



Partnership Meeting Minutes

**Wednesday 24th January 2018
St Martins Centre**



Attendance: David Boyce (DB), Angela Bright (AB), Nick Heard (NH), Sue Heard (SH), Ron Jones (RJ), Robert Macey(RM), Pat McGuinness (PM), Glenn Pennington (GP), Paula Paula Pugh (PP), Maggie Rowlands (MR), Laurel Roberts (LR), Polly Smith (PS) and Bridget Laraway(BL).

Attendance (part): Caroline Wix (Village Volunteering)
Karen Williams (Citizens Advice Shropshire – My Money Matters)

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 Steve Davenport. NH thanked PS, PP, and BL for organising the Christmas social event.</p>
2	<p>Declarations of items for ‘any other business’. BL declared one item – Community Group training.</p>
3	<p>Declarations of interest. PS and MR declared an interest in item 10c - Variation request from Community Wildlife group. There were no other declarations of interest in any items on the agenda.</p>
4	<p>Village Volunteering Report by Caroline Wix A report for December & January had been circulated in advance of the meeting. Caroline advised that she had met with NH, PP, PM and BL and discussed some ideas to change the format of the Village Volunteering project to make it more pro-active. It was agreed that all the village drop-ins will now take place on a single Tuesday each month and that Caroline will use the remaining project hours to visit local groups and coffee mornings. Caroline also advised that she is attending an event at North Shropshire College to promote volunteering among students and that beer mats advertising volunteering have been ordered for distribution around local pubs, coffee shops and community venues.</p> <p>Caroline asked Partners to let her or PP know if they thought that any particular group or coffee morning would be useful for her to attend.</p> <p>Partners asked about the volunteers recruited to date and how many of the 23 recruited were still volunteering. Caroline advised that initial follow-up discussions had taken place shortly after each volunteer started and that she was planning to carry out a second follow-up discussion now that more time has elapsed. She will report back to the Partnership when this is available.</p> <p>Partners asked about the ‘Tribe’ project – the volunteering app trial. Caroline gave an update on key dates in the next stages and explained that Tribe focused on ‘incidental’</p>

	<p>volunteering rather than long term commitments.</p> <p>SH thanked Caroline for the volunteers that she had recruited for St Martins Centre.</p> <p>Caroline asked Partners to let her know of any volunteer opportunities that she might be able to help fill with volunteers.</p>
5	<p>Universal Credit Rollout Presentation by Karen Williams</p> <p>Karen gave a short presentation on Universal Credit, the rollout timescale and the potential impact in the North Shrophire area. She also explained how the My Money Matters project can help families that will be affected.</p> <p>Partners discussed the impact of the rollout and asked questions. LR asked Karen Williams to advise the Partnership if she becomes aware of any support that might be available in Oswestry.</p> <p>PM asked for an electronic copy of the slides. MR asked for a printed copy.</p> <p><i>Karen Williams and Caroline Wix left the meeting at this point.</i></p>
6	<p>Minutes of the meeting of 29th November and matters arising</p> <p>These were confirmed as a true record of the meeting.</p> <p>Matters arising from the minutes:</p> <ul style="list-style-type: none"> • NH advised that the outcome of Shropshire Council's parking consultation was that parking charges will not be introduced at Gobowen Station. • BL reported that she had 2 actions outstanding – Training for community buildings and the Community equipment storage tender documents. .
7	<p>Chairperson's report</p> <p>a. Chair's delegated financial responsibility. NH had not used his delegated financial responsibility since the Partnership meeting on 29th November 2017.</p> <p>b. Reporting – project groups, finance, staff NH advised that, in an attempt to keep Partnership meetings to a reasonable time, reports will now be included from each project group rather than individual reports from the staff members. Reports will be circulated in advance with the papers for Partnership meetings and Partners will have the opportunity to ask questions at the meeting. NH asked that Partners provide feedback if they feel that this approach isn't working.</p> <p>c. Chirk Surgery – social prescribing NH is waiting for a call back from the Practice Manager regarding whether or not any social prescribing activity is going on from the Chirk surgery. DB advised that the Welsh NHS practice and social prescribing is currently being developed in Wales. NH advised that he will pass any information on to the Health & Wellbeing group.</p>
8	<p>Questions about project group reports</p> <p>a. Communications Group A written report had been circulated in advance of the meeting. NH questioned the Communications group about their plan to print and deliver an update leaflet. He commented that Partners had agreed at the Partnership meeting in November that the update leaflet exercise would not be repeated and that the Communications group should consider other ways of sharing information. The group advised that they were developing a costed proposal and will present this at the next Partnership meeting.</p>

	<p>SH requested that another Partner join the group; there were no volunteers. Investing in video cameras and a laptop was discussing and Partners agreed that the Comms group should prepare a proposal for consideration at the next Partnership meeting, including a usage plan.</p> <p>b. School Savings Club A written report had been circulated in advance of the meeting. PP advised that a parent from Weston Rhyn school has now come forward to support the School Savings club. NH thanked all involved in the efforts to get the School Saving Club going at St Martins School which is launching on 29th January.</p> <p>c. My Money Matters A written report had been circulated in advance of the meeting. Two issues had been identified for discussion by the Partnership. Citizens Advice Shropshire had identified that there was a higher than usual volume of enquiries relating to blue badge applications. RM and AB agreed to find out more about the issue and report back at the next Partnership meeting. Citizens Advice Shropshire had also suggested organising an event in Weston Rhyn to raise awareness of My Money Matters. Partners discussed and agreed an initial budget of £200 for the event and advised BL to come back for a higher budget if required. RM suggested that a marketing approach could be 'what 3PBL can do for you'. BL to work with Citizens Advice Shropshire to develop the event.</p> <p>d. Enterprise Support Group A written report had been circulated in advance of the meeting. MR commented that take up on training courses was quite high. There were no other questions or comments about the report.</p>
9	<p>Verbal Report from Health & Wellbeing group.</p> <p>SH had been elected chair of the Health & Wellbeing group at their meeting on 19th January. She gave a verbal report from the meeting. The group had discussed the definitions of Health & Wellbeing and some post-meeting work by SH & PP was planned. The group is meeting again in 6 weeks time and has decided to focus on 1 project at a time. They will report back to the Partnership meeting in March.</p> <p><i>LR left the meeting</i></p>
10	<p>Community Chest</p> <p>a. Hengoed defibrillator application An application had been received for £500 from Hengoed Community Group towards the installation of a defibrillator in Hengoed. Partners questioned why the group wasn't working with the Parish Council for this project and advised that the other defibrillators being installed in Gobowen were benefitting from Parish Council insurance. Partners discussed and agreed that the grant should be awarded with the condition that funding is in place from the other organisations. Partners also strongly advised that they work with the Parish Council on this project. Grant approved.</p> <p>b. Proposed terms and conditions revision A proposed revision to the grant terms and conditions was considered by the Partnership. The new wording now advises groups that applications for future grants may be affected if they do not adhere to our grant evaluation process. Proposed – PS. Seconded – NH. Change approved.</p>

	<p>c. Variation request from Community Wildlife group</p> <p>A letter has been received from the Community Wildlife group. A grant of £500 had been awarded over 12 months ago but their anticipated expenditure had not materialised and they have some funds left over. They had originally included costs for insurance and guest speakers. They now found that they did not need insurance and that many of the speakers were donating their time free of charge. They are also generating income from the subs that they get from group members (£2 per meeting).</p> <p>The group requested permission to use the remaining funding towards training on biological recording. There was evidence that the training that has already taken place has already made a difference to the local area from their project to survey the lapwing population.</p> <p>SH proposed that we approve variation. Seconded by PM. Variation Approved</p>
11	<p>Big Grants Scheme</p> <p>a. Revision to application form</p> <p>A proposed revision to the safeguarding section of the Big Grants Scheme application was considered by Partners. The proposal involves additional questions relating to risk assessments and safeguarding policies and simplifies the section. SH suggested that we add a comment that applicants should get in touch with us if they are unsure how to complete the section. Partners discussed the new questions and layout.</p> <p>Change approved.</p> <p>b. Selattyn & Gobowen Parish War Memorial Project</p> <p>NH asked for a volunteer to consider this Big Grant application. PS volunteered.</p> <p>c. Weston Rhyn Parish Council Lights</p> <p>NH asked for a volunteer to consider this Big Grant Application. DB volunteered.</p> <p>d. TNSFC</p> <p>NH asked for a volunteer to consider this Big Grant Application. SH volunteered.</p>
12	<p>Gobowen Station Quarterly report</p> <p>The quarterly report from Gobowen Station had been circulated in advance of the meeting. Partners commented that it was a better report than the previous one.</p> <p>BL advised that she is working with the station group to plan a 'Pop-up shop' event in the empty unit that will take place on 12th May and that the aims of this event link with the Enterprise Support Programme.</p> <p>Partners asked about the posters that 3PBL are funding and BL advised that they have gone to print on 24th January and will be in place shortly.</p>
13	<p>3PBL event</p> <p>SH proposed an event to get people together but to hire equipment and to use an event organiser that can be dedicated to this event. NH suggested using the spare capacity that has been offered by Qube. SH asked Partners to find out what was going on in their local area in June and to get back to SH at the next meeting so that a date can be agreed. SH to present proposal at the next Partnership meeting.</p> <p><i>RM and PP left the meeting.</i></p>
14	<p>Evaluation Assessments</p> <p>a. Village Life Community Chest (MR)</p> <p>MR gave her apologies that she didn't have the information to report on this.</p>

	<p>b. Weston Rhyn & District Gardening Club (NH) NH reported on a grant of £100 that had been awarded towards a banner and display boards. NH commented that this small investment of funding had achieved very good value – a larger than proportionate effect. The banner that has been purchased is being used outside of the 3PBL area and shows the 3PBL logo so good publicity.</p> <p>c. St Martins Church Chapter House (RJ) RJ reported on the grant for £470 for blinds to replace the curtains. He advised that he couldn't get hold of the person that had applied for the grant but it seemed to be good value for money.</p> <p>d. Chirk Bank Community Group SH volunteered to complete this assessment and report back at the next meeting</p> <p>e. City Lane & area residents NH volunteered to complete this assessment and report back at the next meeting.</p>
15	<p>Financial Report A financial report had been circulated in advance of the meeting.</p> <p>Year 4 Expenditure to date: £79,420 Balance available: £90,964</p> <p>Partners asked if there were projects in the pipeline that were not accounted for in the report. BL advised that there were no additional projects in the pipeline other than those already discussed by Partners and the Big Grant applications that would be considered at the next meeting.</p>
16	<p>AOB</p> <p>a. Training for Community Groups BL advised that she had been contacted by the trainer who carried out the Grant Application training for groups in April 2017. He had asked if we had plans to carry out any more training. Partners discussed and it was agreed that BL would contact those individuals that had attended last year's training and ask for feedback on how much they have used the skills that they had learnt so that a full evaluation can be carried out.</p> <p>b. Oswestry Youth Employment Scheme (OYES) . NH shared basic information about a Youth Employment Scheme that the Equality group were working on in Oswestry. He asked BL to share full details in an email update to Partners.</p>

Next Meeting:

Wednesday 28th February 7:30pm at Weston Rhyn Institute.