

Partnership Meeting Minutes

Wednesday 27th April 2016 7pm; Weston Rhyn Village Institute

Present: Clare Babbs, David Boyce, Angela Bright, Steve Davenport, Neil Graham, Nick Heard, Sue Heard, Ron Jones, Pat McGuinness, Glenn Pennington, Laurel Roberts, Polly Smith, Paula Pugh and Bridget Laraway.

		Actions Agreed
1	Welcome and Apologies for absence Apologies for absence were received from Robert Macey and Penny Jones.	
2	Declarations of interest. Laurel Roberts declared an interest in Item 10 – Big Grants Scheme Qube volunteering Polly Smith declared that she was a member of Weston Rhyn Gardening Club but didn't have a pecuniary interest (Item 11i)	
3	Minutes of the meeting of 30 March 2016 The minutes of the meeting were confirmed as an accurate record. <u>Matters arising</u> <ul style="list-style-type: none"> NH advised that the Community Energy training on 7th April had been postponed as the training materials were being re-written to take into account changes that were announced in the budget. PS advised that she will be late arriving on 14th May, rather than unable to attend. SD will confirm directly with NH regarding whether or not he can attend the Spring Event on 7th May. St Martins School Big Grants scheme application. LR has discussed multi-year project funding with Local Trust and a process that is acceptable to, and manageable within, Qube has been agreed. The letter to St Martins school confirming the situation will be sent on 29th April. BL reported that she had not followed up her actions regarding contacting Chalk CIC and Karl Rooney. It was agreed that these actions should be carried forward. 	SD: Confirm attendance with NH BL/LR: Write to St Martins School. BL: Contact Chalk CIC & Karl Rooney as shown in the 30/3/16 minutes.
4	Chairperson's Report a. NH gave an overview of his report summarising the comments received from 23 rd January event (the full report had been circulated to all present with the meeting papers). Key issues were positive developmental activities, productive skills, community events and access to	

	<p>swimming pools.</p> <p>b. NH gave an overview of the Project Planning meeting that had taken place on 19th April and a meeting that BL and NH had at Derwen College on 20th April.</p> <p>SD gave an update on the tourism project within Shropshire – the task and finish group has a lengthy project to look at what Shropshire Council do and how they fund it. LR mentioned the Oswestry Borderland tourism booklet as a useful resource and that this might be online.</p> <p>The next meeting was arranged for 11am on Friday 20th May at St Martins Centre. Partners are asked to confirm to BL whether or not they are able to attend.</p> <p>NH also reported on the anti loan shark project that he and BL have been working on with the England Illegal Money Lending team. NH advised partners that anti loan shark awareness training had been booked for Wednesday 18th May, 11am at St Martins Centre.</p>	<p>BL: Obtain copy of Oswestry Borderland tourism booklet and obtain contact details for organiser from LR. Research online presence.</p> <p>SH: Book room BL: Circulate agenda</p> <p>BL: Circulate details of training to Partnership members, local agencies and groups.</p>								
5	<p>Co-ordinator Report</p> <p>BL had circulated a written report in advance of the meeting. <u>Main points & discussion:</u></p> <p>a. Fairshare Credit Union</p> <p>The first year review meeting took place on Tuesday April 12th and was attended by Fairshare and NH, RM, GP, RJ, PM, BL and PP. The main change agreed is that Fairshare are launching online applications and will withdraw from providing a physical presence in the villages when the online application process is up and running. Minutes from this meeting will be circulated by BL when available.</p> <p>The school savings club training has started in Gobowen Primary School on 15th April. We are now awaiting a launch date to be agreed with the school.</p> <p>b. Summary of Community Plan spending</p> <table data-bbox="183 1442 766 1574"> <tr> <td>Year 2 funding (until 31/8/16)</td> <td>£112,000</td> </tr> <tr> <td>Year 2 spend to date</td> <td>£ 47,109</td> </tr> <tr> <td>Year 2 funds committed</td> <td>£ 6,454</td> </tr> <tr> <td>Balance available to spend</td> <td>£58,437</td> </tr> </table> <p>c. Gobowen Library Project</p> <p>BL advised that the group managing this project are currently drafting a terms of reference for all agencies involved that will be brought to the next Partnership meeting for review. After discussion, it was agreed that 3PBL's role is as a funder and, to ensure clarity of roles, should not be involved in the ongoing management of this project. It was agreed that BL should no longer attend the project meetings.</p> <p>d. Big Grants Scheme</p> <p>BL advised that she had been working on a Big Grants Scheme application with Ifton Bowling Club but is awaiting key information regarding the lease of the property.</p>	Year 2 funding (until 31/8/16)	£112,000	Year 2 spend to date	£ 47,109	Year 2 funds committed	£ 6,454	Balance available to spend	£58,437	<p>BL: Advise RM and Corrie Davies of 3PBL position.</p> <p>BL: Chase up with Ifton Bowling Club.</p>
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	<p>e. Training and Workshops BL reminded Partners of the training & workshops available and asked Partners to contact her to book a place:</p> <p>7/5/16 Local Trust Spring Event in Manchester</p> <p>17/6/15 Appraising projects training in Warrington NH and SH confirmed their attendance at this training. PM gave his apologies as he has other commitments that day. NH asked for at least 1 other partner to attend the training.</p> <p>f. Children's food trust BL advised that she had been contacted by the West Midlands regional manager of the Children's food Trust. They are a charity that aims to protect each child's right to eat well. They have proposed delivering training in our area so that schools and community organisations can run 'let's get cooking' clubs. Partners discussed whether or not there would be a demand in the area. BL advised that she had received positive feedback from Children's Centre Services and Gobowen Primary School.</p>	<p>ALL: Check availability and advise BL if able to attend the training.</p> <p>BL: Respond to Children's Food trust and ask them to confirm demand before submitting application for funding.</p>								
6	<p>Community Plan – year 3 onwards BL gave an overview of the timeline for writing and submitting the revised community plan.</p> <table border="0"> <tr> <td>Partnership review proposed plan</td> <td>30/6/16</td> </tr> <tr> <td>Partnership sign off final version</td> <td>13/7/16</td> </tr> <tr> <td>Deadline for submission</td> <td>15/7/16</td> </tr> <tr> <td>New plan go-live date</td> <td>1/9/16</td> </tr> </table> <p>It was agreed that a working party would be involved in developing the plan, and would meet on a fortnightly basis. LR, NH, SH and PM volunteered for the working party. BL advised that a list of proposed projects was already being compiled from discussions and decisions made at Partnership meetings.</p>	Partnership review proposed plan	30/6/16	Partnership sign off final version	13/7/16	Deadline for submission	15/7/16	New plan go-live date	1/9/16	<p>BL: Arrange first meeting.</p>
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7	<p>The Big Celebration – 14th May event SH gave an overview of groups attending the 14th May event. AB advised that she thought the Oswestry Disability access group were intending to attend. SH advised that St Martins Rainbows and Brownies needed to be added to the list of attendees. AB advised that Good Companions and Chirk Bank Community group needed to be added to the list of attendees. SH asked all Partners to encourage people to attend the event.</p> <p>Partners attending are asked to arrive at 12 to help with setting up. It was agreed that lunch will be available.</p>	<p>AB: Contact Oswestry Disability Access group to confirm or pass contact details to BL.</p> <p>BL: Add groups to the list of attendees.</p> <p>BL: Finalise numbers for lunch.</p>								
8	<p>Public meetings (Communications group) Further to this issue raised at the Partnership meeting held on 6th January, the Communications group recommended that one</p>									

	<p>public meeting is held in each village each year – three public meetings in total. This recommendation is based upon the feedback from people that attended The Big Chat on 23rd January.</p> <p>Partners discussed how this would be managed and it was agreed that the agenda for these meetings would be managed to keep private matters into a separate part of the meeting. CB advised that she had a draft agenda format that could be followed.</p> <p>Partners agreed that the first public meeting would be held in September.</p>	<p>CB: Send draft agenda format to BL.</p> <p>BL: Make arrangements nearer the time.</p>
9	<p>Report from Financial Exclusion Tender meeting.</p> <p>PM reported that the group had met on 21st April and that the notes from that meeting had been circulated to all present with the papers for this Partnership meeting.</p> <p>Partners were asked to feedback if they identified anything that needed to be added to the report that the group had missed. It was agreed that when the tender is issued, responders would be allowed to bid for the whole tender or for ‘lots’ of work. It was also agreed that responders could be a single organisation or a consortium of organisations.</p> <p>NH asked that the term ‘inclusion fund’ be renamed.</p> <p>NH also asked PM to advise him if the group needed additional resource to complete this project.</p> <p>CB suggested that the proposed responses deadline be moved to September.</p>	<p>All: Consider alternative name for this fund.</p>
10	<p>Big Grants Scheme – Qube volunteering</p> <p>Partners had received a copy of the revised application from Qube in advance of the meeting. The main changes are:</p> <ul style="list-style-type: none"> • This is now a 2 year project instead of a 1 year project • The services are now more focused on supporting the Partnership to deliver the Community Plan. • The project will include developing a ‘toolkit’ for local organisations to use to help them support their volunteers. <p>NH commented that many of the projects that the Partnership discuss at each meeting require volunteers to make them a success.</p> <p>A question was raised about what would happen if the project failed to deliver the volunteers. CB advised that the funding can be stopped if the project is not delivering.</p> <p>The value of Qube’s financial reserves was discussed. CB confirmed that charities are required to keep 3 months operating costs in reserve.</p> <p>A question was raised about what would happen to the staff when the project comes to an end or if we withdraw the funding. CB advised that the Partnership would have no liability for the staff and that it would be up to Qube to manage the staff and deliver the project.</p> <p>All partners voted in favour of the project being funded.</p> <p>BL asked CB for advice on how we structure an agreement for funding a project being run by our LTO. CB advised that BL should formally inform Qube of the Partnership’s decision and that LR should decide on the process internally within Qube.</p>	<p>BL: Formally advise Qube that the grant application has been approved.</p>

11	<p>Community Chest Grant applications</p> <p>i. Weston Rhyn Gardening Club Weston Rhyn Gardening Club had applied for £200 towards the cost of signage to advertise their plant sale on 14th May Grant approved</p> <p>ii. Weston Rhyn Bowling Club Weston Rhyn Bowling Club had applied for £500 towards the cost of refurbishing their mower. Grant approved</p>	<p>BL: Issue grant offer letters and arrange grant payments.</p>
12	<p>Oswestry Mens Shed – invitation to official opening BL advised that all Partners have been invited to attend the official opening of the Oswestry Mens Shed. This is taking place on Wednesday 7th September at 11:30am.</p>	<p>ALL: Advise BL if would like to attend this event.</p>
13	<p>A.O.B. NH asked if all Partners were happy with the revised start time of 7pm instead of 7:30pm. The new time was agreed by all.</p>	

Next Partnership meeting: Wednesday 25th May 7:00pm

Venue: Gobowen tbc

Other diary dates

18 th May	Anti loan shark awareness training.	11am.	St Martins Centre
20 th May	Project Planning meeting	11am	St Martins Centre
29 th June	Partnership Meeting	7pm	St Martins
13 th July	Partnership Meeting	7pm	Weston Rhyn