

**Partnership Meeting Minutes
Wednesday 26th May 2021 7pm
Zoom meeting**

In attendance: Haulwen Nicholas (HN), Glenn Pennington (GP), Angela Bright (AB), Rob Macey (RB), Polly Smith (PS), Sylvia Dyke (SMD), Maggie Rowlands (MR), Mark Jones (MJ), Sue McGavin (SMc), Paula Pugh (PP).

| Item No | Item |
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| 1. | <p>Welcome and Apologies</p> <p>HN welcomed everyone to the meeting</p> <p>Apologies from Steve Davenport, Laurel Roberts.</p> <p>SMc – reminded the partnership of the code of conduct</p> <p>HN – informed the partnership that MR would be stepping down as vice chair to spend more time with her family and HN thanked her for her help and support.</p> |
| 2. | <p>Declaration of items for any other urgent business</p> <p>Decision on if a new 2nd Vice chair is required or happy to have just one vice chair supporting the chair.</p> |
| 3. | <p>Declaration of interest in any item on the agenda</p> <p>AB and MR declared an interest in the Expression of interest document for the Weston Rhyn Playing Fields (this agenda point was moved to the end of the meeting so that they can leave)</p> |
| 4. | <p>Minutes of the previous meeting</p> <p>GP – asked to clarify what was meant about adding communications to the agenda of all of the groups – HN clarified that as the comms group was agreed to be closed during the last meeting, that we agreed to put comms on the agenda to ensure it isn't forgotten.</p> <p>Matters arising</p> <ul style="list-style-type: none"> • Press release statement regarding funding – it was agreed that this would be put on hold until we have confirmed the way forward on our grants process, rather than sending out two press releases in quick succession. <i>PP has a press release prepared awaiting approval for when we require it.</i> |

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| | <ul style="list-style-type: none"> • PP to send application for foodbank and evaluation from Weston Rhyn Institute via Slack to partnership due to the questions about this. • It was agreed that PP will no longer be creating a calendar for comms actions • Communications – Local trust have shared our MMM project to inspire others - https://localtrust.org.uk/big-local/adaptables/my-money-matters/ - thanks to SMD, PP and GP for pulling the information together for this. <p>The minutes were agreed.</p> |
| 5. | <p>Chairs Report</p> <p>The report had been circulated.</p> <p>HN confirmed that Sue Heard had resigned which meant there was now 10 partners in the partnership and that to be Quorate going forward we would need a vote of 6 people to be over 51%.</p> <p>HN asked for approval to organise a plaque for Sue Heard and David Boyce. This was agreed and it was also agreed to get a stock of these for future use.</p> <p>Irene Evison and Sarah Gilder will finish working their temporary assignment at end of May 2021 and HN thanked them for their support. They have done less hours than forecast so the cost will be reduced.</p> |
| 6. | <p>Questions about the Financial Report</p> <p>PP has put a box on the side of the report to show what was spent in this last month.</p> <p>The financial report was noted.</p> <p>HN noted Qube are just conducting the review of the financial report for Local Trust and Helen is putting together the figures. Once HN has those she will share them with the partnership as there is an underspend and we need to confirm how we wish to process that. This will be an agenda point for the next meeting.</p> |
| 7. | <p>Any update from 3PBL staff and Qube</p> <p>PP no update Qube no update</p> |
| 8. | <p>Grant Process</p> <p>Documents had been shared prior to meeting and partners asked to vote before the meeting – HN shared the results and what the majority votes were</p> <p>Q1 – No conclusive vote – all agreed to discuss once underspend has been discussed in June meeting Q2 – Yes let’s review process – Vote Quorate</p> |

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| | <p>Q3 – Yes let's trial it – Vote Quorate Q4 – all agreed to wait until the partnership know the amount of funding available Q5 – Option C - agreed that the full partnership makes the decision on grants - Vote Quorate</p> |
| 9. | <p>Year 6 underspend: It was agreed that HN make a request to Qube to draw down £20K of the underspend for year 6 and the remainder to be drawn down for year 8 as it is a shorter year – this will be drawn down into the Community Chest & Big Grant funds</p> <p>HN/HW (Helen) Apply to draw down this underspend to use it on the grant fund.</p> |
| 10. | <p>School Savers update</p> <p>Partnership to write to Gobowen , St Martins & Weston Rhyn Schools to ask would they like to continue with the scheme moving forward – letter to include that the project will end in 2022 and that there will be a cost implication for schools should they wish to carry on past that point.</p> |
| 11. | <p>Volunteers and Partners</p> <p>HN to contact volunteers who showed an interest in becoming a partner – agreed that there is 2 places available and going forward the partnership will be maximum of 12 people. PP to see if there is a process for bringing on new partners. Current handbook has some processes for this.</p> |
| 12 | <p>Gobowen Station update</p> <p>RM / MG to arrange to meet with Gobowen Station – discuss further and suggest exploring a payment break. HN/PP find obtain contract information</p> |
| 13 | <p>Update from Health and Wellbeing Group</p> <p>Group would continue as 'Coopted' with no 'chair'.</p> <p>Eat Well for Less and Wellbeing programmes will run as agreed.</p> <p>Befriending, Arts & Events – all to be put on hold for the moment and to be decided on at a later date.</p> <p>PP to send Eat Well for Less contract to H&WB group along with the initial project plan document. PP to arrange a meeting with Sarah Gilder before she leaves and then a future meeting with Ben from OsNosh to 'present' to the group. PP to put Shropshire RCC in touch with H&WB group .</p> <p>Group will review in July.</p> |

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| | Evaluation Forms |
| 14 | St Martins Guides – Community chest evaluation form was signed off. |
| 15 | Agenda item 15 moved to end of meeting to allow AB and MR to leave due to conflict of interest. |
| 16 | Communications HN / Partnership to send an email to Stephen & Vicki from Wilsons Bookkeeping expressing sympathy for the closure of their business. |
| 17 | AOB The partnership agreed they were happy to continue with only having one vice chair GP to support HN the chair. The roles would be up for review in September as is normal. <i>(AB & MR left the meeting).</i> |
| 15 | Expression of Interest Weston Rhyn playing field. Expression of Interest Weston Rhyn Trust – all agreed that equipment was needed in the village and we would be happy to receive a big grants application with stipulations regarding funding and the detail required. Including copy of WRT minutes confirming that there is an agreement to apply for funding. PP to send HN details of the information sent to Chirk Bank Playing Fields as this was a similar request. |
| 15 | Date and time of next Partnership meeting – last Wednesday of the month at 7pm – 30 th June 2021, 28 th July 2021, 25 th August 2021, 29 th September 2021, 27 th October 2021, 24 th November 2021. |