

Partnership Meeting Minutes

Wednesday 29th June 7:00pm St Martins Centre

Present: Clare Babbs (CB), Angela Bright (AB), Neil Graham (NG), Nick Heard (NH), Sue Heard (SH), Robert Macey (RM), Pat McGuinness (PM), Glenn Pennington (GP), Polly Smith (PS), Paula Pugh (PP), Bridget Laraway (BL), Angus McCabe (AM) and Paul Morgans (PM).

| | | Actions Agreed |
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| 1 | Angus McCabe and Paul Morgans from 'Our Bigger Story' interviewed the Partnership as a group before the official start of the meeting. This was part of the Bigger Picture media project. | |
| 2 | Welcome and Apologies for absence Apologies for absence were received from David Boyce and Laurel Roberts. | |
| 3 | Declarations of interest. <ul style="list-style-type: none"> AB declared an interest in agenda item 8ii – Weston Rhyn Trust Community Chest application. | |
| 4 | <p>Minutes of the meeting of 25th May 2016 The minutes of the meeting were confirmed as an accurate record.</p> <p><u>Matters arising</u> NH noted that the reference to CHALK CIC in the minutes does not indicate that due diligence would need to be carried out on such a young organisation before Qube / 3PBL could commission them to deliver any projects.</p> <p>PM advised that there will be an update on the financial inclusion project at the next meeting</p> <p>NH reminded Partners about the opportunity to keep a short diary about reflections when Big Local things are happening in the area. AM will provide a template and there are £100 gift vouchers available for each area that takes part. NH confirmed that he would do it and asked any other interested Partners to contact him asap.</p> <p>NH suggested Three Parishes Big Local plastic piggy banks or cash incentives for School savings club savers. CB mentioned that we might want to put proviso on any cash incentive that it</p> | <p>ALL: Contact NH ASAP if interested in keeping a diary.</p> <p>BL: Discuss with Fairshare / Gobowen School and provide costs.</p> |

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| | can't be withdrawn within so many months. | | | | | | | | | |
| 5 | <p>Chairperson's Report</p> <p>NH noted that the Community Aspirations & Guiding Principles (now known as Partnership Values) have been re-written in more accessible language and are included in the Community Plan document to be reviewed under Agenda Item 10. He has also provided background information to the Aspirations which will be included in an appendix and will be available for Partners to review as part of the final document at the meeting on 13th July.</p> <p>NH reported on the Project Appraisal course that he and SH had attended, hosted by CB. Key learning points from the day:</p> <ul style="list-style-type: none"> ○ Big Local funds that go to the LTO are restricted funds and cannot be used for anything else. ○ Many Big Local areas are finding that Public sector bodies with funding cuts are trying to access Big Local funds. ○ Rudheath & Witton Big Local had organised for some of their funds to be loaned to an organisations using a CDFI named Keyfunds. This is a potential CDFI that we could use for loans. ○ Grant application & evaluation process should include a risk assessment. ○ Grant application & evaluation process should also look at value for money. <p>It was agreed that we would look at hosting the same training in the Three Parishes Big Local area so that more partners can attend. A Saturday in early October was suggested.</p> | <p>BL: Incorporate background information on Aspirations in Community Plan document appendix.</p> <p>BL: Find out about Keyfunds & report back.</p> <p>BL: Investigate potential for training course & apply for funding.</p> | | | | | | | | |
| 6 | <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</p> <p>Gobowen School Savings Club was launched on Tuesday 7th June and 8 pupils paid in a total of £31.20 on the first day. It is now open every Friday morning and the no. of savers and value of saving has been increasing a little each week. There will be a full report from Fairshare at the end of June.</p> <p>b) Community Plan spending.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Year 2 funding received</td> <td style="text-align: right;">£112,000</td> </tr> <tr> <td>Expenditure to date</td> <td style="text-align: right;">£52,970</td> </tr> <tr> <td>Committed but not yet spent</td> <td style="text-align: right;">£,40,959</td> </tr> <tr> <td>Balance available to spend</td> <td style="text-align: right;">£18,071</td> </tr> </table> <p>c) Big Grants Scheme</p> <p>BL reported that Ifton Bowling Club are still working on the lease documentation and that she expects to meet with Aaron Roberts in the next couple of weeks.</p> <p>d) Community Engagement</p> <p>The official launch of Gobowen Community Hub is on Thursday</p> | Year 2 funding received | £112,000 | Expenditure to date | £52,970 | Committed but not yet spent | £,40,959 | Balance available to spend | £18,071 | |
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| | <p>30th June. BL reminded Partners that they are all invited to attend, and that the Advertiser would be present for a photo at 12noon.</p> <p>e) Wheels 2 Work. BL reported that the first year of the Wheels 2 Work project has seen very little interest – we have only funded 2 CBTs. Shropshire RCC have a new marketing officer in place and she is looking to promote the scheme more so this may have a positive impact. Partners requested BL to arrange a 12 month review with Shropshire RCC before any decision is made about paying the rest of the grant.</p> <p>f) Training courses for Partners. BL shared details of two training courses:</p> <ul style="list-style-type: none"> • Media training on 9th July in Arley, Coventry. • Using Data for your Big Local plan – 6th September, Birmingham <p>NH asked BL to find out more information about the course on 6th September.</p> | <p>BL: Arrange project review meeting with Shropshire RCC.</p> <p>BL: Find out more information about the 6th September course and circulate to Partners.</p> |
| 7 | <p>Communications & Community Project Officer Report PP had circulated a written report in advance of the meeting. Main points and discussion:</p> <p>a) Bulletin PP gave update on progress with the “What’s on bulletin” and copies were circulated to Partners for comment. PP advised that she has arranged to meet a member of the Village Life Committee & the clerk from Selattyn & Gobowen Parish Council to discuss the bulletin with them and how it will work alongside the village newsletters. PP has asked for a meeting with the WREN committee but has not yet had any response. The locations where residents will be able to pick up a copy, and the printing costs, are still under consideration. PP confirmed that there are approx. 100 people on her list for email distribution of the bulletin. Partners were asked to keep PP up to date with any events / activities that they become aware of that could be included in the bulletin and to advise any groups that they are involved with the keep PP informed.</p> <p>b) Website / Social media PP advised that she is now administering the 3PBL website and regularly posting events, activities and opportunities on social media.</p> <p>c) Our Bigger Story / The Bigger Picture media project. PP gave an update on the filming activities that had taken place earlier in the day with the film crew. PP and GP have identified some 1:2:1 training at microplus that they are going to arrange for using the ipad film editing software.</p> | <p>ALL: Advise PP of any events / activities that they are involved with or become aware of that could be included in bulletin.</p> |

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| | <p>d) Community chest grants PP will be contacting organisations that received a Community Chest grant over 12 months ago and reminding them that they can apply for another grant if they have another project that works towards the Community Aspirations.</p> <p>e) Communication with Partners PP and BL explained an idea that they had about keeping Partners updated with 3PBL activity between Partnership meetings. They proposed that they send out an email update every Friday that includes any information that needs to be circulated to Partners along with a brief summary of highlights of the week's activities. Partners approved this on a trial basis.</p> | <p>PP / BL: Send Friday updates from Friday 8th July. Feedback from Partners at future meetings.</p> |
| 8 | <p>Community Chest</p> <p>i) St Martins WI St Martins WI had applied for a grant of £250 towards the cost of a craft course in tie dying and silk scarf making, with the aim of increasing their membership by arranging this as a 'bring a friend' course. Partners suggested that the WI should make a small charge to course delegates and use this money towards funding future similar courses. Partners requested that the course be advertised across the three villages if there are sufficient spaces available. Grant Approved.</p> <p>ii) Weston Rhyn Trust Weston Rhyn Trust had applied for £400 towards a project to renew the outside area on the Weston Rhyn rec. The overall project includes the purchase and siting of a storage container and renewing of the goal posts. Grant Approved</p> | |
| 9 | <p>Community Plan review RM left the meeting at this stage. SH gave a recap of the plan review process and asked partners to complete the sheets that had been sent with the agenda and hand them in. The following comments were also noted to be included in the "what have you learnt" section:</p> <ul style="list-style-type: none"> • The communication was better for our last event – more people knew about it in advance • People are taking more notice of the communications. Partners agreed that this has probably been triggered by people starting to see that things are happening. • There is a demand for events to bring people together. • There is a need to ensure that our communications are in plain English to ensure that they are easily understood. • People feel more able to apply for grants when they are aware that there is help to complete the forms. <p>SH then led an exercise to review the progress against the 4 Big Local Programme. It was suggested that photos should be included in an</p> | <p>SH / BL: Collate information and complete plan review document and online.</p> |

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| | appendix at the end of the plan review document. | |
| 10 | <p>Review of draft 'Years 3-5 Community Plan'</p> <p>BL had posted a copy of the draft version of the Community Plan to Partners in advance of the meeting. She noted that there were still a few sections to be completed and that these would all be written in the next week.</p> <p>Partners reviewed the list of acknowledgements and BL noted the changes suggested / agreed.</p> <p>Partners reviewed the remainder of the content that had been written to date and suggested content for the incomplete areas of the activities plan. Other than spelling / grammatical errors, no amendments were needed.</p> <p>Partners reviewed and agreed the proposed budget, noting that there is still one item to be costed which is the continued provision of support for School Savings Clubs by Fairshare.</p> | <p>BL: Make agreed updates to Community plan and complete the remainder of the document.</p> <p>BL: Obtain cost from Fairshare.</p> |
| 11 | <p>A.O.B.</p> <p>a) Project evaluations GP raised the subject of project evaluations and all Partners agreed that it might be a good focus for a Partnership meeting. NH & BL to meet & discuss. BL advised that Qube are investing in a new computer system designed to measure impact and that the data for Big Local projects can be incorporated into this system to measure the impact of Big Local.</p> <p>b) Youth activities SH advised that she is negotiating with TNS for Youth activities over the summer holidays for under 10s. This will be paid out of the £2,000 budget that we have remaining for youth activities. TNS are already providing activities for over 10s but SH & NH have agreed with TNS that we will fund some fliers specific to the 3PBL area for maximum publicity. Partners agreed that NH could sign expenditure off if the total is within his £500 delegated limit.</p> <p>c) Volunteering project BL advised that Alex, Volunteering co-ordinator at Qube had requested that she meet with Partners to plan the launch of the Volunteering project. NH agreed that she could attend the Partnership meeting on 13th July.</p> | <p>NH / BL: Meet to discuss an evaluation focus.</p> <p>SH: Report back at next Partnership with request for approval if total spend is over £500.</p> <p>BL: Invite Alex to attend Partnership meeting on 13th July.</p> |

Meeting dates:

Wednesday 13th July

7:30 pm

Weston Rhyn

Wednesday 27th July

7:30pm