

Present: Clare Babbs (CB), David Boyce (DB), Angela Bright (AB), Neil Graham (NG), Nick Heard (NH), Sue Heard (SH), Maggie Rowlands (MR), Polly Smith (PS), Paula Pugh (PP) and Bridget Laraway (BL).

Alex Drury (AD) from Qube was also present for the first part of the meeting.

Item	
1	<p>Welcome and Apologies for absence. NH welcomed everyone to the meeting and reminded Partners of the aims of the Three Parishes Big Local Partnership. Apologies for absence were received from Glenn Pennington, Ron Jones, Pat McGuinness and Laurel Roberts.</p>
2	<p>Declarations of items for 'any other business'.</p> <ol style="list-style-type: none"> a. BL advised that she had completed grant evaluations to distribute for Partner assessment. b. CB advised that she had some information from another Partnership to share.
3	<p>Declarations of interest. There were no declarations of interest.</p>
4	<p>Village Volunteering – report from Alex Drury AD gave a presentation on the progress with the Village Volunteering project. Key points from the presentation:</p> <ul style="list-style-type: none"> • Drop-ins in each of the villages had initially been slow but were starting to pick up. In March there had been 1 person at each of the drop ins. • AD reported on the recent organisations that she had worked with and showed examples of the A5 fliers that she had produced that were personalised to each village. • AD distributed printed copies of a Community Group toolkit that she has produced and advised that it would be used in 121 meetings and is designed to cover volunteering in particular rather than the general business of running and setting up a new group. AD confirmed that the toolkit is designed as a series of standalone sheets and groups would be given the information sheets that refer to their particular situation rather than receiving the full toolkit if not needed. • AD asked for feedback on the monthly report. BL reminded Partners that a comment had been made at the last Partnership meeting that cumulative information that gave a full picture of the project so far would be more useful than a report of activity during the month. CB commented that the briefing that AD had given at this meeting gave more information than had been seen on a report and suggested attaching copies of fliers etc. to the report as evidence of the work carried out. NH asked AD to include more qualitative narrative in the report. • NH advised that he has undertaken to work more closely with AD to help the project work to the Partnership priorities.

	<ul style="list-style-type: none"> NH suggested an Action Learning event for Community groups and commented that he is meeting with AD on 2nd May to discuss this. AD shared a draft version of the volunteering habits survey that she will undertake as part of the project. Partners had no comments on this survey although it was suggested that a volunteer skills survey might be useful. AD confirmed that, since the start of the project, 10 volunteers had been recruited. 4 of these were in the last month. <p>AD left the meeting at this point.</p>
5	<p>Minutes of the meeting of 29th March</p> <p>These were confirmed as a true record of the minutes. BL also circulated copies of the Confidential minutes from the previous meeting.</p> <p><u>Matters arising</u></p> <ol style="list-style-type: none"> NH asked PP to send extra-ordinary email around asking Partners if they want to attend the Bigger Picture Film Festival and asked all Partners to respond to PP asap. BL reported that the Oswestry Station Building Trust had submitted their loan application to Keyfunds on 29th March. <p>Confidential minutes have been recorded for the remainder of the discussion on this point.</p> <ol style="list-style-type: none"> BL reported that the Ifton Colliery grant presentation had been made and that PM had interviewed the chairperson. This film is to be submitted to the Bigger Picture project. BL reported that Qube's insurance does cover Personal Accident for Qube volunteers and that Laurel had advised that the Partnership could be considered as Qube volunteers as Qube are the fundholders for the programme. AB reported that she had completed the evaluation assessment. BL to check.
6	<p>Chairperson's report</p> <p>NH reported that he had met with Alex Drury to discuss the volunteering project and some volunteering roles that he was keen to see in the area.</p> <p>NH reported that he had been interviewed by telephone by Adam from Renaisi regarding Clare's activities and support. CB advised that Local Trust are thinking of changing the nature of Community Rep support.</p>
7	<p>Report from Grants process review group</p> <p>A report summarising the outcomes of the Grant Process review had been circulated in advance of the meeting. Partners approved the outcomes and recommendations with the following changes / comments:</p> <ul style="list-style-type: none"> Big Grants applicants will be required to submit a copy of their governance documents. BL to discuss with Laurel regarding professional indemnity insurance relating to the requirement in the process that she reviews the financial sustainability of the organisations. <p>NH advised that two decisions needed to be made by the Partnership:</p> <ol style="list-style-type: none"> The approach to contingency. CB advised that, for capital projects, 10% contingency is standard but revenue projects are unlikely to need contingency. Approach agreed: Partner doing the initial appraisal will consider contingency when appraising. Contingency will only be paid when the applicant has demonstrated that all other liabilities have been incurred and provided evidence that costs have increased. Staged payments will be used whenever contingency has been built into an application.

	<p>b. Risk assessments. CB suggested that risk assessments have to be proportionate and Partners agreed. Any risk assessment should detail the risk, cost and mitigation. CB advised that she had a basic risk assessment that could be used. NH asked her to send it to him so that he and BL could look at it and report back at the next meeting.</p>
8a	<p>Community Chest - Scooting to School Application from the Local Governing Committee of St Martins School for £500 towards the cost of new scooter racks to encourage more children to scoot to school. SH confirmed that this has been submitted by the Local Governing Committee as the school does not currently have a Parents Group and the equipment would be sited in the Primary School playground area. APPLICATION APPROVED</p>
8b	<p>Community Chest – Ifton Colliery Commemorative Project Application for £500 towards promotional materials to support fundraising for the Ifton Colliery Commemorative project. SH advised that the group have not been charged for their use of the St Martins Centre to date. BL advised that the St Martins Parish Council have agreed to be the fund holders for the project. APPLICATION APPROVED.</p>
9	<p>Partners for Big Grants Scheme applications NH asked for partners to volunteer to be the ‘nominated’ partner for two new Big Grants Scheme applications. Storypoint – SH volunteered Weston Rhyn Village Institute – NG volunteered BL to arrange to meet with SH and NG for initial appraisal.</p>
10	<p>Feedback from Grants training course BL distributed a report on the cost and effectiveness of the ‘Writing Exceptional Grant Applications’ course that was held for Community groups on 6th April. Six people attended and the following groups were represented: Oswestry Mens Shed, Ifton Colliery Commemorative Project, Shared Reading Group, Chirk Bank Community Group, Gobowen Scouts and Weston Rhyn Village Institute. All delegates had been asked to score their confidence, their experience and their skills and knowledge at the start of the course and again at the end of the course. All delegates showed some progress from the training, with the greatest impact being on knowledge and skills. Delegates had been asked if there was any other training they would find useful and had suggested the following:</p> <ul style="list-style-type: none"> • How to set up a new group • Using technology to research and download useful material • Management committee legal responsibility <p>The cost of delivering the course was £310. Partners agreed that it showed good value for money and that other similar training courses should be considered.</p>
11	<p>Co-ordinator Report (BL) BL had circulated a written report in advance of the meeting. There were no questions relating to this report. BL distributed a Finance report at the meeting showing the expenditure for Year 3 to date. Total budget received: £159,573 Expenditure at 20/4/17: £52,776</p>

	<p>Committed at 20/4/17: £28,782 Available to spend: £78,015</p> <p>BL advised that there was £25,000 remaining in the Grants budget for the remainder of the year which is less than the value of Big Grants currently in the appraisal process. BL has discussed the situation with Local Trust and has been advised that underspend in other areas could be used to cover any shortfall in the grants budget if necessary. BL to continue to monitor and report at Partnership meetings.</p>
12	<p>Communications & Community Project Officer Report (PP) PP had circulated a written report in advance of the meeting. There were no questions relating to this report.</p> <p>PP reported on the School Savings Club membership: Gobowen – 36 members, 31 active savers, £4,185 saved to end March Weston Rhyn – 20 members, 17 active savers, £148 saved to end March PP advised that she will be looking to introduce the £5 bonus incentive in Weston Rhyn School soon. SH advised that progress at St Martins school is ongoing but slow. NH asked PP to discuss with Andrea how we can encourage school leavers to continue to save, possibly with a virtual savings club. SH suggested giving the school leavers £1 each and asking Andrea to take them to the local paypoint before the end of term to show them the process.</p> <p>PP distributed a report showing a summary of the activity that had taken place in the first 6 months' editions of the the Messenger. In summary, 13 editions have been printed, 147 events / opportunities advertised covering 60 community groups or organisations. The cost for these 13 editions has been £1,251. PP advised that she is currently producing a feedback form to distribute to groups to record the impact that the Messenger is having on event attendance in the local area.</p> <p>NH expressed concern about the amount of PP's time the Messenger production takes. NH proposed that we keep the Messenger in its current format and frequency for another 6 months and then review, potentially reducing to a 3 weekly cycle. Partners agreed to continue with the Messenger in its current format and frequency for another 6 months.</p>
13	<p>AOB</p> <p>a. BL advised that there were 5 completed grant evaluations in need of Partnership assessment. NH asked for volunteers to assess the projects and report back at the Partnership meeting in June. Paperwork was distributed as follows:</p> <ul style="list-style-type: none"> • St Martins Summer School (SH) • Selattyn & Gobowen Parish Roundabout (PS) • Three Parishes Canal Action Forum (NH) • Qube (MR) • St Martins Brownies (NH) <p>b. CB had brought with her a laminated card that one of her other Big Local Partnerships had developed that was a 'ready reckoner' showing the Partnership key aims and aspirations on one side, and the project logo on the other side. Partners agreed that something similar would be a good idea for 3PBL Partnership members to have to hand out whenever the opportunity arose. NH asked the Communications group to consider this at their next meeting.</p>