

Partnership Meeting Minutes

Wednesday 15th October 7.30pm, Chirk Bank Methodist Church

Present: Angela Bright, David Boyce, Nick Heard, Sue Heard, Ron Jones, Pat McGuiness, Andy Rimmer, Sue Schofield, Bridget Laraway.

		Actions Agreed
1	Welcome to Community & Youth Worker. NH welcomed AR to the meeting and introductions were made.	
2	Apologies for absence had been received from Keith Allum, Clare Babbs, Robert Macey, Glenn Pennington, Laurel Roberts.	
3	There were no declarations of interest.	
4	Minutes of the meeting of 9th September and matters arising: a) The minutes were accepted as a true record of the meeting. b) NH thanked those that had attended the CDF research on 7 th October and noted that it had been a useful discussion. An action from the discussion is a requirement to provide more information with the agenda & supporting documents for partnership meetings.	BL & NH to work on developing agenda to be more informative.
5	Appointment of Community Rep NH advised that Clare Babbs has been appointed as our Community rep with immediate effect. PM gave an overview of the two interviews that were carried out and brief feedback on each candidate	
6	Co-ordinator Report (a). Progress with Car-share project. BL reported that she had met with a Transport planning assistant at Shropshire Council. Working on developing 3PBL branded interface for the shropshare car share website, jointly branded promotional materials and also looking at the cost of road signs promoting the scheme. Shropshire council also have budget to contribute to project. (b) Community Chest Applications BL reported that she had distributed 12 application packs in total, and 1 completed application has been received. AB advised that she has given out 2	

	<p>application packs. BL also reported that she had spoken to 2 people at Grow It, Make It, Show It in September who had been interested in having support to develop community groups – a gardening club in St Martins and the Lantern Parade. AR gave details of “Transport Solutions” – a service that is part of the Bromford / Shropshire partnership that may support our aspirations relating to transport.</p>	<p>BL to pass details to AR to progress.</p> <p>BL to investigate.</p>
7	<p>Community Chest Application assessment It was agreed that a deadline of 31st October would be communicated for grants to be awarded on 15th November.</p> <p>Two meetings were agreed:</p> <p>Monday 27th October 2pm. – NH, SS, AB, PM Purpose: To develop application assessment process and criteria.</p> <p>Monday 10th November 2pm – NH, SS, AB, PM Purpose: To review applications received against assessment process.</p> <p>Both meetings are at St Martins Centre.</p>	<p>BL: Advise groups that have been sent application packs.</p> <p>BL: research other Big Local areas or similar assessment processes in advance of this meeting.</p>
8	<p>Progress with Fairshare Credit Union NH reported on progress:</p> <ul style="list-style-type: none"> • NH and BL met with Fairshare on 2nd October and to discuss services to be provided. • BL has submitted the funding application to Local Trust for this element of the plan and we expect to hear back by 10/11/14. • Fairshare are drafting a service agreement which will set out the services, the charges and the responsibilities. We expect to receive this by w/c 27/10/14. • Solicitor lined up to review service agreement when received. The costs of this are included in the funding application. • BL has provided brief for Oswestry Community Action trustees as they will be the contracting party with Fairshare. Trustees will meet on 10/11/14. • Service agreement will be circulated in advance of the next partnership meeting for discussion and sign off at that meeting. <p>DB commented that we should ensure that Fairshare carry professional indemnity insurance to minimise risk. SS commented that we should advice the LJC on progress with this project.</p>	<p>BL: Circulate service agreement when received and follow up with comments from solicitor / trustees.</p> <p>BL: check</p> <p>BL: contact Corrie Davies.</p>

9	<p>Youth Forum SH reported that the Youth Forum now has 8 regular members from Weston Rhyn & St Martins aged 13 – 15. All 3 secondary schools are represented. The current focus is on money management. SH shared some of the different experiences and attitudes of the young people in relation to having & saving money. The youth forum will meet monthly on an ongoing basis.</p>	
10	<p>Communications Group feedback. The Communications group requested authorisation to spend £200 on adding a “newsletter sign up” facility to the website. This will enable visitors to the website to provide their details to be kept informed about developments. This was approved with 2 considerations:</p> <ul style="list-style-type: none"> • To ensure that the sign up includes appropriate security so that it cannot be abused by remote computers. • To ensure that appropriate processes are in place in relation to data protection. <p>The Communications group also advised that their budget of £3860 had now been allocated to cost headings and requested approval to proceed:</p> <ul style="list-style-type: none"> • £400 – telephones for the 2 workers • £2000 – physical noticeboards in the three villages • £600 – donations of £200 to each of the three village magazines • £860 – website changes and various printed materials. <p>This was approved by the partnership.</p>	
11	<p>Partner workshop 18th October NH advised that the agenda for the workshop on 18th October is: 10:30 – 12:30 Moving forward with the Community plan 12:30 – 13:15 Lunch 13:15 – 15:15 Project discussion.</p>	
12	<p>Community Event 15th November SH gave an overview of plans for the Community Event on 15th November – The Big Get Together. Community groups are being invited to have a display or give a demonstration and recruit new members. It will also be open to groups that provide services within the three parishes – e.g. Qube, and groups involved with the Community Plan. E.g. Fairshare credit union. There will also be a competition open to all residents and entries will be displayed at the Community event.</p> <p>Packs of invitation fliers and lists of groups in each village were handed out.</p>	<p>Partners – Invite groups in the villages and feedback to BL asap.</p>

13	<p>Partnership policies</p> <p>NH gave details of the partnership policies that Local Trust recommend that each Big Local area have in place:</p> <ul style="list-style-type: none"> • Code of Conduct • Role descriptions • Declaration of interest and loyalty policy • Guidance on confidential information • Guidelines for partnership meetings <p>A code of conduct was agreed by the partners when they signed the letter of commitment.</p> <p>Partners were also asked to consider other policies that they may want to adopt, for instance an Expenses Policy and Media Enquiries Policy.</p>	<p>BL to circulate policies in advance of next meeting for discussion and adoption at next meeting.</p> <p>BL to research OCA policies for discussion at next meeting.</p>
	<p>AOB.</p> <p>a) It was agreed that a Plugging the Leaks workshop would be held in early 2015.</p> <p>b) NH asked partners if anyone was interested in attending the Shropshire Social Enterprise Conference in Craven Arms on Monday 17th November – all day event. Anyone interested to advise BL asap.</p> <p>c) Feedback from Parish Councils. GP had reported that a comment had been received from St Martins Parish Council about ensuring that the Community & Youth worker is focussed on the Three Parishes and not loan to Oswestry.</p>	<p>Interested partners to advise BL asap so place can be booked.</p>

Next Meeting: Wednesday 19th November 7:30pm.

Venue: Gobowen Methodist Church Hall