

Partnership Meeting Minutes

Wednesday 31st August St Martins Centre

Present: Clare Babbs (CB), Angela Bright (AB), Steve Davenport (SD), Neil Graham (NG), Nick Heard (NH), Sue Heard (SH), Pat McGuinness(PM), Glenn Pennington (GP), Polly Smith (PS), Laurel Roberts (LR), Paula Pugh (PP) and Bridget Laraway(BL).

Item	
1	<p>Welcome and Apologies for absence Apologies for absence were received from Ron Jones</p>
2	<p>Declarations of interest. NG declared an interest in Agenda Item 8 – Friends of Ifton Meadows Community Chest grant application.</p>
3	<p>Minutes of the meetings of 27th July and matters arising. The minutes of the meeting were confirmed as a true and accurate record. <u>Matters arising</u> NH reported that he and BL had not yet met to discuss project evaluations and how to share these with Partnership members. NH/BL to arrange meeting and report back asap. AB reported that the Pyjamadrama session in Weston Rhyn had been very successful. CB reported that Chris Allen, the Community rep that had assessed our year 3-5 Community Plan had been impressed with the Partnership and had lots of praise for the Partners. PP shared details of the steps required to set up a scout group in response to the discussion that had taken place about the lack of a scout group in Weston Rhyn.</p>
4	<p>Chairperson’s Report NH reported that the Year 3-5 Community plan had been approved, and that the Year 2 plan review had also been accepted. BL’s performance review had taken place with LR and NH. PP’s interim review had taken place with LR. NH reported that both reviews were successful. The first draft of the Bigger Picture video filmed in June has been emailed NH, GP, PP and BL. NH asked BL to circulate it to all Partners and for Parnters to feedback to BL by Friday 9th September.</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 – end of July report 19 members in the area 6 loans issued (2 of these are in arrears) 9 active savers</p> <p>21 members Gobowen school savings club £349.27 saved during June & July.</p> <p>b) Community Plan spending. Year 2 funding received £112,000 Expenditure to date £65,141 Committed but not yet spent £31,235 Balance available to spend £15,624</p> <p>CB suggested that ‘committed’ funds are reported in greater detail to the Partnership. BL advised that a new finance report is being developed that will give more information and will be introduced from the September meeting.</p> <p>c) Big Grants Scheme Ifton Bowling Club – BL reported that progress had been made towards written confirmation that the bowling club have ongoing use of the land but that this wasn’t yet finalised.</p> <p>Selattyn & Gobowen Parish Council – BL reported that she had met with the Parish Clerk to review a first draft of an application for approx. £4,000 towards the cost of a new piece of play equipment. The final application is expected in October 2016 when it has been approved by the Parish Council.</p> <p>d) Training courses for Partners. BL shared details of workshops and training courses:</p> <ul style="list-style-type: none"> • Using Data for your Big Local plan – 6th September, Birmingham • Investing in Workers – 23rd September, London. • West Midlands Big Local areas network event – 1st October, Kidderminster. • Project Appraisal training – 22nd October, St Martins.
6	<p>Communications Officer Report</p> <p>PP had circulated a written report in advance of the meeting. Main points and discussion:</p> <p>a) What’s on Bulletin The Partnership reviewed and approved the final version of the Bulletin. PP confirmed that the first edition will be circulated in early October 2016, launched at the Partnership meeting on 28/9/16. A list of potential distribution locations was discussed and partners were asked to support PP by ‘brokering’ distribution in their local area.</p> <p>b) Press PP took photos of the TNS session in St Martins on 31st August to be used with the press release. PP will liaise with TNS regarding press release content and issue.</p> <p>c) Promotion of Fairshare PP reported that she had met with Andrea Broady from Fairshare to discuss promotion of the Christmas savings club. They did not identify any other ways of promoting the facility.</p>

	<p>NH asked PP to discuss with Andrea Broady if 3PBL could pay the £5 registration fee for new customers.</p> <p>CB suggested £5 Christmas present in each of the School savings clubs account. NH asked PP to discuss this with Andrea and report back at next meeting.</p> <p>d) New clubs / sports groups</p> <p>PP reported that the next article in each village magazine will include an item asking people to get in touch with us if they are interested in getting a club or sports activity delivered in our local area and we will investigate.</p> <p>It was agreed that PP / BL would work with Pyjama drama to investigate having this delivered in the area.</p>
7	<p>Gobowen Station project</p> <p>Partners discussed the presentation by members of the Gobowen Area Improvement Group at the last Partnership meeting.</p> <p>It was agreed that NH/BL would meet with the group to explain 3PBLs position and back up this meeting with a letter.</p> <p>NH advised that any letter would be circulated to Partners for comments before being sent.</p> <p>SD left the meeting at this point</p>
8	<p>Community Chest applications</p> <p>Ifton Meadows Management Committee</p> <p>The committee had applied for £500 towards the cost of an entertainer and various other items for their family fun day at Ifton Meadows on 10th September.</p> <p>Grant approved.</p>
9	<p>Update on Qube volunteering project.</p> <p>BL had distributed a copy of the monthly report to Partners in advance of the meeting. NH reported that the first volunteering steering group had taken place earlier in the day. The group had discussed marketing, drop in sessions and reporting procedures. A quarterly steering group meeting had been agreed and Alex Drury will arrange the next meeting.</p> <p>It was also agreed that 'day to day' queries can be dealt with by BL or PP. Escalated issues that can't wait until the next steering group can be managed by email in the first instance.</p> <p>The project name is Village Volunteering.</p> <p>LR reported that Qube is having a new website and volunteering database that will enable better monitoring and reporting. This is likely to be launched at the end of September.</p> <p>LR left the meeting at this point</p>
10	<p>Wheels to Work marketing proposal</p> <p>BL had distributed a copy of the proposal to Partners in advance of the meeting. The proposal was discussed and agreed. BL to advise Wheels 2 work.</p> <p>It was suggested that Wheels to work could consider making a motability scooter available if one was needed to enable someone to access employment. BL to discuss with Wheels 2 work.</p>
11	<p>Approval of TNS invoice for summer activities</p> <p>BL had received an invoice for £960 from TNS which was above the amount of £500 approved at the Partnership meeting in June.</p> <p>SH confirmed that the amount quoted had been £20 per hour and matched the value of the</p>

	<p>invoice. NH advised that he had used his delegated authority to approve the additional value of the invoice, and to approve payment of the Pyjama drama invoice. BL to arrange payment of both invoices.</p>
12	<p>Support for 3PBL stall at Weston Rhyn festival PM confirmed that he was available to support BL at the festival. PP is attending the family event at Ifton Meadows and will take along some leaflets & freebies to be left on a stall. BL to arrange with Ann Williams.</p>
13	<p>What's on bulletin – review and distribution This had already been discussed under agenda item 6a.</p>
14	<p>A.O.B. a) Election of chair CB advised that it was good governance practice to hold an election for the role of Chair and it was agreed that this would take place at the next Partnership meeting on 28th Sept. NH confirmed that he is happy to continue in the role. Nominations from within the Partnership are invited by 5pm on Friday 16th September and are to be sent to BL. Partners may nominate themselves or another Partner.</p>

Meeting dates:

Thursday 15 th Sept, 10:30am	Project Planning meeting	St Martins Centre
Wednesday 28 th Sept 7:00pm	Public Partnership meeting	St Johns Church, Weston Rhyn
Sat 22 nd Oct 10am-2:30pm	Project appraisal training	St Martins Centre

Agreed Actions – Partnership meeting 31/8/16

Agenda Item	Action	Who	Deadline
3	Add minutes of 27/7/16 meeting to website	BL	9/9/16
3	Meet to discuss sharing project evaluations with Partnership	NH / BL	28/9/16
4	Bigger Picture Project – Circulate draft film to Partners	BL	2/9/16
4	Send comments to BL by Friday 9/9/16	Partners	9/9/16
5	Finance reporting – new format for September meeting	BL	28/9/16
5	Training courses – contact BL to book spaces	Partners	ASAP
6	Bulletin – email list of distribution locations to Partners	PP	2/9/16
6	Bulleton – advise PP which locations you can approach	Partners	9/9/16
6	TNS Press release – liaise with TNS	PP	9/9/16
6	Fairshare – Discuss registration fee payment & Christmas present with Andrea Broady	PP	28/9/16
6	Pyjamadrama – explore potential to bring a class to 3PBL area	BL / PP	28/9/16
7	Gobowen Station – Arrange meeting with GAIP to discuss & follow up with letter.	NH / BL	28/9/16
8	Community Chest grants – arrange payment	BL	28/9/16
10	Wheels to work marketing proposal – advise Wheels 2 work that proposal has been approved	BL	9/9/16
11	Invoices – arrange payment of TNS & pyjamadrama invoices	BL	9/9/16
12	Ifton Meadows party – contact Ann and arrange for table for 3PBL leaflets & freebies	BL	10/9/16
14	Nominations for post of 3PBL chair to be sent to BL	Partners	16/9/16