



Partnership Meeting Minutes

Wednesday 30 January 2019

Weston Rhyn Institute



Attendance: Nick Heard (NH), Pat McGuinness (PM), Sue Heard (SH), Angela Bright (AB), Sylvia Dyke (SMD), Polly Smith (PS), Paula Pugh (PP) and Bridget Laraway (BL)

Attendance (part):

| Item | |
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| 1 | <p>Welcome and Apologies for absence.</p> <p>Apologies had been received from David Boyce, Maggie Rowlands, Laurel Roberts, Glenn Pennington and Clare Babbs,</p> <p>It was noted that there were insufficient Partners present to be quorate however, an email had been received in advance of the meeting from David Boyce and a text from Glenn Pennington confirming their views on the items for discussion. Partners agreed that these could be taken into consideration to reach a quorum.</p> <p>NH welcomed everyone to the meeting and reminded Partners that they are working in the interests of the geographical area known as Three Parishes area.</p> |
| 2 | <p>Declarations of items for 'any other business'.</p> <p>a) SH declared that she would like clarification on how Partners raised queries on reports that were circulated by email.</p> <p>b) Events</p> |
| 3 | <p>Declarations of interest in any item on the agenda.</p> <p>SH & NH declared an interest in Item 11c – St Martins Youth Club Community Chest application.</p> <p>AB & PS declared an interest in Item 11b - Walking football Community Chest application.</p> |
| 4 | <p>Minutes of the meeting of 28th November and matters arising</p> <p>The minutes were confirmed as a true record of the meeting.</p> <p><i>Matters arising:</i></p> <ul style="list-style-type: none"> • Chairperson's report – information received since the November meeting has confirmed that the funding will need to be invested by 2025, rather than 2026 as had been stated at the meeting. • NH is working on the agenda for Matt Leach's visit on 8th February. • NH asked BL to put his name forward for the Making Projects Happen learning cluster. |
| 5 | <p>Chairperson's report</p> <p>a. Action taken with Chair's delegated financial responsibility.</p> <p>NH reported that he had approved a grant variation that had been received from Love 2 dance. Earlier in the year, the Partnership had approved a grant of £400 towards coach costs for students to take exams in Preston but the families had all made their own way there so a coach was not needed. Love 2 dance had asked if the grant could be used towards a presentation evening so that the students could be formally presented with the outcomes of their exams.</p> |

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| | <p>b. Legacy NH reported that he is trying to arrange a meeting with the Enterprise Manager from Shropshire Council. NH also reported that some Big Local areas in the North are considering developing a Trust to support them post 2026 in a similar way that Local Trust support the Big Local areas now.</p> <p>c. Summary of Partnership workshop 19th Jan NH thanked Partners for attending and shared some of the responses from the 'alien' exercise for review. It was suggested that some of these are displayed at the event in March.</p> <p>d. Matt Leach visit 8th Feb. NH shared the agenda for Matt Leach's visit to the area on 8th February. The agenda starts with a visit to Gobowen School Savings Club, followed by coffee at Gobowen station, a visit to Weston Rhyn Institute and a light lunch at St Martins Centre. Matt Leach is due to be on a train to Telford before 1pm. NH asked BL to contact Gobowen School and station to make appropriate arrangements. PP suggested visiting the 4 businesses across the road from Gobowen station who have just had grant funding. NH agreed that this would be a good idea if time allows.</p> |
| 6 | <p>Revised terms of reference</p> <p>a. Health & Wellbeing Partners approved the revised terms of reference for the Health & Wellbeing group</p> <p>b. Communications Partners approved the revised terms of reference for the Communications group.</p> |
| 7 | <p>Financial Report</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 £31,746</p> <p>Total funds available for Year 5 £195,069</p> <p>Balance remaining to invest by 31/8/19 £59,270</p> <p>There were no questions.</p> |
| 8 | <p>Have a go Event report</p> <p>SH gave a summary of the Have a Go event report that had been circulated in advance of the meeting and invited questions. SMD commented on one of the feedback statements that had been received; an individual had commented that they hadn't realised that the event was for anyone, not just for families. It was agreed that the marketing for the next event in May should be clear that this is an event for everyone, not just for children and families.</p> |
| 9 | <p>Community Events Budget proposal</p> <p>A costed proposal for two events had been circulated in advance of the meeting:</p> <p>a) Have a Go Event 11/5/19 The Health & Wellbeing group requested a budget of £3,500 for an event to be held on 11th May. This is the same as the budget that was agreed for the event held in 2018. Partners asked if the budget had been sufficient for the event last year and SH confirmed that it had been and that there had been just a small amount left over. SH gave a brief overview of</p> |

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| | <p>the proposal for the event including likely providers and competitions. Partners approved a budget of £3,500 for this event.</p> <p>b) Volunteer Celebration evening 8/6/19 The Health & Wellbeing group requested a budget of £5,000 for an event to be held on 8th June at the Venue. This is the end of National volunteers week and is intended to celebrate residents that make a difference to our communities through volunteering. Approx 120 attendees, although the venue can accommodate 130. SH advised that she will bring more information about this event to the next Partnership meeting after the H&WB group have discussed it at their next meeting. Partners approved a budget of £5,000 for this event.</p> <p>BL advised that there was just over £6,000 remaining in the events budget for this community plan, meaning that the remaining £2,500 for these 2 events will need to be met from a different budget element. Partners agreed that the overspend will be met from the Communications budget. NH asked BL to get agreement for this variation from Local Trust.</p> |
| 10 | <p>Big Grants Scheme</p> <p>a. TNS 2019 Expression of Interest Partners had received a copy of this document in advance of the meeting. The proposal to charge a contribution towards the sessions was discussed as this is a change to previous applications. Some Partners expressed concern that this may put some families off considering the information that has been uncovered recently regarding some children not being fed during school holidays due to low family incomes. SH noted that the proposal included inviting agencies to attend their sessions. This had been included in the 2018 proposal but, to date, there had been no evidence that this had happened. It was agreed that TNS should be invited to submit a full application and that specific information should be provided in the application about their plans to involve other agencies. BL to contact TNS. SH volunteered to lead the appraisal. PS and AB volunteered to be involved.</p> <p>b. Derwen College Big Grant Application BL circulated a copy of the swimming pool marketing leaflet that had been provided by Derwen College and gave verbal details of their plans for distributing marketing materials. Partners made the following comments:</p> <ul style="list-style-type: none"> • It was suggested that details of capacity are added to the leaflet • It was suggested that the ratio of numbers of swimmers per lifeguard is made clear – either on the leaflet or as part of the booking process. • It was suggested that it is made clear that individuals could come together as a group to hire it – it doesn't have to be an official group. • Partners asked if there was any signage on site that would enable hirers to find the swimming pool easily and to easily identify where they can park any cars. <p>Partners asked BL to issue the grant offer letter and to pass on the comments noted above.</p> |
| 11 | <p>Community Chest applications</p> <p>a. 2nd St Martins Scout Group St Martins Scout Group had applied for a grant of £500 towards the purchase of a marquee and storage bags for a communal base during scout camps. Partners scored the application against the Community Aspirations and agreed that the project should be funded. Application Approved.</p> <p>b. Walking Football The Walking Football Club had applied for £500 towards the cost of setting up a new walking football club in Weston Rhyn.</p> |

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| | <p>PS and AB declared an interest in this application and took no part in the decision making process. AB provided more information about the project when questioned by Partners. PS commented that Weston Rhyn Trust had not discussed the matter of holding the funds on behalf of the Walking Football Club at a Trustees meeting.</p> <p>Partners scored the application against the Community Aspirations. Comments provided in advance of the meeting by DB and GP were taken into account yet the meeting was not quorate for this decision to be made. Those present approved the application and asked BL to contact Partners absent from the meeting and obtain their views.</p> <p>Partners expressed concern that Weston Rhyn Trust had been nominated as fundholder and some Trustees were unaware of this. It was agreed that, whenever a 3rd party is nominated as a fundholder, steps should be taken to verify this to guard against financial irregularities.</p> <p><i>Note: BL contacted absent Partners on 31/1/19 and 3 responses were received, enabling a quorum to be reached. Of the 9 Partners involved in the decision, 8 were in favour and 1 against.</i></p> <p>Application Approved.</p> <p>c. St Martins Youth Club</p> <p>St Martins Youth Club had applied for £450 towards the cost of drumming sessions to attract new members.</p> <p>SH and NH declared an interest in this application and took no part in the decision making process. SH provided more information about the project when questioned by Partners. Partners scored the application against the Community Aspirations. Comments provided in advance of the meeting by DB and GP were taken into account yet the meeting was not quorate for this decision to be made. Those present approved the application and asked BL to contact Partners absent from the meeting and obtain their views.</p> <p><i>Note: BL contacted absent Partners on 31/1/19 and 3 responses were received, enabling a quorum to be reached. All 9 Partners involved in the decision were in favour of funding this project.</i></p> <p>Application Approved.</p> |
| 12 | <p>Evaluation Assessments</p> <p>a. Resuscitation Manikins (MR) MR was absent from the meeting so this was carried forward to the February meeting.</p> <p>b. Kings Cake House (PS) PS asked BL to provide another copy of the details for this evaluation. Carried forward to the February meeting.</p> <p>c. Weston Rhyn Institute (GP) GP had sent BL some questions about the evaluation that had not yet been addressed. Carried forward to the February meeting</p> <p>d. PS volunteered to review the Chirk Bank Community Group evaluation. NH volunteered to review the Gobowen Youth FC evaluation.</p> |
| 13 | <p>AOB</p> <p>a) Raising queries on reports / minutes circulated by email. BL advised that any queries should be directed to herself or Paula in the first instance who will either clarify or seek clarification from the Chair or Group. The question and response will then be circulated to all Partnership members on the following weekly email.</p> <p>b) Big Local Connects event Partners were reminded of the national event for all Big Local areas being held at</p> |

Nottingham University on 13th & 14th September. More details will be available nearer the time.

c) Whole System Consultation event

NH advised Partners that an event had been arranged for 14th March at Henlle Golf Club to start the consultation process with key, influential people from the area. The invitation list will be circulated with the weekly update and Partners were asked to check the list and advise BL or PP if they considered that anyone was missing from the list.

Partners discussed the budget for this, and other consultation events, and BL was asked to confirm the value remaining in the Partnership costs budget to determine if they could be met from this budget.

d) Press coverage

SH reported that she had noted that the My Money Matters press release had received coverage in the Advertizer on 29th January and Shropshire Star on the following day.

Next Meeting: 27th February 2019 7:30pm Gobowen Playing Fields Pavilion