



Partnership Meeting Minutes

Wednesday 25th July 2018

St Martins Centre



Attendance: Nick Heard (NH), Pat McGuinness (PM), Angela Bright (AB), Sylvia Dyke (SMD), Neil Graham (NG), Ron Jones (RJ), Glen Pennington (GP), Maggie Rowlands (MR), Polly Smith (PS), Clare Babbs (CB), Paula Pugh (PP) and Bridget Laraway (BL)

Attendance (part): Sue Heard (SH)

Item	
1	<p>Welcome and Apologies for absence. Apologies had been received from David Boyce, Robert Macey and Laurel Roberts. NH welcomed everyone to the meeting and reminded Partners of the aims of the Three Parishes Big Local Partnership.</p>
2	<p>Declarations of items for ‘any other business’. The following items were declared:</p> <ul style="list-style-type: none"> a. <i>Community Chest application from Kings Cake House (BL)</i> b. <i>DBS briefing note (BL)</i>
3	<p>Social Prescribing – presentation by Steve Latham White The presentation did not take place as Steve Latham White was unwell and had sent his apologies. It will be re-arranged for the autumn.</p>
4	<p>Minutes of the meeting of 27th June and matters arising The minutes were approved as a true record of the meeting.</p> <p>Matters arising:</p> <p>Item 8a – NH asked BL if there had been any feedback regarding why the Pollinator’s day was being held on a weekday. BL to contact Oswestry Heritage Gateway and confirm</p> <p>Item 10 Roving Reporter – CB advised that Local Trust have just advertised for a journalist for a year to rove around the Big Local areas</p> <p>From 24th May meeting – types of Legal entity. NH advised that this was covered at a workshop at the Big Local Connects event in London. The options are:</p> <ul style="list-style-type: none"> • Community Interest Company (CIC). This is a company limited by guarantee and all surplus funds must go into community use. This type of organisation can trade. • Charitable Incorporated Organisation (CIO). This type of organisation can apply for funds and disperse funds in charitable ways. • Community Benefit Society. This organisation would be owned either by all residents or by a restricted group within the area. Profits are returned to the community.
5	<p>Chairperson’s report</p> <ul style="list-style-type: none"> a. Chair’s delegated financial responsibility. NH reported that there had been no expenditure with his delegated financial responsibility since the previous Partnerships meeting. b. Legacy NH gave an update on Legacy. A member of the legacy group had asked Local Trust

	<p>what was going to happen with any surpluses at the end of 2026 but no response had been provided yet. NH noted that the Partnership could set up endowment with Qube or put it into separate corporation to keep it for the Three Parishes area.</p> <p>c. Ifton Primary School site NH has discussed this with Steve Davenport who advised him to contact Shropshire Homepoint. NH has therefore been in contact with Shropshire Homepoint and the contact there is going to get feedback on the idea of turning the site into some sort of home / business units. PM is supporting NH with this and they will be attending a meeting with Shropshire Council in late August. NH also advised that Local Trust has contracted with an organisation called Shared Assets that can advise Partnership on how to move forward with ownership / management of land and buildings.</p> <p>d. Local Trust Partnership Questionnaire NH asked Partners to complete and submit the survey that was emailed to them by Local Trust if they haven't already done so.</p>
6	<p>Financial Report <i>SH entered the meeting.</i></p> <p>BL had circulated a financial report in advance of the meeting. The total funding spent or committed from 1/9/17 to date is £110,812 against a budget for the year of £161,073. The report also reminded Partners that the actual funding that had been received from Local Trust during this plan year was £80,536.60. The second instalment had been withheld due to the value of 'committed' funds that were being held.</p> <p>BL added that Local Trust had requested a spend report to be filed before the next instalment can be released and that she had submitted this on 25 July 2018.</p> <p>CB provided clarification on detail contained in the report in response to questions from Partners. Partners requested that the information is presented in a clearer format in future.</p>
7	<p>Declarations of Interest – clarification of rules</p> <p>This item had been included in the agenda in response to a request from Partnership members for clarity. The extract from the Partnership Handbook dealing with declarations of interest was distributed to Partners, along with a copy of a blank register of interests form.</p> <p>NH advised that this should be taken seriously and that the Partnership must maintain integrity.</p> <p>SH proposed that any Partner involved in the management of an organisation that is asking for money should leave the room but any Partner involved as a member could sit out of the discussion but not leave the room.</p> <p>CB commented that it is usual for the meeting Chair to decide, and this can be on a case by case basis.</p> <p>GP asked what we do if Partners do not follow the guidelines. BL and NH consulted the Partnership Handbook and advised that Page 4 contained details of the process that would be followed for any instance of a Partner not following any part of the Partnership guidelines.</p> <p>NH asked Partners to complete the register of interest and return it at the next meeting.</p>

8	<p>Community Equipment library update</p> <p>BL gave an update on the Community Equipment Library tender process which had been delegated to the Enterprise Support group:</p> <p>On 3 April 2018, Invitations to tender had been sent to all community buildings in the Three Parishes Big Local area and the opportunity had been advertised on the Three Parishes Big Local website and through local networks.</p> <p>Clarification questions had been received from one community building and the responses to these questions had been circulated to all community buildings on 9th May 2018. Only one response to the invitation to tender was received – from St Martins Centre. The Enterprise support group has considered their proposal and costs and clarified details. The total cost of the project to the Partnership will be £5,363 over a 3 year period. This includes £1,000 set up costs followed by instalments paid six monthly in advance.</p> <p>The Enterprise support group proposed that the work is awarded to St Martins Centre and asked for Partnership approval to proceed. The funding for this work will come from the Big Grants Scheme budget.</p> <p>GP expressed concern about the storage needed for a video camera. NH advised that the Partnership could buy the facility and install it in there if we considered that this was appropriate when the facility was up and running.</p> <p>NH asked for a show of hands of Partners in favour of awarding the contract to St Martins Centre. NH and GP abstained. All other Partners voted in favour.</p> <p>Contract awarded.</p> <p><i>As a trustee of St Martins Centre, SH declared non-financial interest in the above item and remained in the room during its consideration but took no part in the discussion or decision.</i></p>
9	<p>Community Chest</p> <p>a. Ifton Colliery Commemorative Project</p> <p>GP had reviewed the evaluation from the Community Chest grant awarded to Ifton Colliery Commemorative project in April 2017. He confirmed that the project delivered what it had set out to do, there was plenty of supporting evidence, and the financial information financials are sound. NH noted that the main leaflet for the project doesn't have the Three Parishes Big Local logo on it.</p> <p>This was discussed and it was agreed that we should adopt as standard that any literature that our grants pay for have to be sent to us to approve a draft before they are printed so that we can ensure that our logos are included.</p> <p>The latest application was for £500 towards the cost of printing posters, tickets, service sheets and a souvenir programme. Partners scored the application against the Community Aspirations.</p> <p>Application approved.</p> <p>b. Kings Cake House</p> <p>BL advised that this Community Chest application had been received on 25th July for funding for family activities to be delivered in August. Partners reviewed the application briefly and discussed it. Due to time pressures, the application wasn't scored but, following a brief discussion with Partners, NH approved it with his delegated authority with the following conditions:</p> <ul style="list-style-type: none"> • £143.50 approved, not the labour cost of £40. King's Cake House can keep any of the entrance fees that are paid to them to cover labour costs.

	<ul style="list-style-type: none"> The grant offer letter should request that the tools purchased with this grant should be donated to the community equipment library. <p>Application Approved.</p>
10	<p>Big Grants Scheme</p> <p>a. St Martins FC stage 2 application Partners expressed concern regarding two of the answers in the Safeguarding section of the application form. It was agreed that BL would seek clarity from St Martins FC and that the application should be brought back to the next Partnership meeting. NH asked SMD to support BL if needed.</p> <p>b. Derwen College – publicity materials and plan BL reported that Derwen College had confirmed that they are working on this and that it will be available for the next Partnership meeting.</p>
11	<p>Have a Go event</p> <p>NH thanked Paula and Sue for all their hard work in organising the event and thanked the Partners that came along to support the event on 7th July. SH showed photos and reported on the activities that went on at the event and talked through the costs. Actual expenditure was £3,302 from a budget of £3,500.</p> <p>Angus and Paul from Our Bigger Story came along and interviewed Ms Lovecy and other activity providers but there had been reluctance from members of the general public to be filmed. NH reported that Our Bigger Story currently have a backlog and it might be some months before the film is available. SH & PP reported that the next stage of their process is an in depth review taking into account the feedback that they have received at the event and afterwards.</p>
12	<p>Big Local Connects event report NH, GP and MR had attended this Local Trust event for all Big Local areas in London at the end of June. They had all attended separate workshops and gave a brief overview of their experience of the event. They agreed that it had been a worthwhile event and that they would attend again if given the opportunity.</p> <p>Partners discussed the impact that Big Local is having on communities across England, creating lasting change within communities and generating social capital that will make a big difference in the future.</p>
13	<p>Aspiration Review: Build more opportunities for everyone to improve their health and wellbeing</p> <p>Partners discussed the key words / themes that relate to this aspiration.</p>

14	<p>Questions about Project group reports</p> <p>a. Communications Group No questions</p> <p>b. Enterprise Support Group MR advised that a press release has just gone out for this project this week.</p> <p>c. Health & Wellbeing Group No questions</p> <p>d. My Money Matters No questions. CB gave an example of a similar project elsewhere where people who have benefitted from the project are encouraged to make a donation from their financial income via a just giving page and this can be used to fund the sustainability of the project.</p> <p>SMD asked how she could get involved with a group and expressed an interest in the Health & Wellbeing group. NH asked the group chairs to let Sylvia know when the next meetings are so she can go along to the next meetings.</p>
15	<p>Evaluation Assessments</p> <p>a. Gobowen Church Hall Big Grant GP reported on the Gobowen Church Hall Big Grant evaluation. Plenty of material. Open day was attended by a number of partners and Glenn took a video. GP gave a summary of the items that had been funded with the grant. GP commented that there was a potential issue for the Partnership as the applicant was a community building but did not have a safeguarding policy. Partners agreed that as the project that had been funded related to building refurbishment, the actual project wouldn't involve children or vulnerable adults so it didn't apply in this instance.</p> <p>b. The WREN Community Chest SH reported on the WREN Community Chest evaluation and confirmed that the evaluation was fine.</p> <p>c. Evaluations handed out. PM volunteered to review the TNS2017 Big Grant evaluation NH volunteered to review the Shropshire RCC Community Chest evaluation.</p>
16	<p>AOB</p> <p>a. Kings Cake house – this was dealt with under item 9b</p> <p>b. DBS briefing note. NH reported that the Enterprise support group had received a number of questions about DBS checks and a briefing note had been pulled together for Partnership members. This was circulated and Partners were advised that this document was not to be shared outside the Partnership but that the document did include contact information where anyone with a DBS enquiry could go for advice.</p> <p>c. Village Volunteering. NH asked BL for an update on the Village Volunteering project and a new application. BL advised that Qube are considering submitting another application but that the timescale is not yet known. BL to follow up with Qube.</p>

Next Meeting: 19th September

Weston Rhyn Institute

24th October **AGM 7:30pm Gobowen Venue tbc. Bridget to check and arrange venue.**