

Partnership Meeting Minutes

Wednesday 24th February 2016 7:30pm All Saints Church Hall, Gobowen

Present: Clare Babbs, Angela Bright, Nick Heard, Sue Heard, Penny Jones, Ron Jones, Robert Macey, Pat McGuinness, Glenn Pennington, Laurel Roberts and Bridget Laraway.

		Actions Agreed
1	<p>Welcome and Apologies for absence Apologies for absence were received from Steve Davenport and Polly Smith.</p>	
2	<p>Declarations of interest. There were no declarations of interest in any agenda items.</p>	
3	<p>Minutes of the meeting of 27th January 2016 The minutes of the meeting were confirmed as an accurate record. <u>Matters arising</u></p> <ul style="list-style-type: none"> NH reported that the meeting with Kathryn Jones at the school had been postponed until 8th March. The First responder car now has the Three Parishes Big Local logo on the bonnet BL reported that the Grant offer letter to St Martins school was posted on 24th February. 	
4	<p>Chairperson's Report NH reported that he had presented at the LJC on Tuesday 23rd February and shown the film that was produced from The Big Chat on 23rd January.</p> <p>The Partnership watched the film and approved it for release with one small change – Angela Bright is credited as being a resident and this needs changing to a Partner and resident.</p> <p>AB commented that she hadn't received some of the papers that were circulated after the last meeting.</p> <p>NH circulated his notes from the West Midlands event on 30th January and summarised the event. GP and AB also gave feedback on the event.</p> <p>One of the Big Local areas at the event is recording the value of grants that their Big Local project has leveraged in from other funders. It was agreed that this should be recorded for our area moving forward.</p>	<p>BL: Contact Angus at Bigger Picture project to request change and approve film release BL: Post papers to AB.</p> <p>BL: Identify funding leveraged in from other funders and keep records going forward</p>

	<p>AB shared details of tourism numbers – 300,000 visitors were recorded at Pontcysyllte last year and 500,000 to the area in general. AB has a contact at Wrexham Borough Council that would be willing to work with the Partnership on any tourism project.</p> <p>CB gave details of a project that Beechwood Big Local is planning for the school summer holidays – they are planning to provide meals for children who receive free school meals during term time but don't get this support during school holidays.</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 only 1 contact during January – an enquiry at Weston Rhyn. There had been 3 online applications but none of these had been successful. To date there are 15 members against a target of 150 and 6 loans have been issued against a target of 25. The outcomes of the project against targets were discussed and, whilst it was acknowledged that Fairshare are making considerable effort to recruit customers, the Partnership agreed that outcomes should be reviewed with Fairshare and potentially re-negotiated. BL to arrange meeting with NH, PM, RM, GP, RJ and Fairshare shortly after Easter. BL reported that Fairshare had put forward ideas about how to spend the remainder of the £1,000 budget that the Partnership agreed for marketing. It was agreed that a decision on this would be delayed until the meeting regarding outcomes had taken place.</p> <p>b) Community Plan spending. Year 2 funding for Sept – Mar £68,863 Expenditure to date £26,311 Committed but not yet spent £22,113 Balance available to spend £20,439</p> <p>c) Wheels to Work Shropshire RCC have reported that they have had 1 application for a scooter loan from a St Martins resident. The application is currently being assessed.</p> <p>d) BL reported that the Energy Efficiency audits had been carried out by Marches Energy Advisory Service (MEA). BL has requested a copy of the report for the Playing Fields Pavilion from Selattyn & Gobowen PC. RM reported that the audit for All Saints Church Hall had been extremely useful and that he would ask the management committee for permission to share with 3PBL. AB reported that she had received positive feedback from Weston Rhyn Village Hall and that she would ask for permission to share the report with 3PBL.</p>	<p>BL: Arrange meeting with Fairshare</p> <p>RM / AB: Ask for permission to share Energy Efficiency Audits with 3PBL.</p>

6	<p>Update on recruitment SH and LR confirmed that 4 candidates had been shortlisted for interview and that interviews are taking place on Monday 29th February and Tuesday 1st March. The proposed interview questions were shared with the Partnership and a discussion took place regarding the interview and assessment process. Partners asked for details of the candidates but it was agreed that the successful candidate would be asked to introduce themselves and give a bit of information about their background at the first Partnership meeting that they attend.</p> <p>PM advised that a resident had raised concerns that the role was no longer a 'youth worker' role. SH explained that the successful candidate would be assuming responsibility for the Three Parishes Big Local Community Directory and, as part of this role, would be identifying gaps in provision which would cover youth provision. SH also confirmed that, as reported at the LJC on Tuesday 23rd February, youth provision in the Three parishes area is currently at the highest level that it has been for many years.</p>	
7	<p>Training & workshops Details of available training & workshops had been circulated in advance of the meeting. CB advised that the workshop that she was running on 22nd April on appraising projects had moved to 13th April.</p> <p>Partners asked to be booked on to courses as follows:</p> <p>14/3/16 – Big Local & Digital Inclusion - GP 7/4/16 – Community Energy – RJ 13/4/16 – Appraising projects – NH, SH, PM 7/5/16 – Local Trust Spring Event – GP, NH, SH</p> <p>Any other partners that would like to attend these events are asked to contact Bridget to book places.</p> <p>NH suggested that Sue Schofield might like to attend the Community Energy training.</p> <p>Details of two more training courses were given.</p> <p>18/3/16 – Legacy; what happens at the end of 10 years. 9/4/16 - Sorting out arguments at meetings and in your group (Blackpool)</p> <p>Partners are asked to contact Bridget if they are interested in either of these two courses.</p>	<p>BL: Book places for Partners.</p> <p>BL: Invite Sue Schofield</p>
8	<p>New Projects i) Inclusion Fund NH shared an idea that he had regarding an 'inclusion fund'. CB had advised that grants can't be given to individuals so any fund could not operate on this basis. NH asked Partners to think about this idea and ways in which this could operate. To</p>	<p>ALL: Think about Inclusion fund and ways in which it could operate. BL: Add to agenda for next</p>

	<p>be discussed at the next Partnership meeting.</p> <p>ii) Date for next Project Planning meeting The date for the meeting was set as Tuesday 19th April 1:30pm at St Martins Centre.</p>	<p>Partnership meeting.</p> <p>BL: Circulate up to date papers to Partners before meeting.</p>
9	<p>Project / Grant Evaluation process</p> <p>GP gave an overview of an evaluation process used by another Big Local area that he had discovered at the West Midlands area get together on 30th January. An example of a file that they give to grant recipients to use to collate evidence and information relating to their funding was circulated. GP explained that the files are given to the grant recipients at the time that they receive their grant, are checked periodically, and are submitted back to the Partnership after an agreed amount of time. The idea behind the file is ongoing self-assessment and the ability to give progress reports. Partners agreed to trial a version of this new file for the Community Chest grants that have been awarded in Year 2. CB asked for a copy of the headings used in the file.</p>	<p>BL: Create files for Year 2 grant recipients. BL: Forward to CB</p>
10	<p>The Big Get Together – May 14th 2016</p> <p>SH reminded Partners of the next Community Event and advised that it will take the form of a concert / display with refreshments afterwards. The name of the event was discussed and Partners agreed that it should be called “The Big Celebration”.</p> <p>LR left the meeting at this point and gave her apologies for the remainder of the meeting.</p>	
11	<p>Big Grants Scheme Applications</p> <p>i) Oswestry Men’s Shed (£5000) Copies of the grant application form had been circulated in advance of the meeting. BL shared copies of the equipment breakdown at the meeting. The application was discussed in detail with the main areas for discussion being:</p> <ul style="list-style-type: none"> • The fact that the project was located outside the Three Parishes Big Local area • The length of the lease that the project has for the land i.e. 5 years • Health and safety. • Access for members with disabilities <p>Following discussion it was agreed that 3PBL would fund the following parts of the application:</p> <ul style="list-style-type: none"> • Purchase & installation of a wood burning stove • Install telephone and internet connection • Security • Installation of toilet and handwashing facilities • Construction of workbenches and cupboards <p>Total £2260</p> <p>This grant is subject to the following additional terms and conditions:</p> <ul style="list-style-type: none"> • The Shed must be actively promoted within the Three Parishes Big Local area. 	<p>BL: Write to applicant with grant offer.</p>

	<ul style="list-style-type: none"> • The toilet and handwashing facilities must be disability friendly • The group must ensure that they have appropriate policies in place for Health and Safety and must take note of guidance issued by relevant organisations such as the UK Mens Shed Association. <p>SH suggested that the group may be eligible to apply for an “Awards for all” grant for the remainder of the equipment and that Corrie Davies may be able to support them with this if needed.</p> <p>ii) Qube volunteering project LR had apologised at the start of the meeting that this application was not yet finalised.</p> <p>BL advised that an application had been received on 23/2/16 from STAR housing for a project to provide debt advice to residents. It was agreed that this application and the Qube application would be discussed at the next Partnership meeting. BL was asked to send paper copies of both these applications to Partners as soon as possible. Partners are asked to send any questions that need clarifying with the applicants back to BL asap. Partners should bring any comments relating to the applications to the meeting, or send them to BL if they are unable to attend the meeting.</p>	<p>BL: Post copies of applications to Partners.</p> <p>Partners: send any questions or points for clarification to BL asap. BL will seek to resolve these before the Partnership meeting.</p>
12	<p>A.O.B. No other business was discussed</p>	
13	<p>Date of next Partnership meeting Partners are asked to note the slightly earlier time of the next Partnership meeting – 7:00pm. Wednesday 30th March at St Martins Centre</p>	

Next Meeting: Wednesday 30th March 7:00pm

Venue: St Martins Centre