

## Partnership Meeting Minutes

**Wednesday 22<sup>nd</sup> February 2017 All Saints Church, Gobowen**

Present: David Boyce (DB), Angela Bright (AB), Neil Graham (NG), Nick Heard (NH), Sue Heard (SH), Ron Jones (RJ), Robert Macey (RM), Pat McGuinness (PM), Glenn Pennington (GP), Paula Pugh (PP), Maggie Rowlands (MR), Polly Smith (PS) and Bridget Laraway (BL).

Item	
1	<p><b>Welcome and Apologies for absence.</b></p> <p>NH welcomed everyone to the meeting and reminded Partners of the aims of the Three Parishes Big Local Partnership.</p> <p>Apologies for absence were received from Clare Babbs, Steve Davenport and Laurel Roberts.</p>
2	<p><b>Declarations of items for ‘any other business’.</b></p> <p>The following items were declared for ‘any other business’:</p> <ul style="list-style-type: none"> <li>• Community Chest Application – lfton Colliery Band. NH asked that this be added to the agenda as item 6d with the other grant applications.</li> <li>• Gobowen Station project – update</li> <li>• CART – correspondence received</li> <li>• Bronygarth – potential funding opportunities</li> <li>• Local Trust Spring Events</li> </ul>
3	<p><b>Declarations of interest.</b></p> <p>RJ declared that his grandson attends Gobowen Scouts (Item 6a)</p> <p>NG declared that he is a committee member for lfton Colliery band (Item 6d)</p>
4	<p><b>Minutes of the meeting of 25<sup>th</sup> January</b></p> <p>These were confirmed as a true record of the minutes.</p> <p><u>Matters arising</u></p> <p>Apologies - NG &amp; GP gave belated apologies for the meeting on 25<sup>th</sup> January.</p> <p>Item 4 – Local Trust Research. NH asked BL to share all the information and advised Partners to read as much as they could.</p> <p>Item 5 – BL advised that promotion of the Writing Exceptional Bids training is still needed. MR, GP &amp; PM asked to attend.</p> <p>Item 6 – Fairshare numbers. PP confirmed that she had checked the member profile over the last few months and they had remained fairly constant.</p> <p>Item 10b – Report on St Martins WI evaluation. GP had reviewed the evaluation file and commented that the content proved that this evaluation template worked. The reports were well laid out and the WI had achieved a lot with the funding that they had received.</p> <p>Item 12b – AB thanked PP for making the arrangements for the coach for 4-10 year olds.</p>

5	<p><b>Chairperson's report</b></p> <p>a. Village Halls Spring Conference – 31<sup>st</sup> March. NH reported that he had used his delegated authority to approve expenditure to fund one delegate from each of the community buildings in the area to attend this conference being organised by Shropshire RCC. BL has contacted many of the Community buildings but still needs to contact Ifton Bowling Club and Ifton Miners Institute. NG asked that St Martins Scout Hut also be included and provided email address.</p> <p>b. Volunteering role specifications NH reported that he has written 2 simple volunteer role specifications. One was based on dementia awareness &amp; dementia friendliness in our area and the other one was to look at the engineering project that has been discussed at Partnership meetings on a number of occasions. NH has sent these to Alex Drury at Qube and is waiting for feedback.</p> <p>c. Fairshare AGM NH reported that he and SH had attended the Fairshare AGM on 8<sup>th</sup> February. Key details reported were that dividends had only been paid to young people in the last year, not all members. They had been impacted by a reduction in grant from Telford &amp; Wrekin Council and by the increase in employment costs by the Workplace Pension. NH advised that we should continue to support Fairshare loans across this area.</p> <p>d. Grant Applications NH &amp; BL gave an overview of the outcome of the Grants Process Review group's meeting earlier in February. The group is going to meet again to consider application forms and what is done with evaluations when they are returned. The main recommendations so far are that Grant applications are moved further up the agenda so they are nearer the start of the meeting and that Big Grants would be initially appraised by a nominated partner and would be considered quarterly at dedicated Big Grants partnership meetings.</p>
6a	<p><b>Big Grants Scheme application – Gobowen Scouts</b></p> <p>PM was the nominated partner for the initial appraisal of this application. He had raised a number of questions prior to the Partnership meeting that BL had referred back to the applicant. PM had asked for more information about the qualifications that the leaders had to lead activities, the health and fitness of the leaders and scouts going on the expedition, and safeguarding. BL shared the response from the group scout leader – all activities requiring specialist skills or high risk are led by experts employed at Kandersteg and each activity starts with a safety briefing and equipment check; in terms of health and fitness, neither the scout group or the insurers require any minimum levels of health and fitness but they are encouraging individuals to improve their fitness in advance of the expedition through the scout activity programme; and the scout association has a robust safeguarding policy.</p> <p>NH commented that this is the 4<sup>th</sup> time that the Scout group will have visited Kandersteg so they have a proven track record.</p> <p>PM – proposed that the grant application is approved. NH – Seconded. All in favour</p> <p><b>APPLICATION APPROVED</b></p>

6b	<p><b>Big Grants Scheme application – Ifton Bowling Club</b></p> <p>NH was the nominated partner for the initial appraisal of this application. BL shared copies of a letter from Ifton Miners’ Institute confirming ongoing use of the bowling club land, and copies of the Bowling Clubs bank statements at the meeting. NH advised that BL had been working with the Bowling club on this application for some time. It was noted that the application meets the Community Aspirations and that the bowling club has a significant place in the social setting of St Martins and the other two villages.</p> <p>NH – Proposed that the grant application is approved NG – seconded. All in favour</p> <p><b>APPLICATION APPROVED</b></p> <p>Offer letter to include the following recommendations:</p> <ul style="list-style-type: none"> <li>i) The bowling club should set aside a regular amount and ringfence it for future maintenance costs.</li> <li>ii) The bowling club should have appropriate safeguarding procedures in place to ensure the safety of children, young people and vulnerable people.</li> </ul> <p>Partners asked for evidence that the other funding has been secured before the grant cheque will be released.</p>
6c	<p><b>Big Grants Scheme application – TNS Community Foundation</b></p> <p>MR was the nominated partner for the initial appraisal of this application. Partners discussed a number of the elements of the application including the reference to the LJC as a funding source and whether or not this was valid for this age group, safeguarding issues, marketing / promotion and the buildings hire cost for contingency. There was some concern over whether the buildings mentioned had been approached to confirm that they could be used as alternative locations for bad weather contingency.</p> <p>MR – Proposed that the grant application is approved NG – Seconded. All in favour</p> <p><b>APPLICATION APPROVED</b></p> <p>Offer letter to include the following requirements:</p> <ul style="list-style-type: none"> <li>i) Funding will be paid in 3 instalments in advance of the Easter, Summer and Christmas holidays. A report must be received after each holiday period to secure the release of the next payment.</li> <li>ii) TNS Community Foundation must work with 3PBL (SH nominated by Partners) on their marketing / promotional materials and strategy. This must be in place at least 2 weeks before the start of each holiday period.</li> <li>iii) Better signage is needed to ensure that people can find the locations where the activities are taking place.</li> </ul> <p>Partners asked that TNS should be advised against including details in proposals that had not been agreed with the other parties involved (use of St John’s Church as contingency).</p>
6d	<p><b>Community Chest Application – Ifton Colliery Band</b></p> <p>Ifton Colliery Band had applied for £499.70 towards the cost of music stands and music for a new youth band.</p> <p><b>Application Approved</b></p>

7	<p><b>2017 Update Leaflet (Comms group)</b></p> <p>The Communications group shared the proposed layout of the 2017 update leaflet and asked for comments. SH raised concerns that the text was too complicated and did not reflect the average reading age of population at large, which is age 10. RM gave overview of the proposed size and the changes to the content that still need to be made. SH confirmed that we are aiming for mid-march delivery. SH proposed that she review the language used to make it more accessible. Partners agreed.</p>
8	<p><b>Co-ordinator Report (BL)</b></p> <p>BL had circulated a written report in advance of the meeting and provided the following additional updates:</p> <ol style="list-style-type: none"> <li>a. Enquiries have also been received from a Shared Reading group based in St Martins and a potential new Dog Owners club in Weston Rhyn.</li> <li>b. An enquiry has been received from a local sports team looking to develop a facility in the area. NG asked BL to put them in touch with St Martins Parish Council.</li> </ol>
9	<p><b>Communications &amp; Community Project Officer Report (PP)</b></p> <p>PP had circulated a written report in advance of the meeting and provided the following additional updates:</p> <ol style="list-style-type: none"> <li>a. PP distributed the latest Village Volunteering report from Alex Drury. Partners discussed the progress of the project and GP asked that Alex be invited to come to the April Partnership meeting.</li> <li>b. Messenger – PS asked for Perspex stand for Weston Rhyn Shop. MR suggested adding Chirk Surgery as a location. SH suggested that groups advertising events in the Messenger be sent a feedback sheet to enable them to gather information about where attendees have heard about their event.</li> <li>c. The latest figures from Fairshare showed 17 members in the area, 8 active savers and 3 loans (1 of which was in arrears). There are currently 35 members in the Gobowen School Savings Club who have saved just under £3,000 since June 2016. GP asked if future reports could include historical information so that Partners are able to view how the project is developing.</li> <li>d. Weston Rhyn School Savings Club – training is planned for 27<sup>th</sup> February but there isn't currently a volunteer or TA to support the club to go live. AB is trying to resolve this with potential volunteers that she is aware of.</li> </ol> <p>BL advised that the Fairshare contract is due to come to an end at the end of February 2017. NH asked PP to discuss this informally with Fairshare.</p>
10	<p><b>AOB</b></p> <ol style="list-style-type: none"> <li>a. Gobowen Station Project - update BL advised that she had met with representatives from the Gobowen Station Project and that it was likely that they would be applying for a Big Grants Scheme grant. BL had also advised the Gobowen Station Project representatives of the process for Big Local loans. GP was nominated as the Partner to review any application.</li> <li>b. CART. BL advised that she had received correspondence from CART regarding potential funding. Following discussion, Partners asked BL to respond that they would be happy to consider an application for funding signage, seating etc, but that they would be unlikely to fund any towpath works. RM was nominated as the Partner to review any application.</li> <li>c. Bronygarth Allotments &amp; Yurts BL advised that she had met with a resident from Bronygarth regarding potential funding for improvements to community allotments and asked whether the Partnership would consider an application as Bronygarth is outside the 3PBL area. AB gave details of prospective alternative funders and BL was asked to look into these other options first.</li> <li>d. Local Trust Spring Events BL gave all Partners details of the 2017 Local Trust Spring Events and asked anyone wishing to book to contact BL or PP.</li> </ol>