



## Partnership Meeting Minutes

Wednesday 25<sup>th</sup> April 2018

St Martins Centre



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

Attendance (part): Caroline Wix, Village Volunteering Co-ordinator.

Item	
1	<p><b>Welcome and Apologies for absence.</b> Apologies had been received from Clare Babbs, Ron Jones and Laurel Roberts. NH reminded partners of the aims of the Three Parishes Big Local Partnership</p>
2	<p><b>Village Volunteering update by Caroline Wix.</b> CW circulated a summary report of the last 3 months activity at the meeting. The focus in recent months has been on attending groups rather than drop ins. The organisations in the project have recently been contacted to make sure that the opportunities being advertised are current. Beer mats have been delivered and are out and about in the area. CW has attended Tribe meetings but this is still in the developmental stages. [NB Tribe is the Volunteering App being developed by Shropshire Council]. At the moment, there is little understanding of how Tribe will work in Communities. CW reminded Partners that the funding for the project comes to an end at the end of June 2018.</p> <p>CW circulated an evaluation of the project over the last couple of years, summarising the initial aims of the project and progress against them. Activities to be completed before the end of funding include a Volunteering map and a report on the Health &amp; Sustainability of groups in the area.</p> <p>CW asked Partners to let her know of opportunities not listed. NG mentioned Friends of Ifton Meadows.</p> <p>CW advised the Partnership that she was currently discussing a potential application for further funding with BL and Laurel and is aware of the deadline for new grant submissions.</p> <p><i>CW left the meeting at this point.</i></p>
3	<p><b>Declarations of items for 'any other business'.</b></p> <ol style="list-style-type: none"> <li>Gobowen Church Hall Big Grant Variation (BL)</li> <li>Roving Reporter (GP)</li> <li>Selattyn &amp; Gobowen Annual Parish Meeting 16<sup>th</sup> May 7pm (NH)</li> </ol>
4	<p><b>Declarations of interest.</b> RM declared an interest in item 8a – Gobowen Church Hall community chest application.</p>
5	<p><b>Minutes of the meeting of 28<sup>th</sup> March and matters arising.</b> These were confirmed as a true record of the meeting.</p> <p><u>Matters arising</u></p> <ol style="list-style-type: none"> <li>NH reported that Laurel had received a letter from Hengoed Community Group</li> </ol>

	<p>about their grant panel outcome and that a response had been drafted. Partners discussed about whether or not a process is needed if an applicant is unhappy with the grant panel outcome. Partners concluded that issues like this would be dealt as appropriate when they arise rather than through a documented process.</p> <p>b. MR reported that, whilst more information had been received regarding Big Dee day, it was still not clear if this covered any part of the 3PBL area. MR will share further information as it becomes available.</p>
6	<p><b>Chairperson's report</b></p> <p>a. Chair's delegated financial responsibility. NH reported that he had not used his delegated financial responsibility since the previous Partnership meeting on 28<sup>th</sup> March.</p> <p>b. NH reported that he had attended a Chair's network meeting in London. Subjects discussed included a new social media system being set up called workplace that will be available to Partnerships and legacy. One of the other Big Local areas is recording volunteering hours and NH commented that it may be useful to start doing this within 3PBL. The current value of a volunteer hour is £11.90. A couple of Big locals are now phasing out grant schemes to encourage more local organisations to find out more about grant finding – their legacy will be that people will be more skilled in grant finding.</p> <p>c. NH reported that he and SH are attending the TNS awards dinner as representatives of 3PBL.</p>
7	<p><b>Financial Report</b></p> <p>BL had circulated a financial report in advance of the meeting that showed that the Year 4 budget had £71,835 remaining to spend. Partners requested an explanation of why the Partnership costs are showing over budget. BL advised that she will provide breakdown in the Partnership weekly email on Friday 27<sup>th</sup> April.</p>
8	<p><b>Community Chest</b></p> <p><i>RM left the room</i></p> <p>a. Gobowen Church Hall had applied for £219.80 towards the cost of an open day / fun day to launch the refurbished church hall. Partners approved the funding and asked BL to find out if the bunting will be made available for other groups to use.</p> <p><b>Application approved</b></p> <p><i>RM entered the room</i></p>
9	<p><b>Big Grants Scheme</b></p> <p>a. <b>Report from Gobowen Central</b> The report covering the period Dec 17 to Feb 18 had been circulated in advance of the meeting. Partners commented that the report was wordy and many unfamiliar acronyms were used. Partners asked for clarity regarding the value of funding that Shropshire Council were committing in the original application. BL to find out and advise on the weekly update email. Partners discussed how the project was progressing against the original remit of bringing the library into self sufficiency. It was agreed that a representative of the library group who can explain the future focus and the current finances should be invited to attend the June Partnership meeting.</p> <p>b. Village Volunteering Resubmission NH asked for a volunteer to work with Qube on the Village Volunteering re-submission. It was agreed that, as this is a continuation of an existing project, the same level of scrutiny should not be needed on the application. SH volunteered to take a first look when the completed application is received.</p>

10	<p><b>Legacy Projects</b></p> <p>NH gave an overview of a Local Trust legacy workshop that he attended in March and circulated a copy of a presentation that had been covered at the meeting. The workshop had been based on research done with 5 Big Local areas that had spent over 75% of their £1million so far and what they were doing about legacy.</p> <p>NH asked Partners what they would like to see still active at the end of 10 years. The following ideas were suggested:</p> <ul style="list-style-type: none"> <li>• Whatever we do needs to encourage the three parishes to still be working together after the end of the project.</li> <li>• We need to build on what we've learnt and what has been achieved so far.</li> <li>• Better links with Parish Councils, LJC etc.</li> <li>• Increased awareness of grants / funding opportunities and the skills to be able to access them.</li> <li>• Encouraging more projects to have loans.</li> </ul> <p>NH asked the Partnership to consider how we generate money to keep coming in? Should we be investing into housing or similar so that we have a long term income.</p> <p>It was agreed that a future meeting should be based on legacy.</p>
11	<p><b>Community Event 7<sup>th</sup> July – Budget breakdown</b></p> <p>SH reported that she and PP have made a start on planning the event and 'Save the day' invitations were circulated at the meeting.</p> <p>Budget breakdown circulated – based on a combination of known costs and estimates. The budget is currently estimated at £2,745.50 which is £745 over the budget agreed at the 28<sup>th</sup> March Partnership meeting. Partners asked SH to come back to the next meeting with a firmer budget so that they can discuss and agree any budget increase over the £2k already allocated.</p>
12	<p><b>Questions about project group reports</b></p> <p>a. Communications Group</p> <p>PS asked if the Comms group had discussed the Rhoswiol noticeboard and PP advised that she was still waiting for some information for the group to be able to proceed. NH commented that volunteers will be needed to deliver the project updated leaflet in the Chirk Bank area when it is ready for circulation.</p> <p>GP reported from the network meeting that some areas are running out of steam and suggested that more partners should be recruited as part of the 7<sup>th</sup> July event. Partners agreed.</p> <p>RM advised that the decision has been made to move the website management and hosting to a local provider.</p> <p>GP advised that Angus from the Bigger Picture Project is coming to Gobowen on 12<sup>th</sup> May to visit Gobowen Station and the Church Hall.</p> <p>b. Enterprise Support Group</p> <p>BL advised that the cost of a day's 1-2-1 sessions was £320. Partners questioned what issues the attendees had raised and BL confirmed that this information will be contained in the next report.</p> <p>c. Health &amp; Wellbeing Group</p> <p>SH advised that the £25 bonus letters for school savings club parents opening new Fairshare accounts are going out this week.</p>
13	<p><b>Evaluation Assessments</b></p> <p>a. St Martins Angling Club</p> <p>PS reported that the project had been delivered as described and that the evaluation had been completed well. No issues were identified.</p> <p>b. Weston Rhyn Minors FC</p> <p>NH reported that the evaluation was fine but it wasn't clear if the club was still in operation. AB confirmed that the club was no longer going. Partners discussed that</p>

	<p>there may be equipment that could be re-used. The equipment will be written off as far as Three Parishes Big Local is concerned.</p>
14	<p><b>AOB</b></p> <p>a. Gobowen Church Hall Big Grant variation  Gobowen Church Hall had an underspend of £373.30 on the chairs that they had costed in their grant application. They had emailed to request that they could put this underspend towards the purchase of some new blinds at a total cost of £925. Partners discussed this and agreed.  <b>Variation approved.</b></p> <p>b. Roving Reporter and Media Trust  GP gave an overview of an opportunity for a communications audit with Media Trust, funded by Local Trust and advised that the Comms group had decided to submit an expression of interest. PP explained that the project will support her with her role and gave some more information about the Storytelling workshop that the audit will involve.</p> <p>GP suggested that the Partnership consider recruiting a 'Roving reporter' to record how a project like Gobowen Station is impacting over an extended period of time. GP asked if the Partnership considered this to be a good idea and, if so, what value of funds would they consider 'reasonable' for a project like this.  Partners agreed that it was a good suggestion. NH asked GP to work with the comms group to develop a proposal and to bring back a job specification, terms of reference etc. to the next Partnership meeting for full consideration.</p> <p>c. Selattyn &amp; Gobowen Annual Parish Meeting 16<sup>th</sup> May 7pm.  NH asked for a volunteer to give the Big Local report at the Selattyn &amp; Gobowen annual parish meeting. RM volunteered.</p>

**Next Meeting:** 23<sup>rd</sup> May 7:30pm

Weston Rhyn Insititute