



Partnership Meeting Minutes

**Wednesday 24th April
Weston Rhyn Institute**



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

Item	
1	<p>Welcome and Apologies for absence. NH welcomed everyone to the meeting and reminded Partners that they are working in the interests of the Three Parishes area. Apologies had been received from Glenn Pennington, Angela Bright, Haulwen Nicholas and Laurel Roberts and Robert Macey.</p>
2	<p>Declarations of items for ‘any other urgent business’.</p> <ul style="list-style-type: none"> a) Community Chest Application – Preeshenlle Rose Queen fete (BL) b) Big Local connects (NH) c) Craft Fair (NH) d) Quote from TNS (BL) e) Invitation to TNS dinner (NH) f) Survey delivery (BL)
3	<p>Declarations of interest in any item on the agenda There were no declarations of interest in any item on the agenda.</p>
4	<p>Minutes of the meeting of 27th March and matters arising The minutes were confirmed as a true record of the meeting.</p> <p><i>Matters arising:</i> Item 6 Staffing: BL advised that the Big Local Administrator post had been advertised, approximately 12 application packs had been sent out to date. The closing date is 10th May and interviews are expected to take place on Thursday 16th May.</p>
5	<p>Chairperson’s report</p> <ul style="list-style-type: none"> a. Action taken with chair’s delegated financial responsibility. NH reported that he had approved £500 for phones for BL and PP. This will cover the cost of 2 phones and 12 months contract for each. Partner approved ongoing contract costs for the 2 phones from month 13 onwards to enable a more cost effective 18 month contract to be taken out. This comes to a total of £30 per month from month 13 onwards. b. Village Consultation events NH reminded Partners that they had received details of the sessions that they had volunteered to help with a couple of weeks ago. Partners were asked to engage anyone that comes to the events in discussions about Aspirations and to get people who turn up to fill in a questionnaire. c. Legacy NH advised that Steve Davenport had announced in St Martins Village life magazine that discussions are underway regarding the Ifton school site. The site will predominantly be for housing but the front of the existing building is likely to be offices

	<p>and small enterprise units.</p> <p>NH reported that the planned legacy group meeting was postponed and that he has written paper that will be circulated to group members. SMD asked that all Partners have a copy.</p> <p>d. Community rep re-organisation</p> <p>NH announced that CB will no longer be our Community Rep as she is required on another area in the NorthWest. Local Trust have appointed Irene Evison as our Community Rep going forward. The changeover will start very soon with the final handover in July when we have completed our planning process.</p>
6	<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 £31,806</p> <p>Total funds available for Year 5 £195,129 Balance to invest by 31/8/19 £36,651</p> <p>Partners commented that the Enterprise support programme was significantly behind budget.</p>
7	<p>Big Grants Scheme</p> <p>a. Oswestry Men's Shed – update on progress</p> <p>PM advised Partners that a meeting was scheduled for Friday 3rd May to discuss this. PS had given her apologies for this meeting. Partners confirmed that they were happy for the meeting to go ahead with PM & NH. BL to invite Oswestry Men's Shed representatives to join the meeting after the initial discussion by Partners.</p> <p>b. Severn Dee Travel Expression of interest</p> <p>Partners discussed the Expression of Interest that had been received from Severn Dee Travel towards the cost of redecoration and new furniture of the waiting room and café. CB advised that she had looked up the company accounts with companies house. The company was incorporated in 1995, has 4 employees and reserves of £78,000.</p> <p>Partners raised a number of questions in relation to the application and these have been recorded in a separate confidential minute.</p> <p>BL was asked to liaise with Severn Dee Travel regarding the questions that had been raised.</p>
8	<p>Events</p> <p>a. 11th May – The Big Try</p> <p>SH distributed a copy of the event timetable and cost details to date. The total budget allocated to the event had been £3,500 and expenditure so far is £2,500. Partners did not have any questions about the budget or expenditure.</p> <p>SH advised that she had a couple of spare gnomes and asked Partners to let her know if they could think of a group that might want one. Partners were also reminded to let Paula know if they are coming to the event so that lunches can be ordered. Partners were asked to wear their red polo shirts.</p> <p>b. 8th June – The Big Celebration</p> <p>SH circulated a list of groups that will be invited the Big Celebration. Partners were asked to review the list and to suggest any other groups that could be included. Contacts for some of the groups were discussed and confirmed.</p>

9	<p>Community Freezers</p> <p>The Partnership had delegated an action to the Health & Wellbeing group at their November Partnership meeting to investigate community freezers. SH reported that the Health & Wellbeing group had discussed this and determined that, whilst they are a good idea, it would not be the right project for this area as it would be detrimental to local shops and there were no suitable premises.</p>
10	<p>Evaluation Assessments</p> <p>a. Resuscitation Manikins MR had reviewed this evaluation. She reported that it had been a good project, well carried out and had saved a life. MR asked that we need a note in file to explain the finances as they differ on the evaluation form to the application form. The difference can be accounted for with VAT.</p> <p>b. Hengoed Defibrillator NG was not present at the meeting so this has been carried forward to next meeting.</p> <p>c. Three Parishes Community Wildlife Group NH has reviewed this evaluation and reported that the project was a good example of what a well run Community Group can achieve. The delivered project differed from the application as they had asked for permission to change what they spent money on. CB noted that this is a good example of a legacy project where a small amount of funding has kick started what is now a successful group.</p> <p>d. Ifton Colliery Commemorative Project SMD had reviewed this evaluation and noted that we hadn't paid them as much as they had asked for as their expenses were lower than expected. BL confirmed that this grant had been paid 'in arrears' as it was paid to an individual. SMD stated that we can be proud of the booklet that we have helped to fund – it's a good example of a community working together to achieve a project. Comprehensive and impressive amount of supporting evidence and SMD had found the project really interesting and moving.</p> <p>e. Scooting to School HN was not present at the meeting. Carried forward to the next meeting.</p> <p>f. Preeshenlle Rose Queen Committee SMD had reviewed this evaluation and reported that this had been approved using the Chair's delegated responsibility rather than at a Partnership meeting. The weather was poor so what was going to be on the playing fields ended up in the hall and this was given as the reason for no photographs. There were no comments from people who attended and no details of the stalls that were at the event.</p> <p>g. Babies & Beyond AB was not present at the meeting. Carried forward to the next meeting.</p> <p>h. Ifton Meadows Management Committee PS had reviewed this evaluation and reported that it was a very good project. Met the expenses that they had quoted. It had been a very good community event with about 200 people in attendance.</p> <p>i. Parish Roundabout PM gave his apologies for not having reviewed this. Carried forward to the next meeting.</p> <p>j. Book Box Shelf Project GP was not present at the meeting. Carried forward to the next meeting.</p> <p>k. Ifton Colliery Band DB had reviewed this evaluation and reported that it had been a contribution of under £500</p>

	<p>for buying new music stands with the aim of attracting around 20 participants. The evaluation demonstrates that the stands were purchased but did not give any indication as to how many young people had been recruited. It was noted that the evaluation had not referred back to the application.</p> <p>DB suggested that there might be scope for the Partnership to work with the band to support a programme of summer holiday music sessions. Partners discussed this and North Shropshire Music was also suggested as an avenue for activities like this. BL was asked to contact both these organisations to find out if they would be interested in running a music programme. Contact North Shropshire Music also about music activities.</p> <p>BL suggested that evaluation forms could be tailored and relate back to each application form. SH suggested that she could trial this as she is about to complete an evaluation for the St Martins Youth Club project. DB noted that the Partnership is interested in learning about what didn't work out as well as what went well and this should be included in the evaluation form. NH and BL to review evaluation process and forms.</p>
11	<p>Evaluation to be handed out – Weston Rhyn defibrillator BL apologised that she hadn't brought this evaluation. Carried forward to the next meeting.</p>
12	<p>AOB</p> <ul style="list-style-type: none"> a. Preeshenlle Rose Queen – Community Chest application The Rose Queen Committee had applied for £280 towards the cost of entertainment at their annual Rose Queen Fete. Partners discussed that local event organising groups had been encouraged to apply for funding by the Communications group in 2017 to make their events more attractive for local people. The Rose Queen committee were one of the organisations that applied on this basis and this was the 3rd year that they had applied. The application was scored against the Community Aspirations and approved. It was agreed that the committee should be asked to provide information about how much they, and each of the stall holding groups, raises during the day and how they plan to make the event sustainable. Application Approved. b. NH distributed leaflets about Big Local Connects events in September. Three places per Big Local area are allowed. NH confirmed that he will attend. PS suggested that it's on the agenda for the next Partnership meeting. BL to book in NH & SH & MR names and details can be changed nearer the time with actual attendances. c. NH shared details of a Craftworkers event in June being organised by a resident in St Martins and asked Partners to spread the word about it. PP advised that it had been included in the May edition of the Messenger. MR suggested that the event is added to the next business newsletter. d. BL gave details of the quote that TNS had provided for bibs in relation to the safeguarding condition of their latest grant. Partners asked BL to clarify why 170 bibs were needed. BL to find out and pass info to NH & SH to consider so that a response can be provided by TNS by Friday 10th May. e. NH advised that 3PBL had been invited to send 2 representatives to the TNS annual awards dinner on Saturday 27th April. NH suggested that he and SH attend and represent the Partnership. Partners agreed. f. BL reported that the business that was potentially going to deliver the surveys had stopped responding to PP on Tuesday 16th April so this had been unable to be progressed. All partners present took a batch of surveys to deliver where they can. BL and PP will continue to distribute to community groups, schools etc where practical. .

Next Meeting: 22nd May 2019 – Gobowen