from partners, she has altered the timing of the reports to make them more up to date. June's report was for the full month but July's report was only a part month but was up to date at the time that the meeting papers were produced. The remainder of July will be shown on August's report.</p> <p>NH asked AD to talk through the table at the top of the report. AD provided the following clarification:</p> <p>Volunteers this month – this is the number of people seen at drop-ins this month. Project total volunteers – this is the total number of people seen at drop-ins since the start of the project. These people may or may not become volunteers. AD advised that approximately half of the people she has seen go on to volunteer and she gave examples of the reasons why people may not go on to volunteer after attending a drop in. Organisations supported – this is the number of organisations that Alex has provided support to in the month. This might be advice about managing volunteers, developing opportunities, or advertising opportunities. Total Active Opportunities – this is a snapshot of the current number of active opportunities within the project.</p> <p>AD suggested that she could provide a more indepth report on the status of each of the 'Project Total Volunteers'. Partners agreed that this would be useful and asked for a quarterly report.</p> <p style="text-align: right;"><i>AD left the meeting at this point.</i></p>

5	<p>Minutes of the meeting of 28th June and matters arising</p> <p>The minutes were confirmed as a true and accurate record of the meeting. Proposed by NH ; Seconded by PM</p> <p>Matters arising:</p> <p><i>BBQ</i> – NH thanked everyone who came to the BBQ. Everyone who attended said that they had enjoyed it and thanked NH & SH for hosting and organising it.</p> <p><i>St Martins School saver club</i> – SH reported that this has come to temporary halt due to the school holidays and the fact that the school are changing their computer systems. Andrea Broady (Fairshare) is still actively pursuing this and will make contact with them again as soon as the new term starts in September.</p> <p><i>Fairshare</i> – PP reported that there had been no further movement on school leavers saving or saving for university with Fairshare even though Fairshare agreed that this would be a good idea, they don't currently do anything to focus on this group. PP asked the Partnership how they would like to progress this. Following discussion it was agreed that these items should be removed as a current action and may be considered again in the future.</p> <p><i>First Aid Courses</i> – PP reported that these were now being considered by the Health & Wellbeing group.</p> <p><i>Weston Rhyn School Saver</i> – PP reported that arrangements have been made with FAIRshare and Weston Rhyn Primary School to implement the Bonus Scheme in September.</p> <p><i>Messenger at Chirk Surgery</i> – PP reported that she hadn't had the opportunity to go and asked if any Partners attended Chirk Surgery and could take this up when they attend. NH advised that this can be removed from the action list. MR reported that Chirk Library were very pleased to receive the Messenger and that they regard themselves as the library for Weston Rhyn.</p> <p><i>Press statement</i> – BL reported that this had not been carried out. However, there had been significant coverage of Three Parishes Big Local in the local press in the last month – My Money Matters, Gobowen Playing fields and Gobowen Station. It was agreed that a statement would be issued towards the end of August summarising the last 12 months of funding.</p> <p>NH asked BL to remove the outstanding project evaluations from October from the action list.</p>
6	<p>Chairperson's report</p> <p>a. <i>Village Volunteering</i> NH reported that he had met with Alex Drury to discuss Village Volunteering and training.</p> <p>b. <i>Working groups and documentation</i> NH reported that he had received reports about lack of clarity from the health and wellbeing group and he had also discussed the difficulty of minuting the Communications group meetings with PP and BL. NH advised that each working group should develop an outline terms of reference to bring back to the next Partnership meeting for common agreement. Each working group should also appoint a chair.</p>

	<p>CB advised that Warrington have reports back from each project group at the Partnership meeting that contained bulleted information and highlighted any issues for agreement by the full Partnership. NH asked CB to obtain copies and send to BL. In terms of documentation, NH advised that he had reviewed a proposed 'action plan' style format of documenting the working groups that would replace detailed minutes. This had been produced by PP & BL and PP reported that it was in the process of being refined to take into account SH's suggestions at the Comms group. PP will send refined version to NH for approval.</p> <p>It was agreed that a consistent format of action plan should be used across all the working groups.</p>
7	<p>Community Chest applications</p> <p>a. <i>Gobowen Youth FC.</i> Gobowen Youth FC had applied for £500 towards the cost of new footballs and goalposts. As their team members are getting older, they need to play on a bigger pitch to satisfy FA rulings, so they need larger goalposts. Application Approved.</p> <p>b. <i>Selattyn Community Group</i> Selattyn Community Group had applied for £240 towards the cost of installing a defibrillator in Selattyn. SH proposed that they be awarded £500 rather than £240. Seconded by PS. All in favour. £500 Approved.</p> <p>c. <i>Weston Rhyn & District Gardening Club</i> Application for £100 towards the cost of a display board and PVC banner. Partners requested the following condition for the grant:</p> <ul style="list-style-type: none"> • Three Parishes Big Local and Lottery funded logos must be printed on the banner. Partners made the following suggestions for the grant: • The banner should not include any dates or times so that it is fully re-usable. • The display boards should be made available for other groups within the villages to use. <p>Application approved.</p>
8	<p>Evaluation Assessments</p> <p>a. <i>St John's Church wi-fi project</i> – SH reported on the evaluation of the £780.80 Big Grant that had been awarded to St John's Church for their wi-fi project. The delivered project broadly matches the project description. SH advised that there are rules for accessing the wi-fi that are reported in the evaluation that were not included in the application. Partners discussed that these are in place due to a diocesan policy. SH suggested that Partners use a scoring form similar to the Community Chest scoring form for Big Grants that are a 'one-off' investment rather than a long term project. This would enable better assessment of the evaluation. Partners agreed.</p> <p>b. <i>St Martins Baby & Toddler Group</i> - NH reported on the evaluation of the £500 Community Chest grant to purchase tables and chairs, gym mats and soft play equipment and to pay for some advertising materials. NH advised that the evaluation included some good, detailed, endorsements from parents and grandparents NH expressed a concern regarding sustainability - how long will the leaders of this, and other similar groups, be able to maintain their efforts? Groups should be encouraged to have some sort of succession plan.</p> <p>c. <i>Gobowen Station Prospectus</i> – PS reported on the evaluation of the £500 Community Chest grant towards the costs of producing the Gobowen Station Prospectus. PS advised that the delivered project broadly matched the application but she had a question regarding the funding. The total project costs on the application were stated as £1150 but the actual cost was £1050 so there is the potential that there is £100 of our funding unspent. BL advised that she would find out what had happened to the</p>

	<p>difference in the funding.</p> <p>NH asked for volunteers to assess recent evaluations that had been received. Projects were distributed as follows:</p> <p>St Martins Age UK Day Centre - NH 1st Gobowen Rainbows - PM Residents of Heather Bank – SH Village Life Magazine - MR</p>						
9	<p>Allocation of Partners to Potential Big Grants Scheme applications</p> <p><i>a. Weston Rhyn Parish Council</i></p> <p>BL advised that she had received an enquiry from Weston Rhyn Parish Council regarding funding towards the cost of upgrading the street lighting in the village and that she had sent them an application form. Partners commented that this project may not be eligible for funding as street lighting is a statutory requirement on Parish Councils. BL reported that she had advised the Parish Council that the Big Local funding could not be used for statutory requirements and that, if an application is submitted, it will need to be supported with clear evidence on this matter. SD advised that there are other sources of funding, and powers to raise funds, available to Parish Councils. It was suggested that Local Trust is contacted for advice at this stage. Following discussions, it was agreed that no further action would be taken unless a Big Grants Application is received.</p> <p style="text-align: right;"><i>SD left the meeting at this point.</i></p>						
10	<p>Project groups – Updates and Terms of Reference</p> <p>a. Communications SH reported on behalf of the Communications group – the final changes have been made to the plan update leaflet and the delivery company has confirmed that they are still available to deliver the leaflets when needed. There are concerns about support for the website – Lucid Creations have re-located to London and 3PBL would rather work with a local company. SH asked the Partnership for agreement to explore other local sources of website support. The Partnership agreed. Training notes have been received from lucid creations for updating the website gallery – PP and BL are going to work through these.</p> <p>b. Health & Well Being PP reported on behalf of the group. They have met once and discussed first aid courses, defibrillators and current groups and activities in the area.</p> <p>c. Enterprise Support NH reported on behalf of the group who are currently looking at grant scheme paperwork, business support courses, making links with local business groups and pop up offices / shops.</p> <p>d. Community Buildings This project is not currently active. BL advised that she had insufficient capacity to be able to support another project group at present. It was agreed that this would be delayed until there is sufficient staff capacity. Some support to Community Buildings would be picked up by the Enterprise Support group.</p>						
11	<p>Co-ordinator 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>£126,426</td> </tr> <tr> <td>Balance available to spend</td> <td>£ 33,147</td> </tr> </table>	Total budget received for Year 3	£159,573	Expenditure / Committed by 26/7/17	£126,426	Balance available to spend	£ 33,147
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	<p>CB requested that the financial report include an explanation of any significant overspend or underspend in a budget area.</p> <p>BL reported that 26 people had attended the My Money Matters launch, many of whom had given positive feedback about the event. The new Community Adviser, Karen Williams, is now in post and is working pro-actively in the local area. The final documentation for the Emergency Purchase fund has been distributed to the group for sign off.</p> <p>BL reported that she had received an enquiry from a Hengoed resident regarding potential funding for a defibrillator</p> <p>BL shared an annual round up report that she had received from Gobowen Central for 2016-17 that showed the following figures: 6300 visits to the library 7700 items borrowed 50 Partners offered support 950 hours of volunteer support 530 hours of computer time 3850 enquiries dealt with.</p>
12	<p>Communications & Community Project Officer Report (PP)</p> <p>PP reported that there had been no entries for the Messenger Photograph competition.</p> <p>PP reported the following figures for the school year end position for the school saver clubs: Weston Rhyn £470.34 Gobowen £5745.73</p> <p>It was agreed that a press release should be issued about this result.</p>
13	<p>AOB</p> <ol style="list-style-type: none"> a. <i>St Martins Village Football Club</i> – BL reported that she had received an email from the fundraiser from St Martins Village football club offering an opportunity to have an advertising banner at their home games. This had been discussed at the Communications group and had been decided that it should be brought to the Partnership. Partners expressed concern over where the banner would be placed. It was agreed that the opportunity for a banner should be turned down and that they club should be offered the chance to apply for a Community Chest grant if they had any particular fundraising needs. b. <i>Gobowen Station</i> – AB expressed concern about the reports of charging for car parking at Gobowen Station. MR advised that there is a consultation online that we could complete. It was agreed that the consultation should be shared through the 3PBL facebook page and that a letter should be sent to the Council asking to be kept informed of developments on this point. c. <i>AGM</i> – NH asked Partners’ views on an AGM or public meeting. CB advised that there is no obligation to hold an AGM. After discussion it was agreed that a 30 minute public meeting should be held followed by a closed AGM to re-elect chair, vice-chair and appoint committees etc. d. <i>Additional Staff members</i> – The possibility of employing an apprentice or another member of staff was discussed during agenda items 10a (website support) 11 (financial report). NH advised that this would be up to Qube as the LTO and asked BL to discuss with Laurel.

Next Meeting: TBC.

Actions from this 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
5	Remove outstanding project evaluations from October from action list	BL	31/8/17
6	Appoint chair and document proposed terms of reference for agreement by Partnership at next meeting: Communications Group Enterprise Support Health & Wellbeing	Groups	31/8/17
6b	Request copies of terms of reference documents from Warrington and forward to BL.	CB	31/8/17
6b	Refine action plan format and send to NH for approval	PP	28/7/17
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
11	Include explanation of any overspend / underspend in financial report	BL	31/8/17
12	Write press release about school saver club results	PP	11/8/17
13a	Respond to St Martins Village FC	BL	11/8/17
13b	Share consultation relating to Gobowen Station car parking charges	BL/ PP	4/8/17
13b	Write to Shropshire Council	BL / NH	4/8/17
13c	Arrange AGM	BL	30/9/17
13d	Discuss additional staff member with Qube	BL	30/8/17

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
10	Return St Martins Angling Club evaluation file	SH	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