

**Partnership Meeting Minutes**

**Wednesday 21<sup>st</sup> October 2015 7:30pm Weston Rhyn Insitute**

Present: Clare Babbs, David Boyce, Angela Bright, Steve Davenport, Neil Graham, Nick Heard, Sue Heard, Ron Jones, Robert Macey, Pat McGuinness, Glenn Pennington, Laurel Roberts, Andy Rimmer and Bridget Laraway.

		Actions Agreed
1	<b>Apologies for absence</b> There were no apologies for absence.	
2	<b>Declarations of interest.</b> There were no declarations of pecuniary interest.	
3	<b>Minutes of the meeting of 23<sup>rd</sup> September 2015 and matters arising</b> The minutes of the meeting were confirmed as an accurate record. There were no matters arising that are not covered by this meeting's agenda.	
4	<b>Chairperson's Report</b> NH reported on a confidential meeting that had taken place earlier in the evening to discuss recent press coverage relating to the BIG Grants Scheme funding application from CaRT. It was agreed that the "Memorandum of Understanding" that each partner has signed should be updated to cover any future eventualities of this nature.	<b>CB / BL:</b> Draft revised wording and bring to next Partnership meeting.
5	<b>Co-ordinator Report</b> BL had circulated a written report in advance of the meeting. Main points and discussion: a) Fairshare. There had been 1 general enquiry, 1 new member and 1 loan application during September. Marketing activity had centred around social media. BL reported that NH, PM and BL had met with Fairshare on 25/9/15 and discussed the following: i) Proposed changes to Service point schedule. Fairshare propose to reduce the Service Point schedule to 1 hour per week in each location and to use the remaining time to focus on promotional activities. They will trial different days, evenings and	

	<p>weekends. The Partnership discussed the proposal and it was agreed that Fairshare can make the proposed changes. The Partnership agreed that reporting on the activities taking place during the reduced Service Point time should be included in the monthly report.</p> <p>ii) Business Loans – Fairshare have submitted a revised proposal regarding business loans, including an illustration of a typical loan lifecycle.</p> <p>iii) Refugees – BL reported that Fairshare will be able to use any Refugee identity documents that are introduced by the Government to open accounts.</p> <p>NH suggested that a facebook campaign be used to promote activities.</p> <p>b) Carshare BL reported no further progress with the installation of the car share signage. It was agreed that SD will try and push this issue forward. BL also reported that no progress with changes to the website. Jambusters are not returning phone calls or replying to emails. BL has another contact at Telford &amp; Wrekin council.</p> <p>c) Community Plan spending. BL reported that the accounts for the Year 1 Community plan spending are being finalised and will be reported at the next meeting. Year 2 first payment has been received - £68,863.50.</p> <p>d) Gobowen Library project. BL reported that the most recent meeting had been facilitated by Locality. The group had considered other Community Hub projects and looked at potential business planning.</p> <p>e) Gobowen Station Project. No further progress this month. The car park usage survey is scheduled for November.</p> <p>f) Loan Shark Project BL reported that the funding application for £1,000 from the England Illegal Money Lending team had been unsuccessful. NH, BL, AR and Andrea Broady had met with the local Community Liaison officer and a date for another meeting has been scheduled in November to develop a joint anti-loan shark project</p>	<p><b>BL:</b> Inform Fairshare and discuss reporting requirements. Feedback timescales to Partners.</p> <p><b>NH / PM / BL:</b> Meet to consider revised proposal.</p> <p><b>Comms group:</b> Discuss facebook campaign.</p> <p><b>BL:</b> Send information to SD. <b>SD:</b> Progress with Highways Department. <b>BL:</b> Try contact at Telford &amp; Wrekin council.</p>
6	<p><b>Community &amp; Youth Worker report</b> AR's written report had been circulated in advance of the meeting. Main points and discussion:</p> <p>a) Community Event.</p>	

	<p>AR advised that he will now be promoting the 23<sup>rd</sup> January event with Community groups. Partners were asked to check and confirm whether or not they are available to attend. NH reported that he had invited Debbie Ladds, Chief Executive of Local Trust, to attend the event and that she has accepted.</p> <p>b) Postcard from my village exhibition AR reported that the exhibition continues its tour of the area and that very positive comments were received during it's time in Gobowen library.</p> <p>c) First Aid courses Five people attended the first session in Weston Rhyn and three people attended the second session. The next training is being held in Gobowen on 17<sup>th</sup> &amp; 24<sup>th</sup> November. AR is currently discussing dates with the CFRs for courses during school hours and CPR only courses.</p> <p>d) Carshare promotion. AR reported that he had completed the planned Carshare promotion sessions at the RJ &amp; AH Hospital but that there had been very little interest in the scheme and that many people had advised that they already car share.</p> <p>e) Community Outreach. AR advised that the Community Outreach sessions are going well. He has received some enquiries regarding planning applications - it would be useful to be able to re-direct these enquiries or give out leaflets. RM agreed to look into the availability of appropriate leaflets.</p> <p>f) Community Group visits. AR reported that he had attended a meeting of St Martins WI and was well received. One of the members enrolled onto the November First aid course during his visit.</p>	<p><b>Partners:</b> Advise availability to attend 23<sup>rd</sup> Jan event at next Partnership meeting.</p> <p><b>AR:</b> Report back to Partnership with costs of further courses for approval before proceeding.</p> <p><b>AR:</b> Provide details to RM regarding queries so that appropriate leaflets / re-direction advice can be given in future.</p>
7	<p><b>Update on Project Planning Meeting.</b> NH gave an overview of the projects that had been discussed at the Project Planning meeting on 24<sup>th</sup> September and highlighted further progress in some areas.</p> <p>a) Tourism SD advised that he is working on a project for Shropshire Council looking at the Tourism offerings and the money that is being spent on Tourism as there are too many separate factions focussing on Tourism and a joined up approach may be more appropriate. PM advised that the lecturer at WNSC may be</p>	<p><b>PM:</b> Send lecturer's contact details to SD.</p>

	<p>able to provide some support.</p> <p>b) NH confirmed that a meeting had been arranged with Ms Lovecy at St Martins school for 5<sup>th</sup> November – to be attended by NH, SH, BL.</p> <p>NH reminded partners that the next Project Planning meeting had been arranged for 5<sup>th</sup> November and invited all Partners to attend.</p>	
8	<p><b>Update from Plugging the leaks workshop</b></p> <p>NH advised that 7 representatives from outside agencies had attended the workshop, which was a good response rate. We have not yet received the event report from UnLtd.</p> <p>NH commented that it was heartening that the ideas that were discussed at the meeting supported the types of projects that the Partnership have discussed. GP commented that the facilitators didn't seem very prepared for the session and were too informal.</p>	<p><b>BL:</b> Chase UnLtd for report.</p>
9	<p><b>Update from “The Bigger Picture” Media training</b></p> <p>GP and AR reported on the training that they had attended on 29<sup>th</sup> September. They had expected a training session about using digital media but the day had a greater focus on selling the project to the course attendees. Moving forward, GP &amp; AR will be filming &amp; interviewing for the project and the editing will be carried out by Birmingham University.</p> <p>They are currently waiting for the £500 equipment grant and for password access to the website for the project.</p> <p>NG advised that it is important to ensure that the £500 is invested on equipment with maximum useability. RM gave details of the contact that Shropshire Council use for filming and suggested that GP &amp; AR might want to shadow him for a day if possible.</p> <p>SD suggested that the kit that is going to be used should be bought before any more training.</p>	<p><b>RM:</b> Investigate possibility and liaise with GP / AR.</p>
10	<p><b>BIG Grants Scheme Application – Gobowen Library</b></p> <p>Partners considered an application from Shropshire Council for a 3 year programme part funding the transformation of Gobowen Library into a Community Hub. Partners raised the following concerns relating to the application:</p> <ol style="list-style-type: none"> <li>CB advised that a 3 year period is likely to be too short for a newly established social enterprise concept to be proved. A 5 year period would be advised.</li> <li>Partners agreed that there was a need to invest in a manager that would build the business. This wasn't included in the grant application.</li> <li>There were discrepancies between the financial information provided on the application form and on a supporting document. Partners requested clarification regarding the correct figures.</li> </ol>	

	<p>d) There was some discussion around whether one Community Hub could be funded or whether this should be replicated in each village. This issue was not resolved.</p> <p>e) Partners agreed that Three Parishes Big Local could not fund this scheme if it meant taking on any liability, particularly in relation to employees and buildings.</p> <p>RM provided further background information and gave an overview of the timeline that Shropshire Council are working to in relation to this project.</p> <p>On the basis of information provided on the application, Partners agreed that they could not approve the funding.</p> <p>CB suggested that she spend some time with the author of the application form to advise regarding resubmission. Partners agreed.</p>	<p><b>BL:</b> Provide informal feedback to Shropshire Council and arrange meeting with CB and Council to move application forward.</p>
11	<p><b>Community Chest – Caroline Hartley.</b></p> <p>The Community Chest application was not considered by the Partnership as it needed further development by AR and Caroline Hartley.</p>	<p><b>AR:</b> Work with Caroline Hartley to develop application for next partnership meeting.</p>
12	<p><b>Universal Credit Training.</b></p> <p>BL advised that she had been asked to confirm which partners were available to attend the Universal Credit training being held at Beechwood Big Local on 3<sup>rd</sup> December.</p> <p>It was confirmed that SD, GP and Sue Schofield would attend.</p>	<p><b>BL:</b> Forward relevant information to SD, GP and Sue Schofield.</p> <p><b>BL:</b> Confirm with Beechwood Big Local.</p>
13	<p><b>A.O.B.</b></p> <p>a) BL reminded Partners about two training courses that she had circulated by email. Committees, Communication &amp; Conflict on 5<sup>th</sup> November and Social Media on 23<sup>rd</sup> November. Partners were asked to contact BL if they would like to attend either course.</p> <p>b) BL advised the Partnership that Sue Schofield had made contact regarding funding for installation costs for defibrillators for each village as she was submitting an application through the British Heart Foundation scheme. More information to follow.</p> <p>c) BL and SH had attended a West Midlands networking event on Saturday 17<sup>th</sup> October. More information will be shared at the next Partnership meeting. There will be a follow up networking event on Saturday 30<sup>th</sup> January – all Partners are welcome to attend.</p>	<p><b>ALL:</b> Contact BL if would like to attend training course.</p> <p><b>SH / BL :</b> Provide information at next Partnership meeting.</p>

Next Meeting: Wednesday 25<sup>th</sup> November 2015. 7:30pm

Venue: All Saints Church Hall, Gobowen.