

Partnership Meeting Minutes

Wednesday 14th March 2018
Weston Rhyn Village Institute

Attendance: Clare Babbs (CB), Angela Bright (AB), 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).

Attendance (part): Steve Davenport (SD)

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 had been received from David Boyce, Neil Graham, Robert Macey and Laurel Roberts.</p>
2	<p>Declarations of items for ‘any other business’.</p> <ol style="list-style-type: none"> Our Bigger Story networking events from Communications group. Big Grant application received from Derwen College.
3	<p>Declarations of interest. Item 7c – Weston Rhyn Parish Council Big Grant Application. AB, PM and PS declared an interest as Parish Councillors. It was agreed that they would leave the room whilst this item was being discussed. Item 10 – Community Equipment Library Tender. SH declared an interest as a trustee of St Martins who may tender for the work.</p>
4	<p>Minutes of the meeting of 24th January and matters arising. These were confirmed as a true record of the meeting.</p> <p><u>Matters arising from the minutes</u></p> <ul style="list-style-type: none"> BL still had an action outstanding – Training for Community buildings. NH reported that he had spoken with the Practice Manager at Chirk Surgery to find out if they are participating in Social Prescribing. They are in touch with Steve Latham White, Community Enablement Officer. It was agreed that this would be picked up by Health & Wellbeing group.
5	<p>Chairperson’s report</p> <ol style="list-style-type: none"> Chair’s delegated financial responsibility. NH reported that he had authorised £126 to purchase beer mats for the Village Volunteering. Caroline Wix has now distributed these throughout the area. Update on St Martins School Saver club NH reported that this is underway. There are now 54 registered savers, with an average of 30 pupils saving each week. Chairs Meeting. NH reported that he had attended a Chairs Meeting at the end of January. He had pulled together a timeline diagram of 3PBL investment to share at the meeting, and he distributed

	this to Partners. It was agreed that this would be created into an electronic visual.
6	<p>Financial Report</p> <p>BL had circulated a financial report in advance of the meeting. As at 21st February 2018, £89,370 of year 3 and 4 funding remained available to spend.</p> <p>BL reported that she had submitted the half yearly spend report to Local Trust in February and that the next payment instalment should be received soon.</p>
7	<p>Big Grants Scheme</p> <p>a. The New Saints Community Foundation</p> <p>SH summarised the application for £5805 that had been received towards the cost of providing holiday activities for 12 months from Easter 2018.</p> <p>Costs are lower this year as TNS Community Foundation have invested in equipment over the past 12 months. There has been good progress in terms of style and distribution of publicity materials and the range of activities that have been delivered at sessions. TNS Community Foundation has also recently implemented a phone consent process based on feedback that SH had provided. An added benefit of this year's proposal is that TNS Community Foundation have been in contact with the STAR housing neighbourhood support team and My Money Matters to come to the start or end of sessions and make themselves available to chat to parents.</p> <p>Partners questioned the hourly rate included in the application. BL advised that she had sought clarification of the hourly rate from TNS Community Foundation and had been advised that it included a number of costs additional to the actual salary costs including overheads, training costs, travel costs, equipment, national insurance etc.</p> <p>Partners asked about the other funders as £3250 of other funding was not yet secured. SH reported that the grant from STAR housing had now been secured, leaving £2,500 still unsecured. Partners asked what would happen if they didn't secure this funding. SH reported that TNS Community Foundation have stated that they would have to deliver a reduced level of activity if they weren't able to source the funding from elsewhere. It was suggested that any offer letter should state that activities should be delivered as stated in the application and that TNS Community Foundation should take a cut in the overheads that they recover from the funding rather than reduce activities. Partners agreed with this approach.</p> <p>Partners discussed the risk of insufficient volunteers and suggested that TNS Community Foundation is encouraged to link up with the Village Volunteering Project. SH agreed to follow this up.</p> <p>Application Approved.</p> <p>NH asked BL and SH to draft an offer letter that took into account the Partnership's position on insufficient funding and delivery.</p> <p>b. Selattyn & Gobowen War Memorial Project</p> <p>PS had met with the applicant and discussed the project. The current situation was that Selattyn & Gobowen Parish Council were reconsidering their involvement in the project following advice from SALC (Shropshire Association of Local Councils). As such, they had requested that consideration of the application be delayed until the next grant panel.</p> <p>Partners discussed whether or not there would be demand for the 4,000 copies that the project proposes to produce. It was suggested that the applicant carry out market research with local households before the application is re-considered by the Grant panel.</p>

	<p>Remaining in room to quote – NH, SH, GP, SD, RJ</p> <p>c. Weston Rhyn Parish Council – Street lighting replacement project.</p> <p><i>AB, PS, PM left the room at this point.</i></p> <p>NH gave an overview of the project and Partners clarified and agreed the position regarding whether or not this project could be considered as 'statutory'. BL advised on the response that she had received from Local Trust clarifying that something is not considered statutory just because it is a change that is required as a result of a change in legislation.</p> <p>Partners considered the other sources of funding detailed in the application.</p> <p>Partners considered the evidence of Community Aspirations within the application. It was agreed that there was some fit with the rurality based community aspirations and this was discussed in depth. It was agreed that the project didn't sufficiently meet the Community Aspirations and, as such, could not be funded.</p> <p>Application not approved.</p> <p><i>AB, PS, PM rejoined the meeting at this point.</i></p> <p>d. Gobowen Central Library and Hub quarterly report BL had circulated the report from Gobowen Central for the period August to October 2017 in advance of the meeting and confirmed that another report is now due. BL advised that she had received this in draft format but it had not been finalised. Partners discussed the report and made the following observations:</p> <ul style="list-style-type: none"> • Volunteering expenses seem high at £162 per month • Income is still too low • Visitor numbers and loan numbers are reasonable • Based on the figures provided there would likely be a deficit of over £5,000 at the end of the year. Partners questioned how this would be covered. BL to contact Gobowen Central group and question this
8	<p>Project update leaflet proposal</p> <p>A copy of the proposal from the Communications group to repeat the Project Update leaflet project had been circulated in advance of the meeting. GP talked Partners through the proposal and added that there was the potential that design costs could also be incurred, taking the total project costs to £1270.</p> <p>NH volunteered to help with writing copy for the leaflet if needed.</p> <p>Partners agreed that the project could be repeated based on the proposal and agreed to allocate an additional £1270 to cover costs to the Communications budget.</p> <p><i>SD left the meeting at this point.</i></p>
9	<p>Community Event proposal</p> <p>SH advised that it had been planned to discuss this event at the Health & Wellbeing group meeting but it had been postponed due to weather. It will be tabled at the next Partnership meeting. SH noted that she had received dates for 2 events in Gobowen in June.</p>

10	<p>Community Equipment Library Tender</p> <p>A copy of the draft tender had been circulated in advance of the meeting.</p> <p>Partners were asked to consider the following items: Contract Length – A 3 year contract was agreed Contract Value and budget – A budget of £6,000 for a 3 year contract was agreed. This should include the costs of any works required to upgrade buildings to enable the service to be delivered. Evaluation criteria – It was agreed that NH and BL would meet to discuss this. Evaluation panel members – NH, PM and GP volunteered to be members of the evaluation panel.</p> <p>BL asked Partners for their views on the timeline detailed in the summary of tender section. It was agreed that the total timescale should be increased to 8 weeks and that the Invitation to Tender should be circulated after Easter.</p> <p>It was agreed that the Invitation to tender should be distributed to all local community buildings, advertised in the press and distributed through any networks that Qube has access to.</p> <p>CB asked if Beechwood Big Local could have a copy of the finalised document. Partners agreed.</p>
11	<p>AOB</p> <ol style="list-style-type: none"> a. GP shared information about an Our Bigger Story networking event taking place in April and handed out booking forms. Partners were asked to liaise with Paula or Bridget if they wanted to book a place at the event. b. BL advised that she had received a Big Grant application from Derwen College. GP volunteered to be the nominated Partner for the project.

Next Meeting: Wednesday 28th March 7:30pm Gobowen - venue to be confirmed.