

Attendance: Clare Babbs (CB), David Boyce (DB), Neil Graham (NG) Nick Heard (NH), Sue Heard (SH), Ron Jones (RJ), Pat McGuinness (PM), Glenn Pennington (GP), Maggie Rowlands (MR), Polly Smith (PS), Paula Pugh (PP) and Bridget Laraway (BL).

Attendance (part) : Alex Drury (AD), Steve Davenport (SD) and Caroline Wix (CW).

1	<p><b>Welcome and Apologies for absence.</b></p> <p>NH welcomed everyone to the meeting and thanked Partners for their contribution to the public meeting that had been held earlier in the meeting. NH also thanked PP and BL for organising the public meeting.</p> <p>Apologies for absence had been received from Angela Bright and Laurel Roberts.</p> <p>NH invited AD to give a quick update on the Village Volunteering Project. AD advised that she was leaving Qube and introduced Caroline Wix who would be taking over the Village Volunteering project. CW asked Partners to contact her at Qube if they would like to discuss Volunteering opportunities.</p> <p>AD and CW left the meeting at this point.</p>
2	<p><b>Declarations of interest</b></p> <p>None declared</p>
3	<p><b>Declarations of items for any other business</b></p> <p>PP declared 2 items – Event at the venue on 1<sup>st</sup> October &amp; tree planting event on 19<sup>th</sup> October.</p>
4	<p><b>Appointment of officers</b></p> <p>a. Chairman NH was re-elected as Chairman. Proposed by SD, seconded by GP.</p> <p>b. Vice-Chair. SH and PM were re-elected as Vice-Chairs. Proposed by PP, seconded by RJ. Partners discussed the latest Local Trust advice regarding members of the same household having key roles within Partnerships and potential conflicts of interest. CB advised that, in the case of the 3PBL Partnership, this did not present an issue and that having two vice-chairs reduced risk.</p>
5	<p><b>Appointment of Committee members and Chairs</b></p> <p>a. <i>Communications Group</i> The following Partners were appointed to the Communications group: GP, SH, RM, MR.</p> <p>b. <i>Volunteering Steering Group</i> The following Partners were appointed to the Volunteering Steering group: NH, NG,</p> <p>c. <i>Enterprise Support Programme</i> The following Partners were appointed to the Enterprise Support group: NH, PM, MR, AB</p> <p>d. <i>Health &amp; Wellbeing</i></p>

	<p>The following Partners were appointed to the Health &amp; Wellbeing Group: SH, AB, PS, PM, NG</p> <p>e. <i>Community Buildings Group</i> As this group is currently inactive NH proposed that members be appointed at the time that work commences on this project. Partners agreed.</p> <p>f. <i>My Money Matters</i> The following Partners were appointed to the My Money Matters Steering Group: GP, PM, PS, RM .</p> <p>Partners discussed the appointment of Chairs to each group. It was agreed that each group should elect a chair at their first meeting after this Partnership meeting. BL / PP to add this to the agendas for the next meeting of each group.</p> <p>The following activities were agreed for the role of the committee chairs:</p> <ul style="list-style-type: none"> <li>• Preparing / agreeing agenda with PP / BL</li> <li>• Running meetings</li> <li>• Casting vote (if needed)</li> <li>• Checking any meeting minutes</li> <li>• Reporting to Partnership meetings</li> </ul>
6	<p><b>Terms of Reference</b></p> <p>It was agreed that each group should try out their Terms of Reference as they currently stand and report back to the Partnership meeting if there were any issues.</p> <p>BL / PP to add Terms of Reference to the agenda for the next meeting of each group to ensure that group members are aware of the content of the group's terms of reference.</p>
7	<p><b>Delegated Financial Responsibilities</b></p> <p>a. <i>Chairman</i> This was agreed as £500 delegated responsibility per single instance. Partners agreed that there should be no restrictions on the number of times that this delegated responsibility is used but that each instance should be reported to the next Partnership meeting.</p> <p>b. <i>Communications group</i> It was agreed that the Communications group has delegated responsibility to spend in line with the Communications budget as laid out in the Community plan.</p> <p>c. <i>Enterprise Support group</i> It was agreed that the Enterprise Support group has delegated responsibility to spend in line with the Enterprise Support Programme budget as laid out in the Community plan.</p> <p>d. <i>Workers</i> The delegated financial responsibility for BL and PP was agreed as £100 per single instance.</p>
8	<p><b>Local Trust Partnership Review documents</b></p> <p>Partners were asked to complete the Local Trust Partnership review documents that were circulated at the meeting.</p> <p>CB asked BL to arrange for any Partners who were missing from the meeting to complete and return the documents.</p> <p>SD left the meeting at this point.</p>
9	<p><b>Preparation for Progress review</b></p> <p>NH suggested to Partners that an internal progress review is carried out so that the Partnership has a snapshot of progress to date. BL distributed a copy of the review questions suggested by Local Trust for Partners to take away and complete.</p>

	It was agreed that Partners would feedback on this questionnaire at a short plan review session to take place as part of a Christmas social event on Thursday 7 <sup>th</sup> December, 7:30pm. PS offered to host this event.
10	<b>Insurance Arrangements</b> BL confirmed that the Partnership's insurance policy with Markel Insurance had been renewed and that the policy was in line with Local Trust's recommendations for insurance. NH asked BL to circulate the information regarding sums insured to Partners.
11	<b>AOB</b> a) Event at the Venue Sunday 1 <sup>st</sup> October. PP advised that 3PBL will be having an unmanned stall but Partners were welcome to attend and man the stall. She asked Partners to let her know if they were going so that she can advise TNS. b) Tree planting at Derwen College 19th October. PP asked Partners to let her know if they could attend.
12	<b>Date of next partnership meeting and venue</b> <b>18<sup>th</sup> October – St Johns Church, Weston Rhyn.</b> <b>7th December – Christmas Social 7:30pm. Venue TBC</b>

Actions from this meeting – 27<sup>th</sup> September 2017

Item	Action	Who	Deadline
5	Add appointment of Chairs to the agenda for the next meeting of each group	BL & PP	31/10/17
6	Add Terms of reference to the agenda for the next meeting of each group	BL & PP	31/10/17
7	Add item to standard Partnership meeting agenda for NH to report on use of Chair's delegated financial responsibility.	BL	18/10/17
8	Obtain completed Partnership review documents from all Partners and forward to CB	BL	31/10/17
10	Circulate details of sums insured to Partners	BL	30/9/17