

## Partnership Meeting Minutes

Wednesday 18<sup>th</sup> September 2019

### Weston Rhyn Village Institute

Attendance: Nick Heard (NH), Sylvia Dyke (SMD), Glenn Pennington (GP), Maggie Rowlands (MR), Polly Smith (PS), Haulwen Nicholas (HN), Irene Everson (IE), Laurel Roberts (LR), Robert Macey (RM), Paula Pugh (PP), Catherine Greenfield (CG) and Bridget Laraway (BL)

Attendance (part): Sue Heard (SH)

Item No	Item
1.	<p><b>Welcome and Apologies</b></p> <p>Apologies were received from Steve Davenport, David Boyce, Neil Graham and Angela Bright</p>
2.	<p><b>Declaration of items for any other urgent business</b></p> <p>BL advised that the draw for the £50 voucher would take place at the end of the meeting.</p>
3.	<p><b>Declaration of interest in any item on the agenda</b></p> <p>SMD, SH, MR and PS advised that they had an interest in item 12.</p>
4.	<p><b>Minutes of the meeting held on 24<sup>th</sup> July 2019</b></p> <p>SH left the meeting. The minutes of the meeting held on 24<sup>th</sup> July 2019 were agreed with the following amendment; item 13 the initials MR are replaced with SMD.</p> <p>Matters arising</p> <p><b>LR to set a date for a meeting with the Qube trustees.</b> <b>LR to provide a detailed analysis of Overhead costs.</b> <b>Action 10 – NH had written personally to the local MP, and had copied in Matt Leech, Robert Macey and Steve Davenport about the My Money Matters project outcomes.</b></p>
5.	<p><b>Chairpersons report (NH)</b></p> <p>MR, SH and NH had attended a Big Local Connects meeting. No financial decisions had been taken by the Chair.</p>
6.	<p><b>Partnership review (IE)</b></p> <p>IE led a detailed discussion on the operation of the Partnership. <b>It was agreed that;</b></p> <p><b>a) Local Trust information forms be circulated to Partners not at the meeting to be</b></p>

	<p>completed as soon as possible,</p> <p>b) Consideration is given to appointing a Grants Panel and the inclusion of independent panel members.</p> <p>c) Examples of Grant Panels from other Big Local areas are circulated (IE).</p> <p>d) A future item is included on the agenda to look at how to increase diversity within the Partnership membership.</p> <p>e) Alternative Partnership meeting structures are considered by IE, HN and NH and are brought back to a future meeting.</p>
7.	<p><b>Election of officers</b></p> <p>It was agreed that;</p> <ul style="list-style-type: none"> <li>• Nick Heard be appointed Chair</li> <li>• Haulwen Nicholas and Pat McGuinness are appointed as Vice-Chairs.</li> </ul>
8.	<p><b>Committee structure and membership</b></p> <p>SH re-joined the meeting. The Partners discussed the current committee structure. SMD proposed that the My Money Matters group should meet more regularly or become more proactive by increasing its remit to include other My Money Matters.</p> <p>IE suggested that groups could co-opt Partners and other interested parties to working groups.</p> <p>It was agreed that;</p> <ul style="list-style-type: none"> <li>a) BL to write a briefing document about what is needed by December in regard to the School Savers scheme for the Chair of the Health &amp; Wellbeing Group.</li> <li>b) Events Working Groups are set up on an ad-hoc basis.</li> <li>c) The current structure and membership remains unchanged.</li> </ul>
9.	<p><b>Confirmation of delegated financial responsibilities and any restrictions applicable</b></p> <p>It was agreed that;</p> <ul style="list-style-type: none"> <li>a) The delegated financial responsibilities are agreed.</li> <li>b) The Enterprise Support Group are asked to look at the business grants process at their next meeting.</li> </ul>
10.	<p><b>Insurance Arrangements</b></p> <p>The insurance arrangements were noted.</p>
11.	<p><b>Financial Report</b></p> <p>The financial report was noted.</p>
12	<p><b>Grant applications</b></p> <p>MR, PS, SMD, LR and SH left the meeting whilst the relevant funding decisions were made in which they had declared an interest.</p> <p>It was agreed that;</p> <ul style="list-style-type: none"> <li>a) Weston Rhyn Village Institute is invited to submit a stage 2 application (BL). NH to act as link Partner.</li> <li>b) A grant offer letter is sent to St Johns Church – hearing loop, on the grounds of the community activities the grant will support and that the evaluation is based on the community aspect only (BL).</li> <li>c) A grant offer letter is sent to Qube Arts as per their application excluding the workshop and gallery hire at Qube (BL).</li> <li>d) A grant offer letter is sent to St Martins Centre (BL).</li> </ul>

13	<p><b>Legacy Q&amp;A</b></p> <p><b>It was agreed that;</b></p> <ul style="list-style-type: none"> <li><b>a) Partners take a look at the various organisation structure options previously circulated by Claire Babbs.</b></li> <li><b>b) A workshop is organised for Partners to discuss Legacy.</b></li> <li><b>c) Partners are contacted to determine availability for the workshop (BL).</b></li> </ul>
14	<p><b>AOB</b></p> <p>The draw was made for the winner of the £50 shopping voucher. The winning name was Stephen Fenlan.</p> <p>IE informed the Partnership that Local Trust had not yet approved the new Community Plan as there were still some questions about the budget. Further information was not yet available.</p> <p><b>It was agreed that;</b>  <b>IE, NH and LR meet to discuss the Community Plan Years 6 to 8 budget, 11.00am 24<sup>th</sup> September.</b></p>
15	<p><b>Date and time of next meeting</b></p> <p>Wednesday 9<sup>th</sup> October 2019 – 7:30pm Partnership meeting, St Martins Centre  Wednesday 23<sup>rd</sup> October – 7:00 Partnership Open Meeting, St Johns Church, Weston Rhyn</p>