

Partnership Meeting Minutes

Wednesday 25th November 2015 7:30pm All Saints Church, Gobowen

Present: Clare Babbs, Angela Bright, Nick Heard, Sue Heard, Robert Macey, Pat McGuinness, Glenn Pennington, Laurel Roberts, Polly Smith, Andy Rimmer and Bridget Laraway.

		Actions Agreed
1	<p>Apologies for absence Apologies for absence were received from David Boyce, Steve Davenport, Neil Graham and Ron Jones.</p>	
2	<p>Declarations of interest. There were no declarations of pecuniary interest.</p>	
3	<p>Minutes of the meeting of 21st October 2015 and matters arising The minutes of the meeting were confirmed as an accurate record. BL distributed copies of the UnLtd report from the Plugging the leaks workshop which was then discussed. One of the ideas in the report was a “flix in the sticks” community cinema. AB reported that she had attended a similar event recently in Trefonen and it was a very good event. RM advised that the idea had come up in a recent questionnaire that had been circulated among the users of All Saints Church Hall. It was also agreed that Weston Rhyn Institute and St Martins school theatre would also be good venues for this type of project. PS advised that a similar project had been run in South Shropshire where she used to live and that it had become more difficult to sustain when the initial funding came to an end. NH advised that this type of project had been discussed early on in the Big Local programme and asked RM to link with David Boyce to discuss and consider project. LR suggested that we contact Sian at Arts Alive as they show films and have equipment.</p> <p>It was agreed that the UnLtd report should be considered in full at the next Project Planning meeting.</p>	<p>RM: Link with DB to discuss and report back to next meeting.</p> <p>BL: Make contact with Sian.</p> <p>BL: Add to agenda for next project planning meeting.</p>

4	<p>Chairperson's Report</p> <p>NH reported that he, SH and BL had met with Ms Lovecy and Mrs Ellis at St Martins School on 5th November. The discussion had covered a number of projects that could be developed with the school – Role Models, Careers Support, Engineering project and the Business Class programme from Business in the Community. Details of the 3PBL grants programmes were shared with the school and they were encouraged to contact the Partnership if they had any ideas for projects that could be supported.</p> <p>BL reported that, since the meeting, the Business Class co-ordinator has made an appointment to meet with Ms Lovecy and introduce the programme.</p> <p>NH advised that he had been given the name of a contact at the school to talk to regarding developing careers advice and support.</p> <p>NH also reported that he and SH had attended the Oswestry Vision event on 22nd October run by the Chamber of Commerce, and that he intends to attend one of the monthly Chamber meetings in the near future. He advised that there is a possibility of developing a business network in liaison with the Chamber of Commerce.</p> <p>NH had attended a “Giving Time” conference facilitated by NANM (National Association for Neighbourhood Management). He explained that the materials from the conference could provide the basis for a workshop for groups that are looking for more volunteers.</p>	<p>BL: Make appointment for NH / SH / BL to meet with the nominated contact.</p> <p>NH: Forward notes from conference to BL to distribute to Partners.</p>
5	<p>Co-ordinator Report</p> <p>BL had circulated a written report in advance of the meeting. Main points and discussion:</p> <p>a) Fairshare. There had been 2 general enquiries, 3 new members and 1 loan application during October making it the best month to date. Marketing activity had centred around social media. Andrea continues to work towards setting up the school savings clubs.</p> <p>b) Carshare BL reported that 5 of the car share signs had been installed since submitting the written report last week. The remaining 2 signs will be installed shortly. As yet, no one has signed up for the scheme from the 3PBL area and there has not yet been any progress with the requested website changes.</p> <p>c) Community Plan spending. BL reported that £6,709 Year 1 underspend was returned to Local Trust and has gone back in the 3PBL £1million.</p> <p>Year 2 funding for Sept – Mar £68,863.50. Expenditure to date £11,474</p>	<p>BL: Continue to progress website changes.</p>

	<p>d) Gobowen Library project. A Big Grants scheme application has been received which is considered under Item 13 of the agenda. No other progress.</p> <p>e) Wheels 2 Work BL reported that Wheels 2 Work had received 4 applications from the local area since receiving their 3PBL grant. Of these, two were rejected, one was part funded through his CBT and one qualified for the scheme but failed his CBT.</p> <p>f) Loan Shark Project NH and BL had met with Andrea Broady to consider anti loan shark activities in advance of the next meeting with the England Illegal Money Lending team on 26th November.</p> <p>g) Calendar delivery Calendar delivery is currently on track. BL advised that a number of Community Groups have been helping and individuals are assisting where groups are not available. Positive comments were made about the calendar at the meeting, and positive feedback has been received from the public. CB suggested that we send a copy of the calendar and Project Update leaflet to Debbie Ladds.</p>	<p>BL: Arrange for calendar to be sent to Debbie Ladds.</p>
6	<p>Community & Youth Worker report AR's written report had been circulated in advance of the meeting. Main points and discussion:</p> <p>a) Postcard from my village exhibition AR reported that the exhibition has been in Weston Rhyn Institute and school and will move to Gobowen school on Thursday 26th November.</p> <p>b) First Aid courses 7 people people attended the first First Aid session in Gobowen, and 8 attended the second session. AR reported that the CFRs are happy to continue to deliver courses free of charge so the cost for any additional sessions would just be room hire. BL advised that they budget that the partners had agreed for this project had been spent in full so a new proposal will have to be presented to the Partnership for approval before arranging any more courses.</p> <p>c) Men's Shed AR had visited the Oswestry Men's Shed in Whittington. He reported that they were keen to work with us to promote their facility in this area and AR left grants scheme forms with them. The group has over 25 members with the age range being 19 – 65+. NH asked that they be encouraged to promote themselves</p>	<p>AR: Prepare proposal for further First Aid courses for review by Partnership.</p> <p>AR: Support the group to provide articles for the next edition of the three village magazines.</p>

	<p>by writing articles for each of the three village magazines. PM reported that there had been a great deal of national pres coverage this week regarding men's sheds.</p> <p>d) Media Project – Our Bigger Story GP & AR had received training in uploading files to the new website. GP reported that the intention is to upload files monthly, after each partnership meeting so that Partners can review file content before it is uploaded if needed. The first day planned is 26th November and GP and AR will also consider what equipment to buy with the £500 grant during this meeting. GP had interviewed Christina Trevanion during the Valuation day at St Martins Centre.</p> <p>e) Weston Rhyn School Open Evening AR reported that he had attended this event earlier on the evening of the Partnership Meeting. He had received positive feedback about the calendar during the event.</p>	
7	<p>Review of Code of Conduct Following the discussion at the last Partnership meeting, CB had suggested some additional wording to the Code of Conduct that had been circulated to Partners in advance of the meeting. PM had provided feedback about other parts of the Code of Conduct and a discussion took place. The following changes were agreed:</p> <ul style="list-style-type: none"> - To re-word the first 3 bullet points of the code to reflect "Everything I do as a member of the partnership". - The additional words suggested by CB were approved with a slight change so that it reads "In the event of any part of this code of conduct being breached". <p>This discussion prompted other points to be raised, as follows: GP asked what would happen if someone committed a criminal act in the name of the Partnership. CB advised that this document is setting out the behaviours that are expected from a member of the Partnership and anyone who behaves criminally can be dismissed from the Partnership. AB asked if the Partnership was being open enough in the information that is shared with the public. CB advised that the Project Update Leaflet that had been circulated with the Calendars was a good example of how we were being open with the public.</p>	<p>BL: Make agreed changes and circulate to Partners.</p>
8	<p>ID Badges BL reported that a number of discussions had taken place among workers and Partners recently on the subject of being able to prove identity when acting as a Partner, for instance at events or when filming /</p>	

	<p>interviewing. Following discussion it was agreed that photo ID cards would be produced that include Name, photo, 3PBL logo and signature. There would be a register of ID badges issued that BL would hold and branded lanyards would be purchased.</p> <p>A discussion regarding branded clothing took place including t-shirts, baseball caps, hi-vis jackets, polo shirts.</p> <p>A budget of £500 was agreed to move this forward. Proposed by GP; Seconded by PM.</p>	<p>BL: Arrange ID cards. BL: Procure lanyards</p> <p>BL: Investigate branded clothing.</p>
9	<p>Update from the Project Planning Meeting. Minutes of the latest Project Planning Meeting had been distributed to all Partners on 9th November. NH gave a brief update on progress since the planning meeting.</p>	
10	<p>Update from the BIG Chat SH and BL had attended a meeting of West Midlands based Big Local areas on 17th October in Birchwood in Telford. The meeting focused on learning about other areas' progress and working together to find solutions for issues that the areas are experiencing. The meeting also included a short tour of the Birchwood Big Local area where the attendees saw a Community Garden, a Community Café, a project recycling and renovating unwanted push bikes and a project that will involve planting over 50,000 spring flowering bulbs. SH noted that there were more Big Local workers attending the meeting than Partners. BL advised that Birchwood Big Local has an open half hour at the start of each Partnership meeting where members of the public can 'drop in' to discuss with the Partnership and they also invite key organisations such as Housing Associations to come along and talk to them. The next Big Chat is on Saturday 30th January in Scotlands Bushbury Big Local area. SH suggested a 'Partnership outing' for as many partners as are available to attend – minibus transport will be arranged.</p>	<p>BL: Check arrangements for workshop and book transport. Liaise with Partners regarding attendance.</p>
11	<p>Public Meetings It was agreed that this should be deferred to the next meeting as RJ had been unable to attend this meeting. NH asked Partners to let the Communications group know if they became aware of any issues regarding the ways in which information is shared with the public about Three Parishes Big Local. NH also asked Partners to consider ways in which we could find out residents' attitudes to the programme and projects.</p>	<p>BL: Add to agenda for next meeting.</p> <p>Partners: consider these issues and advise Communications group.</p>
12	<p>Partner Expenses GP advised that, as a Parish Councillor, he receives an ink cartridge and a pack of paper each year to cover any printing that he may do at home in this role. It was agreed that Partners can claim reasonable</p>	<p>BL: Email / Post expenses form to all Partners.</p>

	<p>expenses for paper and printer ink. BL will circulate an expenses claim form to all Partners which should be completed and returned to BL with VAT receipts when the expense is incurred.</p>	
13	<p>Big Grants Scheme</p> <p>BL reported that a replacement application had been received from Shropshire Council for the Gobowen Library project and a letter had been received from CART that needs consideration and next steps to be agreed. BL gave out paper copies of both these items at the meeting and will post copies to those Partners not in attendance.</p> <p>BL also reported that an application from STAR housing is expected in the near future.</p> <p>Due to the volume of applications received, it was agreed that a Grants Panel should be convened as soon as possible. After much discussion regarding Partner availability it was agreed that the meeting would be held on Thursday 3rd December at 11am at St Martins Centre. Any Partners not able to make the meeting should feed comments on the applications back to BL by 10am on that day.</p>	<p>BL: Circulate copies of applications to Partners not at the Partnership meeting.</p> <p>BL: Email copy to CB for review when received.</p> <p>Partners: Feed comments to BL if not able to attend the 3rd Dec meeting.</p> <p>BL: Re-arrange project planning meeting that was to take place on 3rd December.</p>
14	<p>Community Chest</p> <p>BL distributed copies of grant applications from Phoenix, Caroline Hartley and Love 2 Dance. Paper copies will be posted to those Partners not in attendance.</p> <p>It was agreed that these applications would be considered at the same meeting as the Big Grants Scheme applications minuted in Item 13 (above).</p> <p>CB and LR advised that Big Local funding might not be able to support the application from Caroline Hartley as it cannot be used for religious purposes. The grant offer letter needs to be checked to confirm.</p>	<p>BL: Circulate copies of applications to Partners not at the Partnership meeting.</p> <p>Partners: Feed comments to BL if not able to attend the 3rd Dec meeting.</p> <p>BL: Check grant offer letter / funding agreement.</p>
15	<p>A.O.B</p> <p>a) Business cards for Partners were discussed and it was agreed that a generic business card would be produced detailing how to get in touch with 3PBL but leaving space for Partners to add their own name if needed.</p> <p>b) PM reported that he had attended the event at the Last Inn that 3PBL had funded through the grant to Offa Events. The grant had been acknowledged during the event.</p> <p>c) RM had received an email about a local construction firm looking for community projects – landscaping etc. LR reported that she had received the same email and is circulating something through Qube</p>	<p>BL: Investigate and report back at next meeting.</p> <p>RM: Forward to BL to circulate to Partners.</p>

Next Meeting: Wednesday 6th January 2016. 7:30pm

Venue: Ellesmere Road Methodist Chapel, St Martins.