



Partnership Meeting Minutes
Wednesday 29th November 2017
Gobowen Playing fields pavilion



Attendance: Angela Bright (AB), Neil Graham (NG), Nick Heard (NH), Sue Heard (SH), Pat McGuinness (PM), Glenn Pennington (GP), Laurel Roberts (LR), Bridget Laraway(BL) and Mike McKenna(observing).

Attendance (part): Ron Jones (RJ), Maggie Rowlands(MR) and Polly Smith(PS).

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 Clare Babbs and Paula Pugh.</p>
2	<p>Declarations of items for ‘any other business’. No items were declared.</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 18th October These were confirmed as a true record of the meeting.</p> <p><u>Matters arising</u></p> <ul style="list-style-type: none"> a. NH reported that Social Media for beginners training held on 20th October was a great success. b. RJ asked for clarification of the term ‘GDPR’ – NH explained that this term means ‘General Data Protection Regulation’ and refers to new legislation coming into force in May 2018. c. RJ asked for clarification about the references to investing in legacy. NH explained that the Partnership need to work out plans for what is going to be left after the end of the project. NH also advised that this is currently a key theme within Big Local areas and meetings. d. NH advised that there has finally been progress with the School Saver club at St Martins school and recruitment has commenced. NH congratulated the staff and Partners that have been working hard towards this outcome. e. NG advised that the Friends of Ifton Meadows have a young man working with them on behalf of Shaun Burkey (Shropshire Council) to help them recruit volunteers and asked if it would be worth them getting in touch with the Village Volunteering project. NH confirmed that it would. f. BL advised that the redundancy costs quoted by Qube are £10,000 and will need to be built into future budgets. g. BL had drafted a letter regarding the car parking consultation and Gobowen Station and handed it to NH for review. h. Village newsletters. NH had been in contact with Ben from NANM who had mulled it over and referred the issue to Local Trust’s Marketing and Communications Manager. NH also advised that he had raised the issue at the Chair’s meeting on Monday but there was little enthusiasm from the other Chairs.

5	<p>Chairperson's report</p> <p>a. Chair's delegated financial responsibility. NH reported that he has authorised funding of up to £150 for the Christmas party.</p> <p>b. Shropshire Social Enterprise Place NH reported that he had attended a conference in Shrewsbury celebrating the fact that Shropshire had been designated a 'Social Enterprise Place'. NH gave an overview of the speakers that had had listened to, including a talk on Social Prescribing. LR gave an overview of the Social Prescribing pilot that has taken place in Oswestry and the roll out across Shropshire. Partners discussed the role of Community Co-ordinator at surgeries in Oswestry and questioned if Chirk Surgery had the same role. BL to check with Kim at Qube, who is liaising with Oswestry surgeries regarding social prescribing, and confirm to Partners. NH had also discussed the issue of Business Incubator units with Marches Growth Hub and it was noted that this could be a possible solution for Ifton Primary School.</p> <p>c. Big Local Chairs meeting Monday 27th November. NH reported that there had been 8 attendees at the meeting. The main points of discussion were legacy and green space projects. The group had discussed different ways that the Partnership could become incorporated to manage long term earning assets for the benefit of the community.</p> <p>d. Big Local Economic Development learning event. NH reported that he had attended this event on 29th November and gave an overview of the speakers at the event. Again, there was significant discussion concerning legacy. Partners discussed using empty shops for social enterprise but agreed that there was limited benefit for this within the 3 Parishes Big Local area. LR advised on the difficulty that organisations have arranging this in Oswestry and gave an overview of the 'Jolt' pop up shop being managed by Designs in Mind for Christmas</p>
6	<p>Review of Staffing</p> <p>LR reported that, with BL and PP, a review of workload had been carried out over a 6 week period. The outcomes of the piece of work were clearer delineation of roles, more structured communication. BL and PP had agreed that, whilst there wasn't a need for a 3rd member of staff, sometimes the workload is very busy and they struggle to cope. LR advised that there are staff available at Qube that would like more hours and could be used to fill these gaps on an ad hoc basis. Partners discussed the best way to approach this.</p> <p>It was agreed that NH can approve up to £500 per month under his delegated powers for additional spend on staffing. This spend will come out of the budget heading for the particular project that the additional staff would be working on, rather than the staffing budget. This will be invoked with as much notice as possible to enable effective planning.</p> <p><i>PS and MR entered the meeting.</i></p>

7	<p>Village Volunteering Report</p> <p>Reports for October and November had been circulated in advance of the meeting. NH advised that it was very positive that training had been delivered to community groups based on the toolkit. NH suggested training on safeguarding . LR advised that there is information on safeguarding in the toolkit.</p> <p>NH requested that PP arrange a review meeting with Caroline Wix and NH before Christmas and asked BL to invite Caroline to the January partnership meeting.</p> <p>LR reported that Qube is involved in a volunteering app trial and there will be an event at Qube in December. BL to share details with Partnership when known.</p>
8	<p>Report from Project Groups</p> <p>a. Communications Group</p> <p>GP circulated a written report at the meeting. The failed delivery of the Project Update leaflet was a big disappointment. GP has met with LR and PP at Qube to discuss this and the delivery company has since apologised and confirmed that they will refund all the money that they were paid. Partners noted that there was no fault on the part of any staff member or Partner. BL asked if PP should be planning to have the documents re-printed. Partners discussed this and agreed that the leaflets should not be re-printed. The Communications group were asked to look at the lessons learnt from this project and consider alternative approaches for the future.</p> <p>GP reported that the group is still looking into the difficulties updating the website and that Robert Macey has met with PP and BL to look at the website 'engine' and will report back. The group are considering purchasing a big cheque for presentation use and replenishing stocks of freebies for Community events.</p> <p>The group are going to be working on a social media plan at their next meeting. The Communications expenditure remains in line with the budget in the Community Plan.</p> <p>GP added that the Communications group has a suggestion for revised terms and conditions relating to grant funding. NH asked BL to add this to the agenda for the next Partnership meeting.</p> <p>b. Enterprise Support Group</p> <p>A written report was circulated at the meeting. Launch letters had been posted to 234 local businesses and responses have been received from 6 businesses. GP asked what happens now. BL advised that she is capturing the feedback from businesses and this will be discussed at the next Enterprise Support group meeting on 8th December and next steps will be agreed.</p> <p>Work is still being carried out on the grant and loan processes with a view to launching this very soon. Training courses are being developed and promoted and a feasibility study on a local market is currently being developed by local business, Salt Solutions. Expenditure remains within budget.</p>
9	<p>Community Chest Applications</p> <p>a. Weston Rhyn Parish Council – defibrillator (£500)</p> <p>Weston Rhyn Parish Council had applied for £500 towards the cost of purchasing and siting a defibrillator in the village. PS advised that the total project costs are now nearly £1900, rather than the £1500 that is quoted on the application form. This is due to the housing costing more than was anticipated. AB suggested that the siting of the box should ensure that it was accessible to all.</p> <p>Application approved.</p>

10	<p>Big Grants Scheme</p> <p>a. All Saints Church Hall, Gobowen Gobowen Church Hall had applied for £4343 towards the cost of refurbishment and new furniture at the hall. PS reported that she had met with representatives of the All Saints Church Hall committee, discussed the project and recommended to the Partnership that they fund the project.</p> <p>Application approved.</p> <p>SH noted that the application form had not been completed in relation to safeguarding and that it was important that all community buildings and providers have appropriate safeguarding processes in place. BL advised that this section of the application form was not filled in as this is how she had advised the applicant to complete the form – to relate the need to complete Question 22 based on what the grant was going to be used for. NH suggested that this information is included in the grant offer letter to ensure that organisations are following safeguarding good practice. SH suggested that we add questions regarding safeguarding and risk assessment to Question 23.</p> <p>BL advised that there is a Community building support element of the work plan that has not yet been started. It was agreed that BL should organise safeguarding training for Community buildings as part of this work plan.</p> <p>b. Effie Cadwallader</p> <p>Effie had applied for £1956.60 towards the cost of purchasing resuscitation mannikins and replacement parts to enable her to deliver training within the community. NH reported that he and BL had met with Effie to discuss this.</p> <p>NH recommended that the grant be approved but that the equipment remain in the ownership of Three Parishes Big Local / Qube. NH also raised the point of storing this, and other community equipment and noted that a tender will be put out to local Community Buildings for the storage and management of this equipment.</p> <p>Application approved</p> <p>NH also asked the Health & Wellbeing group to work with Effie to produce a training programme for within the 3PBL area and to support her to get it delivered.</p>
11	<p>Evaluation Assessments</p> <p>a. Village Life Community Chest (MR) This was carried forward to the next Partnership meeting in January.</p> <p>b. Gobowen Scouts Big Grant (SH) SH reported that Gobowen Scouts had been awarded £1944 towards the cost of their trip to Kandersteg International Scouting centre in Switzerland which had taken place in August 2017. SH advised that the project matched the application and that there had been an underspend on total project costs which the Scout Group had used as a deposit towards their next planned trip in 2021. Partners discussed this use of underspend. NH asked BL to write to Gobowen Scouts to advise that the Partnership was pleased to hear that the trip went well and to confirm that the Partnership is happy with this use of the excess funding.</p>

	<p>c. Weston Rhyn & District Gardening Club NH volunteered to review this project, evaluate and report back at the next meeting.</p> <p>d. St Martins Church Chapter House RJ volunteered to review this project, evaluate and report back at the next meeting.</p> <p><i>RJ left the meeting.</i></p>
12	<p>Co-ordinator & Financial Report BL had circulated a financial report showing Year 4 spend to date in advance of the meeting. She advised that she had now included the balance of Year 3 funding in this report as requested by Partners.</p> <p>BL reported that she is currently working with groups on the following grants:</p> <ul style="list-style-type: none"> • Gobowen Old Friends – Community Chest • Selattyn & Gobowen parish War memorial project – Big Grant • Weston Rhyn Parish Council – Big Grant
13	<p>Communications & Community Project Officer Report PP had given a report to BL to share at the meeting.</p> <p>Gobowen School Saver club has now saved £7201.39. Weston Rhyn School Saver club has now saved £795.26 St Martins School Saver club is due to be launched on 29th January 2018.</p> <p>NH asked BL to thank PP for her hard work in supporting these school saver clubs.</p> <p>Members of the Health & Wellbeing group were asked to give details of their availability for PP to arrange the next meeting in January.</p>
14	<p>AOB</p> <p>a. SH noted that she had been intending to propose an event in May but she is reconsidering her proposal and will bring it back to the next Partners meeting. NH asked BL to add this to the agenda for the next meeting.</p>

Next Meeting: 7th December 7:00pm Christmas Social Polly's House
 24th January 7:30pm Partnership Meeting St Martins

