

Partnership Meeting Minutes

Wednesday 26th June 2019

St Martins Community Centre

Attendance: Nick Heard (NH), Sylvia Dyke (SMD), Neil Graham (NG), Glenn Pennington (GP), Maggie Rowlands (MR), Laurel Roberts (LR), Polly Smith (PS), Haulwen Nicholas (HN) Clare Babbs (CB), Irene Evison (IE) Paula Pugh (PP), Catherine Greenfield (CG) and Bridget Laraway (BL)

Attendance (part): Sue Heard (SH)

Item	
1	<p>Welcome and Apologies for absence. NH welcomed everyone to the meeting.</p> <p>Apologies were received from: Pat McGuinness, Angela Bright, Robert Macey and David Boyce</p>
2	<p>Declarations of items for 'any other urgent business'. There were none.</p>
3.	<p>Declarations of interest in any item on the agenda. There were none.</p>
4	<p>Minutes of the meeting held on 22nd May 2019 and any matters arising The minutes were confirmed as a true record of the meeting.</p> <p>Matters arising:</p> <p>Item 9d, Men's Shed application. NH asked whether there any proof ongoing residency received. BL replied that there had not.</p> <p>Item 10b, the Volunteer Celebration Event, thanks to all those involved and notably to PP, SMD and SH were recorded. SMD added that the room had looked very good and professional.</p> <p>It was agreed that;</p> <ul style="list-style-type: none"> a) The minutes of the meeting held on 22nd May 2019 be agreed. b) CG to publish the agreed minutes on the website.
5	<p>Chairperson's report</p> <ul style="list-style-type: none"> a. Chair's delegated financial responsibility. <p>The Chair advised that a new banner, at the cost of £30, had been purchased and was now available for use at craft fairs. PP and MR had attended the Big Picture event and the Chair had approved payment for PP's additional working time.</p> <ul style="list-style-type: none"> b. Legacy

	<p>MR suggested that consideration might be given to Big Local supporting renewable energy for example placing solar panels on community buildings. Lawrence Weston Big Local had brought in high revenue. NH suggested that the initial capital outlay would be high. The Partnership discussed the issue of reduced tariffs and that the potential income would now be less.</p> <p>SMD suggested that money could be invested in community spaces. Gobowen Library was due to close by 2022 and therefore less community space would be available. LR suggested that enquiries could be made regarding Community Asset Transfer.</p>
6.	<p>Financial Report (BL)</p> <p>BL advised that there had been little change since last month. £29,447 remained to be invested. Grants currently under consideration were not included in this figure and totalled around £12,000.</p> <p>CB advised that the received income of £750 from Birmingham University may not have to follow grant rules, so therefore may be considered to be unrestricted funds and kept separately through Qube, however it would depend on where the money has come from. LR informed the meeting that the £750 had been received as reimbursement for money paid by Big Local to hold an event.</p> <p>CB further advised that the same principle applied to Gobowen Station. Local Trust were paying Gobowen Station money as part of the million. BL stated that no report had been received regarding the station repayments.</p> <p>It was agreed that;</p> <ul style="list-style-type: none"> a) BL would investigate further and ask Birmingham University where the £750 had come from.. b) BL would contact Local Trust to look into where the Gobowen Station repayments were.
7.	<p>Laptop quote – request for approval</p> <p>The £586.33 for computer set up fee and laptop was approved</p>
8.	<p>Community Plan Development</p> <ul style="list-style-type: none"> a) Aspirations <p>NH advised that the lay out of the Community Plan would be similar to previous versions.</p> <p>10 options had been put forward for public consultation and 161 responses had been received which included around 70 additional suggestions.</p> <p>NH gave the Partnership a summary of statistical information from Local Insight regarding the 3 Parishes area. Analysis had shown that the 3 Parishes was a relatively privileged area, but education remained a high priority.</p> <p>MR suggested that the Communications Group could look at the data further and that she still had the early baseline data.</p> <p>NH suggested that there was no fundamental change to the aspirations. Climate change was suggested as an additional issue. Partners discussed that this would be covered under 'Rural Environment and Economy'.</p>

NH stated that the we raise the profile of resilience, confidence and sustainability.

The Partners discussed match funding and whether an emphasis should be placed on match funding for both 3PBL projects and grant applicants. It was discussed that each grant application should be considered on an individual basis to maintain a balance. There was a consensus from the Partnership that this approach be adopted. .

It was agreed that;

- 1) There would be no change to the aspirations, but that the wording would be simplified.**
- 2) The profile and priority of resilliance, confidence and sustainability would be raised.**
- 3) A course on funding for local groups and businesses is organised with an emphasis on match funding and finding alternative funding streams.**

b) Contents/format

NH advised that the layout of the Community Plan would be the same as in previous plans.

c) Activities Plan

The Partners considered the items within the Action Plan. The possibility of applying for funding from elsewhere was discussed and agreed in principle.

The Health and Wellbeing Group had proposed an Artist in Residence programme in years 7-8 to create a legacy to bring the three parishes together. SH provided more information about this and confirmed the programme would be seeking match funding.

- 1) It was agreed that;**
- 2) My Money Matters continues after 2020.**
- 3) School Savings Club continues.**
- 4) The Equipment Library is continued and properly launched.**
- 5) The Artist in Residence Programme is agreed and external funding sought.**
- 6) The Big Try and Big Celebration events were agreed.**
- 7) All other Activities Plan items were agreed.**

d) Budget

BL circulated a breakdown of the proposed budget for consideration by the Partnership and explained the reasoning behind the figures.

CB noted that the total budget would exceed the £1 million and Partners agreed that years 9 and 10 would be funded by interest and other payments.

Overheads on staff costs were challenged and LR explained the full cost recovery approach Qube uses which was consistent with the previous Community Plan. Partners discussed and agreed the approach and asked for a breakdown of the overheads.

There was currently no allowance for inflation within the budget. CB advised that this should be calculated at 2% year on year.

	<p>It was agreed that;</p> <ol style="list-style-type: none"> 1) A breakdown of the staff overheads would be emailed to the Partnership members. 2) The redundancy cost line of the budget is removed and added to year 8. 3) A vote of thanks to Bridget is recorded for providing the breakdown of the budget. 4) The Big Grants budget remains at £35,000 per annum. 5) 3P Means Business grants for business and training are combined into one line of £5000. 6) The Communications budget is agreed. 7) The Equipment Library budget is agreed. 8) Local businesses are approached to see if they would sponsor or match fund items for the Equipment Library. 9) The Big Local Events budget is agreed. 10) The Artist in Residence budget is divided into £30,000 in year 7 and £20,000 in year 8 11) The Artist in Residence project is part funded by external grants. 12) A New Projects category is created in the budget to include the Equipment Library and the Artist in Residence budgets in order to avoid a potential future variance.
9	<p>Community Plan Review</p> <p>It was agreed that all Partners read sections G and H and return by the next Partnership Planning meeting.</p>
10	<p>AOB</p> <p>NH had read the defibrillator evaluation, there were no issues.</p>

Next Meeting: Wednesday 10th July Partnership Planning meeting, St Martins Community Centre

Wednesday 24th July Partnership meeting, Gobowen Playing Fields