

Partnership Meeting Minutes

Wednesday 28th September, St John’s Church

Present: Clare Babbs (CB), Angela Bright (AB), Nick Heard (NH), Sue Heard (SH), Ron Jones (RJ), Robert Macey (RM), Pat McGuinness (PM), Glenn Pennington (GP), Polly Smith (PS), Paula Pugh (PP) and Bridget Laraway (BL).

Item	
1	Welcome and Apologies for absence Apologies for absence were received from David Boyce, Neil Graham and Laurel Roberts.
2	Declarations of interest. There were no declarations of interest.
3	Declarations of items for “any other business”. There were no declarations of items for any other business.
4	Appointment of Officers <ul style="list-style-type: none"> • Chairman – Nick Heard was re-elected unopposed • Vice – Chairman – Pat McGuinness and Sue Heard were re-elected unopposed.
5	Appointment of Committee Membership <ul style="list-style-type: none"> • Communications Group – Robert Macey, Sue Heard, Glenn Pennington, Paula Pugh and Bridget Laraway were appointed to the Communications Group. • Volunteering Steering Group – Nick Heard, Pat McGuinness, Glenn Pennington and Paula Pugh were appointed to the Volunteering Steering Group. • Financial Inclusion Group – Pat McGuinness, Polly Smith, Robert Macey, Glenn Pennington, Laurel Roberts and Bridget Laraway were appointed to the Financial Inclusion Group.
6	Confirmation of delegated financial responsibilities and any restrictions applicable. The following levels of delegated financial responsibility were agreed. <ul style="list-style-type: none"> • Chairman - £500 for extra-ordinary expenditure. Any expenditure authorised by the Chairman must be reported at the following Partnership meeting. This delegated responsibility is extended to the Vice Chairman in the absence of the Chairman. • The Communications group were authorised to spend up to the annual values set in the Community Plan. • Workers - £100 delegated responsibility within the agreed budgets set in the Community Plan.

7	<p>Review of Partnership Handbook</p> <p>Copies of the Partnership Handbook were distributed to all Partners present at the meeting.</p> <p>PP suggested that details of the grievance process be added to the next edition. It was agreed that, in the event of a grievance, partners should contact the Chairman in the first instance, followed by Clare Babbs if not satisfied with the outcome and, finally, Local Trust. Partners re-signed the letter of commitment in the Partnership Handbook. NH asked BL to arrange for all partners not present at the meeting to sign letters of commitment.</p>
8	<p>Insurance arrangements</p> <p>BL provided a copy of the Insurance certificate, confirming the following insurance levels: £1,000,000 Professional Indemnity Insurance £1,000,000 Management / Trustee Liability Insurance £5,000,000 Public Liability Insurance</p> <p>PS asked if Partners would be covered if they injured themselves through their role, for example in delivering the Messenger. NH asked BL to check with the insurance company and confirm at the next Partnership meeting.</p>
9	<p>Any other urgent business</p> <ul style="list-style-type: none"> GP advised that he had sent his video of the Men's Shed opening to the Birmingham University team to be added to the non-public section of their website. Partners asked if they were able to get access to view it. NH asked PP to contact Angus McCabe and find out. NH reminded Partners about the workshop on 22nd October. PM,PS, GP and AB confirmed that they were attending. PS offered to cater. NH asked BL to finalise arrangements and invite Partnership members from other areas to ensure that there are sufficient attendees for the workshop to be able to run. NH commented that one of the attendees at the Public meeting earlier in the evening had indicated that she would be interested in joining the Partnership. NH asked BL to follow this up.

Meeting dates:

Weds 19 th Oct 7:30pm	Partnership Meeting	Gobowen
Sat 22 nd Oct 10am-2:30pm	Project appraisal training	St Martins Centre

Agenda Item	Agreed Actions – Partnership meeting 28/9/16	Who	Deadline
6	Arrange for all Partners to sign new letter of commitment	BL	31/10/16
8	Check if insurance covers injury to Partners during voluntary rol	BL	19/10/16
9	Contact Angus McCabe and find out if / how Partners can access the 'non-public' material stored on the Bigger Picture project.	PP	19/10/16
9	Finalise arrangements for 22 nd October workshop	BL	19/10/16
9	Contact individual regarding joining Partnership	BL	19/10/16