



## Partnership Meeting Minutes

Wednesday 24<sup>th</sup> October 2018

Preeshenlle United Reformed church, Gobowen



Attendance: Nick Heard (NH), Pat McGuinness (PM), Sue Heard (SH), David Boyce (DB), Sylvia Dyke (SMD), Robert Macey (RM), Glenn Pennington (GP), Maggie Rowlands (MR), Polly Smith (PS), Bridget Laraway (BL), Paula Pugh (PP) and Clare Babbs (CB).

Attendance (part) : Steve Davenport (SD), Neil Graham (NG), Ron Jones (RJ)

1	<p><b>Welcome and Apologies for absence.</b> NH welcomed everyone to the meeting. Apologies for absence had been received from Angela Bright and Laurel Roberts.</p>
2	<p><b>Appointment of officers</b> NH asked CB to chair this part of the meeting.</p> <p>a. Chairman 3 nominations had been received for Nick Heard for the office of Chairman. There were no other nominations. Nick Heard was re-elected unopposed.</p> <p>b. Vice-Chairs. Pat McGuinness, Sue Heard and a third Partner had been nominated for the office of Vice Chair. The third Partner had declined to stand. Pat McGuinness and Sue Heard were therefore re-elected unopposed.</p> <p>NH thanked CB. NH continued to chair the remainder of the meeting. <i>NG and SD entered the meeting</i></p>
3	<p><b>Appointment of Committee members and Chairs</b></p> <p>a. <i>Communications Group</i> The following Partners were appointed: Nick Heard, Sue Heard, Robert Macey and Maggie Rowlands</p> <p>b. <i>Enterprise Support Programme</i> The following Partners were appointed: Nick Heard, Pat McGuinness, Angela Bright and Maggie Rowlands</p> <p>c. <i>Health &amp; Wellbeing</i> The following Partners were appointed: Sue Heard, Pat McGuinness, Angela Bright and Sylvia Dyke. Neil Graham will also be invited to meetings but was not appointed to the group.</p> <p>d. <i>My Money Matters</i> The following Partners were appointed: Pat McGuinness, Robert Macey, Glenn Pennington, Polly Smith.</p> <p>e. <i>Legacy Development Group</i> The following Partners were appointed:</p>

	<p>Nick Heard, Pat McGuinness, Sue Heard, Glenn Pennington and Maggie Rowlands.</p> <p>f. Community Equipment Library The following Partners were appointed: Nick Heard, Angela Bright, Maggie Rowlands. Neil Graham will also be invited to meetings but was not appointed to the group.</p> <p>Partners discussed the appointment of Chairs to each group. It was agreed that each group should elect a chair at their first meeting after this Partnership meeting.</p> <p><b><i>BL / PP to add this to the agendas for the next meeting of each group.</i></b></p>
4	<p><b>Terms of Reference</b></p> <p>Membership and quorum details were agreed for each group. Partners discussed the 'Responsibilities' section of the Terms of Reference, particularly in relation to the Communications group.</p> <p>It was agreed that the Terms of Reference for each group should be adopted in its current format and that groups should consider the 'Responsibilities' section at their next meeting. Any changes that groups would like to make to their Responsibilities should be submitted to the November Partnership meeting for consideration.</p> <p><b><i>BL / PP to add Terms of Reference to the agenda for the next meeting of each group. Any proposed changes to be submitted to the November Partnership meeting.</i></b> <i>RJ entered the meeting</i></p>
5	<p><b>Delegated Financial Responsibilities</b></p> <p>a. <i>Chairman</i> This was agreed as £500 delegated responsibility per single instance. Partners agreed that there should be no restrictions on the number of times that this delegated responsibility is used but that each instance should be reported to the next Partnership meeting.</p> <p>b. <i>Communications group</i> It was agreed that the Communications group has delegated responsibility to spend in line with the Communications budget as laid out in the Community plan.</p> <p>c. <i>Enterprise Support group</i> It was agreed that the Enterprise Support group has delegated responsibility to spend in line with the Enterprise Support Programme budget as laid out in the Community plan.</p> <p>d. <i>Health &amp; Wellbeing group</i> It was agreed that the Health &amp; Wellbeing group has delegated responsibility for the School Saver Clubs budget as laid out in the Community plan. The group should prepare a budget for funding for any other projects that they plan to deliver and submit this to a Partnership meeting for approval.</p> <p>e. <i>Workers</i> The delegated financial responsibility for BL and PP was agreed as £100 per single instance.</p>
6	<p><b>Partnership meeting format</b></p> <p>NH advised that he, PM and SH had been considering the Partnership meeting format with a view to making the meetings shorter, and to also make the appraisal of Big Grants more efficient. BL gave a summary of the proposed changes and advised that she would send a document out with the weekly update email on Friday 26<sup>th</sup> October. The document will be discussed at the November Partnership meeting.</p>

7	<p><b>Insurance Arrangements</b></p> <p>BL confirmed that the Partnership's insurance policy with Markel Insurance had been renewed and that the policy was in line with Local Trust's recommendations for insurance. The sums insured are:</p> <p>Public Liability        £5,000,000 Employers Liability   £10,000,000 Management / Trustee Liability   £1,000,000 Professional Indemnity   £1,000,000 Entity defence   £25,000</p> <p>BL also advised that the Community Equipment Library equipment will be covered under St Martins Centre insurance, and that other equipment that had been purchased by the Partnership is covered under Qube's insurance.</p>
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**Date of next meeting : Wednesday 28<sup>th</sup> November, 7:30pm, St Martins Centre**