



## Partnership Meeting Minutes

Wednesday 28 November 2018

St Martins Centre



Attendance: Nick Heard (NH), Sue Heard (SH), Angela Bright (AB), Steve Davenport (SD), Sylvia Dyke (SMD), Neil Graham (NG), Glenn Pennington (GP), Maggie Rowlands (MR), Polly Smith (PS), Clare Babbs (CB), and Bridget Laraway (BL)

Item	
1	<p><b>Welcome and Apologies for absence.</b></p> <p>NH welcomed everyone to the meeting and reminded Partners that they are working in the interests of the Three Parishes area.</p> <p>Apologies had been received from Pat McGuinness, David Boyce, Robert Macey, Laurel Roberts and Paula Pugh.</p> <p>There were no declarations of interest in any item on the agenda.</p>
2	<p><b>Declarations of items for 'any other urgent business'.</b></p> <p>CB advised that she had some information about a new learning cluster.</p>
3	<p><b>Minutes of the meeting of 19<sup>th</sup> September and matters arising</b></p> <p>The minutes were confirmed as a true record of the meeting. Proposed by MR, seconded by SH.</p> <p><i>Matters arising:</i></p> <p>Item 6a – Henley Park Run. BL advised that she is keeping in close contact with the run organisers and that, even though the run has launched, it is still in a 'test' phase and the organisers are not yet ready to go ahead with full scale publicity.</p>
4	<p><b>Minutes of the meeting of the Partnership AGM 24<sup>th</sup> October and matters arising</b></p> <p>The minutes were confirmed as a true record of the meeting. Proposed by SD, seconded by SH.</p> <p><i>Matters arising:</i></p> <p>There were no matters arising.</p>
5	<p><b>Chairperson's report</b></p> <p>a. Chair's delegated financial responsibility.</p> <p>NH reported that he had approved expenses for SH and PS to attend a Charity commission training course regarding safeguarding but PS had been unable to attend the course.</p> <p>b. Legacy</p> <p>NH gave an update on a meeting that had taken place with Lucy Heath from Homepoint at Shropshire Council. Partners discussed the SAMDEV plan and shared information about historic discussions in relation to the old Ifton Heath primary school site and development.</p> <p>NH advised that it is likely that the Partnership will have approx. £0.25million still to be invest at the end of the 10 year programme and that this will need to be invested by 2026. He asked all Partners to consider how this funding could be invested to achieve a 5-10% annual return to fund an ongoing programme.</p> <p>CB suggested that the visit by Matt Leach (Local Trust Chief executive) in February would be an opportune time to present a short paper about what the Partnership's</p>

	<p>legacy plans look like.</p> <p>c. Other</p> <p>NH reported that he had given an update to the LJC on 22<sup>nd</sup> November, and that he and SH had attended a Business Leader's breakfast in Shrewsbury. Community freezers were discussed and it was agreed that the Health &amp; Wellbeing group should take the consideration of this forward.</p>
6	<p><b>Financial Report</b></p> <p>BL had circulated a copy of a financial report in advance of the meeting. Key information from the report:</p> <p>Total Budget Year 5    £163,323  Balance from Y4         <u>£31,746</u>  <b>Total</b>                     <b>£195,069</b></p> <p>Total uncommitted funds currently available for investment: £92,505</p> <p>NH asked CB how our investment profile compared with the other Big Local areas that she works with. CB advised that we are behind compared to the other areas as they are investing in big projects.</p>
7	<p><b>Partnership meeting proposal</b></p> <p>A proposal to change some of the ways in which Partnership meeting are organised to streamline them had been circulated in advance of the meeting. NH invited comments and suggestions from Partners and the proposal was discussed. The following changes to the proposal were agreed:</p> <ul style="list-style-type: none"> <li>• Any references to named people will be replaced with the name of their role.</li> <li>• Wording regarding submission of questions about project group or financial reports will be replaced with less rigid wording reflecting that Partners <b>will endeavour to</b> submit questions in the time scale suggested.</li> <li>• Wording regarding items for AOB will be replaced with less rigid wording reflecting that Partners <b>will endeavour to</b> declare items for AOB in advance of the meeting.</li> <li>• It was agreed that the Partnership (rather than the Chair) will decide whether or not any items declared for AOB will be discussed at the meeting that they are declared or carried forward to the next meeting.</li> <li>• Partnership approval of grants panel recommendations – it was agreed that the Partnership can change (add or subtract) any grant conditions at this stage of the process.</li> </ul>
8	<p><b>Big Grants Scheme</b></p> <p>a. <b>Derwen College</b></p> <p>BL gave an update on the progress with the publicity materials and financial due diligence for this project. The College has moved forward with the plans to make the facility available for use by the Community but no marketing plan has yet been produced. The financial due diligence is scheduled for Monday 3<sup>rd</sup> December with the College Finance director.</p>
9	<p><b>Aspiration review: Become more enterprising</b></p> <p>Partners considered this aspiration. Comments and suggestions were noted.</p>

10	<p><b>Questions about Project group reports</b></p> <p>a. Communications Group Partners asked about the decision to move the Messenger to a monthly bulletin and questioned why they had not been notified before the information was publicly available on facebook.</p> <p>b. Enterprise Support Group NH noted that there was a need to change the ‘Skilled Intervention’ training course title to a more meaningful one. Partners discussed support and training for young people and whether there was a need for ‘taster’ courses before full training, or training for people on zero hours contracts to support them in moving towards a job with a different type of contract. It was agreed that not enough is known about the impact in our area. NH asked SD to find out if there was information available that the Partnership could consider.</p> <p>c. Health &amp; Wellbeing Group There were no questions about the report.</p> <p>d. My Money Matters The Partnership noted the information about the need to address Food poverty and befriending and agreed to build this into the next Community plan.</p> <p>e. Community Equipment Library There were no questions about the report</p>
11	<p><b>Evaluation Assessments</b></p> <p>a. Resuscitation Manikins MR gave her apologies that she had not completed this and asked for it to be carried forward to the next meeting.</p> <p>b. Local Events Committee NH reported on this evaluation and noted that the project had represented good value for money in the context of the Community aspirations. He summarised the evaluation by noting that the project highlighted how a little money can make a significant outcome.</p> <p>c. PS volunteered to review the Kings Cake House evaluation. GP volunteered to review the Weston Rhyn Institute evaluation.</p>
12	<p><b>AOB</b></p> <p>a. CB advised that she is leading a new working cluster “Making Projects Happen” aimed at supporting Big Local areas to deliver big projects. She circulated a briefing note about the cluster and invited 2 or 3 Partners to become involved. There will be 4 meetings over a 12 month period that are likely to take place in Liverpool. Partners were asked to advise BL if they would like to be involved.</p>