

Partnership Meeting Minutes

Wednesday 19th October, Gobowen Central

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

Item	
1	<p>Welcome and Apologies for absence Apologies for absence were received from David Boyce, Pat McGuinness and Laurel Roberts.</p>
2	<p>Declarations of interest. RM declared an interest in Agenda Item 7b – Big Grants Scheme application from Selattyn & Gobowen Parish Council.</p>
3	<p>Minutes of the meeting of 31st August: The minutes were agreed as a true record of the meeting. There were 2 actions to carry forward (listed at the end of this document) There were no matters arising.</p> <p>Minutes of the meeting of 28th September: The minutes were agreed as a true record of the meeting. There were 3 actions to carry forward. (listed at the end of this document) There were no matters arising.</p>
4	<p>Chairperson’s report</p> <p>a. Review of public meeting NH commented that the public meeting went well with more members of the public present than he had anticipated. It was agreed that a microphone should be used next time to ensure that everyone is able to hear easily. GP suggested that BL and PP give a presentation next time as well as NH. It was agreed that public meetings would remain in this format and would be an annual event, rotated between the 3 villages. It was suggested that the public meeting is combined with an awards evening where Community Chest recipients receive awards. It was also suggested that Community Chest recipients should be required to attend the public meeting.</p> <p>b. Update from meeting with GAIP (Gobowen Station Group) NH reported that he and BL had met with GAIP (Gobowen Station group) on 14th September and discussed funding options with them. A number of different approaches had been discussed including using a grant from 3PBL as matched funding to leverage other grants or using it to fund consultants to secure other funding.</p>

	<p>The group had been advised of the total budget available for Big Grants and the breadth of Aspirations that the Partnership aspire to tackle with this budget. The next step is for GAIP to complete a Big Grants Scheme Application and return it to 3PBL.</p> <p>c. Update from Project Planning meeting. NH gave a summary of the minutes from the Project Planning meeting that had been circulated with the weekly update on 7th October. NH and BL had discussed progress with the projects under consideration and proposed that the next Project planning meeting on 10th November, be used to plan when these projects would be tackled within the 3 year community plan timeline rather than trying to tackle them all at once.</p> <p>d. Project evaluations. NH and BL had been tasked with looking at a process to ensure that grant evaluation forms were assessed when returned. They had devised a form for Partners to use to capture information about the original grant application, the partnership's score against community aspirations and the evaluation received from the applicant. 6 grants had been selected at random at 6 Partners were asked to try out the process and report back at the next Partnership meeting.</p>
5	<p>Co-ordinator report BL had circulated a written report in advance of the meeting. Key points & discussion:</p> <ul style="list-style-type: none"> • Year 3 expenditure is £3778 from the first instalment of £83,775. CB asked about report committed expenditure and it was agreed that BL would include an additional column for this in future reports. • £11,789 of unspent Year 2 funding will be returned to Local Trust and will go back into the £1million 'pot'. • Fairshare – Gobowen Primary School Savers Club: 24 members have saved £750.06 since June. AB commented that the Weston Rhyn School Governors were keen to go ahead; it was agreed that they should be invited to come along to the club at Gobowen. CB raised concern about the Fairshare loans that are in arrears and NH asked PP to find out about this. SH reported that talks with St Martins school were ongoing. • BL reported that she had worked with St Martins WI to fill spaces available on their Tie dying course and this, along with the details in the Messenger, had ensured that they were at full capacity when they ran the course on 15th October.
6	<p>Communications and Community Project Officer Report PP had circulated a written report in advance of the meeting. Key points & discussion:</p> <ul style="list-style-type: none"> • First 2 editions of the Messenger have been released. Feedback has been positive and organisations are getting in touch with items to be publicised after they have picked up a copy. There are 115 people subscribed to the email distribution list. • It was reported that the activities listed in the latest editions of the Messenger had been picked up the Advertizer and were featured in a column on the local news page. • Bigger Story – Partners were asked to approve the edited video that Angus and Paul had filmed in June. This was approved. PP to feed back to Angus and confirm that the video can go live on the Bigger Story website. • Bigger Story – The group discussed their understanding of what happened to any media that we submitted to the project. The initial understanding was that anything

	<p>we submitted would not be part of the live site, however this does not seem to be the case in practice. There are 2 videos that have been submitted that PP has taken off the live site pending discussion with the subjects. Oswestry Men's Shed video to be sent to them to approve. Video from The Big Chat – to be reviewed and efforts made to contact all parties for retrospective permission.</p>
7	<p>Big Grants Scheme</p> <p>a. Six monthly report from Gobowen Central. BL reported that the six monthly report from Gobowen Central was due but that an agreement had been reached to put this back by a month as the business plan was now in its draft stage so delaying the report by a month will enable this to be included in the report.</p> <p>b. Selattyn & Gobowen Parish Council An application had been received for £3633 towards the cost of a new piece of playing equipment for the playing fields, and a launch party. The total project cost is £16,593 with the remainder being matched funded, of which £12960 had already been secured. A discussion took place and BL was asked to find out the following additional information from the Parish Council and bring back to the next meeting:</p> <p>i) Parish Councillors from other villages expressed the view that Parish Councils were not legally allowed to receive money from any sources other than the precept or income from assets. If this is the case, how can they receive grants for this project?</p> <p>ii) The Parish Council has £88,214.46 in reserves, of which £40,368 are earmarked so seems to have a healthy financial position. In this situation, why aren't they contributing any of their own funds to the project.</p> <p>iii) Partners asked if Selattyn & Gobowen Parish Council had received the income that they are entitled to from the new build houses in Gobowen, specifically those next to the station. Partners anticipated that this income should be £3,000 per house and should be spent on improving facilities in the village. It was agreed that the application should come back to the next meeting with this additional information.</p>
8	<p>Community Chest Applications</p> <p>a. Border Counties School of Dance (£500) This application was for £500 towards the cost of funding dancers to go to the Dancer of the Year competition in Mayo, Ireland in early November. There would be 18 dancers attending, 12 of which are from the 3PBL area. Application Rejected.</p> <p>b. WREN (£500) This application was for £500 towards the ongoing running costs of the WREN. Application Approved</p> <p>c. St Martins Day Centre (£500) This application was for £500 towards providing better equipment for the day centre. BL provided some additional background information – very little financial contribution is received from Age UK to operate the day centre; it depends on contributions from those that attend and the day centre is staffed purely by volunteers. Application Approved</p> <p>d. St Martins Baby & Toddler group (£500) This application was for £500 towards the cost of equipment for a new baby and</p>

	<p>toddler group set up by 2 mums. They have already received investment of £500 from UnLtd. Partners suggested that they might want to run a baby 1st aid course and that we could fund this.</p> <p>Application approved.</p>
9	<p>Any other business</p> <p>AB asked if the Partnership were arranging any activities for half term. The group discussed it and agreed that it was too late to arrange anything now and that the best way of doing anything would be for TNS or another provider to approach 3PBL with an application for funding to run activities. BL shared an email that she had received from TNS along with their evaluation for activities they ran in the summer of 2015. In the email TNS ask how they might work with us in the future. It was agreed that BL would send TNS a Big Grants Scheme Application form and ask for a proposal to put on activities during school holidays throughout 2017. NH commented that he would expect to see some match funding towards the project, not funded in total by 3PBL.</p>

Meeting dates:

Sat 22 nd Oct 10am-2:30pm	Project appraisal training	St Martins Centre
Thurs 10 th Nov 10:30am	Project Planning meeting	St Martins Centre
Weds 23 rd Nov 7:30pm	Partnership meeting	St Martins (TBC)

Actions agreed at this meeting 19th October 2016

Agenda Item	Action	Who	Deadline
4d	Try assessment process, complete documentation and report back individually at next Partnership meeting.	RM, SH, AB, GP, PS, NG	23/11/16
5	Financial reporting – include a column for committed expenditure in future reporting	BL	23/11/16
5	School Saver Club – Invite Mr Hines from Weston Rhyn to come to Gobowen Savings Club	BL / PP	11/11/16
5	Loan Arrears – contact Fairshare to find out what is happening with these 3 loans and what the root causes of non-payment are.	PP	23/11/16
5	Send expenses claim form to GP	BL	31/10/16
6	Bigger Story – Confirm to Angus and Paul that edited video from June can go live	PP	31/10/16
6	Oswestry Men’s Shed video – send to Men’s Shed committee for approval	PP	23/11/16

Agenda Item	Action	Who	Deadline
6	Big Chat video – review and seek retrospective permissions from all involved as needed.	BL/PP	23/11/16
7b	Seek answers to clarification questions from Selattyn & Gobowen Parish Council	BL	4/11/16
8	Write to Community Chest applicants with outcome details	BL	4/11/16
9	Contact TNS regarding submitting application for activities in 2017	BL	4/11/16

Actions carried forward – Partnership meeting 31/8/16

Agenda Item	Action	Who	Deadline
3	Add minutes of 27/7/16 meeting to website	BL	9/9/16
6	Pyjamadrama – explore potential to bring a class to 3PBL area	BL / PP	28/9/16

Actions carried forward – Partnership meeting 28/9/16

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 role	BL	19/10/16
9	Contact individual regarding joining Partnership	BL	19/10/16