

Partnership Meeting Minutes

Wednesday 6th January 2016 7:30pm Ellesmere Road Chapel, St Martins

Present: Clare Babbs, Angela Bright, Steve Davenport, Nick Heard, Sue Heard, Ron Jones, Glenn Pennington, Polly Smith, Sheila Leech, Andy Rimmer and Bridget Laraway.

		Actions Agreed
1	<p>Welcome and Apologies for absence Nick Heard welcomed Sheila Leech to the meeting as an observer. Apologies for absence were received from Laurel Roberts and Pat McGuinness.</p>	
2	<p>Declarations of interest. Steve Davenport declared a non-pecuniary interest in item 11 on the agenda (Grants for village newsletters)</p>	
3	<p>Minutes of the meeting of 25th November 2015 and matters arising The minutes of the meeting were confirmed as an accurate record. Matters arising: Item 3. Flicks in the sticks. Neither DB nor RM were at the meeting to give an update on discussions / considerations on a community cinema. Item 4. AB advised that she had not received copies of NH's notes from the Giving Time conference. Item 6. First Aid courses. AR shared a report evaluation the 3 first aid courses that had taken place based upon the social value of the course, and survey responses from the individuals that attended. PS suggested that refresher courses are organised in 12 mths / 2 yrs time. It was agreed that this would be a good idea. Item 6: Our Bigger Story project. The video taken on 12th September in Weston Rhyn & St Martins is now on You tube. Item 8: Lanyards. BL advised that 100 lanyards had been printed and distributed some to partners present.</p>	<p>RM/DB: Discuss Community cinema ideas as agreed at 25/11/15 meeting. BL: Forward copies to AB.</p> <p>BL: Email link to partners & share on facebook page.</p>

	<p>Item 8: Clothing. BL shared a branded polo shirt that had been printed by CK's Print & Embroidery in Gobowen. Partners agreed that they were happy with the format of the logo and the quality of the item.</p> <p>Item 13: CART application. CB suggested that we write to CaRT and ask them to come up with ideas for projects that would fit in with our Community Plan.</p>	<p>BL: Obtain further details on sizing and distribute to partners.</p>
4	<p>Chairperson's Report</p> <p>NH gave an update on the position with St Martins School. NH, SH & BL are meeting with Kathryn Jones, the hub manager on 12th January.</p> <p>NH & SH had attended a Local Trust event in Southampton regarding Big Local & Enterprise and are attending the Chairs meeting in London on Monday 11th Jan.</p>	
5	<p>Co-ordinator Report</p> <p>BL circulated a short written report at the meeting.</p> <p>Main points and discussion:</p> <p>a) Fairshare.</p> <p>There had been 1 new member and 2 loan applications during November. Andrea reported a surge of interest in early December by phone, on-line and at service points. This coincided with the delivery of calendars in the area so may be linked to the leaflets that were delivered with the calendars.</p> <p>b) Community Plan spending.</p> <p>Year 2 funding for Sept – Mar £68,863 Expenditure to date £22,443</p> <p>BL advised that we were likely to remain behind budget for spending as not many grant applications have been received and there will be a vacancy in the Community & Youth worker role for while recruitment takes place to replace AR.</p> <p>c) Wheels 2 Work</p> <p>BL reported Wheels 2 Work had not received any applications during this period. They are, however, attending the BIG Chat on 23rd January and are planning a marketing campaign early in 2016.</p> <p>d) Calendar delivery</p> <p>Calendar delivery project was completed in early December and within budget. There are approx. 350 calendars remaining. The Communications group will be completing an evaluation of the project after The Big Chat.</p> <p>e) BL advised that 4 Community Chest grant recipients are overdue with their evaluation forms and have not returned them despite follow up. The next steps for each recipient were discussed and agreed.</p>	

6	<p>Community & Youth Worker report</p> <p>AR advised the group that this would be his last Partnership meeting as his notice period ends on 10th January.</p> <p>NH thanked AR for his work since joining the team and wished him all the best for the future on behalf of the Partnership. AR was presented with a leaving gift. Partners also commented on their appreciation for AR's contribution to the programme and that he would be missed.</p> <p>NH advised that NH, SH, GP, AR and BL had attended a meeting earlier in the day to agree the handover of AR's projects and responsibilities. A copy of this document will be circulated with the minutes of the meeting.</p>	<p>BL: Circulate copy of handover document with minutes.</p>
7	<p>The Big Chat January 23rd</p> <p>SH gave an overview of the plans for the day and asked that as many Partners as possible attend this event to get involved and encourage people to take part in the consultation process.</p> <p>It was agreed that there would be a Partner & guest lunch at 12:30, to include Debbie Ladds (Local Trust Chief Executive) and Angus McCabe (Birmingham University Media Project). PS kindly offered to cater the lunch if needed.</p> <p>BL handed out posters for Weston Rhyn and St Martins and asked that they be put up as soon as possible.</p>	<p>BL: Finalise numbers for lunch and arrange catering.</p>
8	<p>Public Meetings</p> <p>RJ shared his view that some meetings, or parts of all meetings, should be open to the public. He suggested a similar model to that adopted by the Parish Council where there is 15 mins at the start of the meeting where members of the public can speak and raise issues.</p> <p>CB advised that Northwood Big Local have 2 public meetings per year and that the other 2 Big Local areas that she deals with don't have any public involvement in Partnership meetings.</p> <p>After discussion, it was agreed that this subject would be added to the questions asked as part of the consultation at "The Big Chat".</p>	<p>BL /SH: Include in consultation subjects.</p>
9	<p>West Midlands Big Local areas meeting 30th Jan.</p> <p>BL advised that she had booked a minibus to take Partners to this event which runs from 10am to 4pm in Wolverhampton. NH asked as many Partners as possible to attend.</p> <p>Attendance at the local Spring Event was also discussed and it was agreed that BL would find out details and share.</p> <p>CB advised that she is presenting on "assessing grant proposal" documents and suggested that 3 Partners attend to support our grant assessment process.</p>	<p>BL: Confirm numbers and names of Partners attending this event.</p> <p>BL: Find out details and share at next meeting.</p> <p>CB: Forward details to BL.</p>

10	<p>Purchase of digital project and screen. NH explained that this agenda item resulted from the grant panel assessment of an application for a grant to purchase a digital projector and screen. A discussion took place and Partners expressed concern about how to ensure:</p> <ul style="list-style-type: none"> • Appropriate and secure storage that is still easy for groups to access, and • That the equipment was looked after by the groups that borrowed it to minimise damage. <p>Hiring out the equipment was discussed and getting groups to sign to say that they would replace it if it was damaged.</p> <p>It was agreed that requirements for this type of equipment should be included in the consultation at The Big Chat.</p>	<p>BL /SH: Include in consultation subjects.</p>
11	<p>Grants for village magazines. BL advised that it was over 12 months since the £200 grants were awarded to the village magazines and that an enquiry had been received from Village Life regarding whether or not the grant would be repeated this year. BL also advised that 3PBL had been well supported by the village magazines and that each issue of each magazine had printed a substantial article about the project. Partners agreed that it was important to continue to support the village magazines but that a £200 grant might not be sufficient / appropriate for every magazine. It was agreed that the magazines should be advised to apply for a Community Chest grant of up to £500.</p>	<p>BL: Draft letter to Village Life, Parish Roundabout and The Wren.</p>
12	<p>Date for Project Planning meeting This was deferred to the next Partnership meeting.</p>	<p>BL: Add to agenda for next Partnership meeting.</p>
13	<p>Update on Big Local Staffing NH advised that he is working with Laurel to progress this issue and there was no update at the moment.</p>	
13	<p>A.O.B i) SD gave an update on the Universal Credit training that SD, RJ and Sue Schofield had attended in early December and described the application system and processes. Partners agreed that it was important to bear the new system in mind when considered new projects, such as the loan shark project. CB suggested working with STAR Housing to find out what support we could put in place. ii) SH requested that any Partners that use facebook 'like' our page – 3PBigLocal and share posts about The Big Chat to encourage attendance.</p>	<p>BL: Contact STAR Housing. ALL: 'Like' 3PBigLocal facebook page.</p>

Next Meeting: Wednesday 27th January 2016. 7:30pm

Venue: Weston Rhyn Institute.