

## Partnership Meeting Minutes

Weds 26<sup>th</sup> August 2020 4pm

### Zoom meeting

**Present:** Haulwen Nicholas (HN-chair), Mark Jones (MJ), Sue Heard (SH), Steve Davenport (SD), Glenn Pennington (GP), Maggie Rowlands (MR), Angela Bright (AB), Polly Smith (PS), Sylvia Dyke (SMD), Sue McGavin (SMG) and Bridget Laraway (BL).

Item No	Item
1.	<p><b>Welcome and Apologies</b></p> <p>Apologies had been received from Nick Heard, Laurel Roberts, David Boyce. Apologies were recorded for Pat McGuinness.</p> <p>Haulwen welcomed all to the meeting and reminded those present that the Three Parishes Big Local Partnership represents the whole area and that all discussion at the meeting is confidential unless stated otherwise.</p>
2.	<p><b>Declaration of items for any other urgent business</b></p> <p>None</p>
3.	<p><b>Declaration of interest in any item on the agenda</b></p> <p>SMD declared an interest in Item 11 – Update from Qube.</p>
4.	<p><b>Minutes of the 29<sup>th</sup> July and matters arising</b></p> <p>The minutes were confirmed as a true record of the meeting.</p> <p>Matters arising:</p> <p>a) Parish Council Engagement MR reported that MR, PP &amp; BL had a meeting to discuss which was minuted and had been shared with Partners.</p> <p>b) Gobowen Old Friends BL reported that she hadn't yet spoken with either Mark Jones or Gobowen Old Friends about this. Action carried forward.</p> <p>c) Social Distancing Banners SH reported that the Football Club was purchasing for St Martins. When it arrives, she will forward details to BL to arrange purchase for Weston Rhyn &amp; Gobowen if the areas want them.</p> <p>d) Partnership Review Questionnaire Responses. SH reported that she has only had 2 responses and asked Partners to submit asap.</p> <p><b>It was agreed that:</b></p> <p>a) MR will draft a letter to Parish Councils and bring back to Partnership meeting.</p> <p>b) Gobowen Old Friends Action carried forward</p> <p>c) SH will pass details on to BL. Discussions to take place with Gobowen and Weston Rhyn to determine if they would like a banner for their playing fields.</p> <p>d) BL will send out Questionnaire again and add to Slack.</p>

5.	<p><b>SLA – September 2020 onwards.</b></p> <p>HN updated the Partnership that the current Service Level Agreement (SLA) with Qube for the role of Locally Trusted Organisation (LTO) expires on 15<sup>th</sup> October 2020. Two proposed additions have been made to the current version for the new SLA that will be in place from 15<sup>th</sup> October 2020 for 12 months. HN will circulate the updated version and asked for Partners to feed back to her by 5pm Friday 4<sup>th</sup> September.</p> <p>A second SLA will need to be developed to cover the arrangement for Qube to hold the income from the Gobowen Station Loan repayments. This is currently on hold due to workload and will be tackled asap.</p> <p>Sue McG gave a verbal update on her meeting with Nick that took place on 31<sup>st</sup> July.</p> <p>HN advised the Partnership that Cath Greenfield is returning to work 1 day a week from the beginning of September and that Paula is now working full time.</p> <p>A discussion took place that covered confidentiality and information sharing within the Partnership with some Partners expressing concern that information wasn't being shared with all Partnership members.</p> <p><b>It was agreed that:</b></p> <p><b>a) Partnership Structure (Chair, 2 Vice Chairs, Group Chairs) are reviewed at the AGM.</b></p> <p><b>b) Partnership Code of Conduct is reviewed to cover information sharing / confidentiality.</b></p> <p><b>c) Partnership Complaints handling process / policy is developed</b></p>
6.	<p><b>Questions about Financial Report</b></p> <p>A financial report had been circulated in advance of the meeting. The report showed that £39,017 remains to be invested by 31 December 2020.</p> <p>There were no questions.</p>
7.	<p><b>Community Plan Development Timeline</b></p> <p>BL shared the draft plan development timeline that included the deadlines that Working groups had suggested for submitting their input.</p> <p>It was noted that September and October will be a very busy time and that Partners should be prepared to attend 2 or 3 short Partnership meetings and read documents in between, in addition to the Working group meetings.</p> <p><b>It was agreed that:</b></p> <p><b>a) Community Plan sign off meeting will take place around 30/10/20. BL to arrange.</b></p> <p><b>b) A meeting will be needed before that to review the draft plan and agree changes. Date to be agreed.</b></p> <p><b>c) A Communications group meeting is needed. BL to liaise with MR for proposed dates.</b></p> <p><b>d) The Three Parishes Means Business group are required to elect a permanent Chair.</b></p>

8.	<p><b>Community plan development – Finance / poverty</b></p> <p>A document sharing the ideas from the Finance / poverty Community Plan development meeting had been circulated to the Partnership.</p> <p>As one of those present at the meeting, SMD gave an overview of the approach taken at the meeting and briefly talked through the issues identified.</p> <p>SH noted that the H &amp;WB group have started talking about the food poverty issues that were documented at the meeting.</p> <p>SH suggested that the housing associations with housing stock in the 3 areas might have family support workers.</p> <p>HN noted that it was an excellent piece of work and thanked those that had contributed.</p> <p><b>It was agreed that:</b></p> <p><b>a) A follow up meeting is needed to discuss the items in more detail and agree a way forward.</b></p>
9	<p><b>Open meeting / video</b></p> <p>A document presenting this idea had been circulated in advance of the meeting. BL gave a brief summary of the document.</p> <p><b>It was agreed that:</b></p> <p><b>a) A short film will be made in place of holding a public meeting.</b></p> <p><b>b) PP &amp; MR will create storyboard and send to GP</b></p> <p><b>c) GP will pull together the film based on the input.</b></p>
10	<p><b>Consultation</b></p> <p>A document summarising the process and results of the 2019 consultation 'The Big Chat' had been circulated to all Partners in advance of the meeting.</p> <p>SMG noted that the 2019 consultation was fairly recent and close enough to the current plan development to still be valid. SMG suggested that the part of the new Community plan that covers Consultation refers to the 2019 consultation and includes:</p> <ul style="list-style-type: none"> <li>• Emerging from Covid 19 – how the Partnership's knowledge of local people has enabled the Partnership to consider what, if anything, is needed to be added / changed / removed from the Consultation outcomes.</li> <li>• An emphasis on Partner's links to local communities and includes details of genuine recent conversations with those communities.</li> <li>• The fact that the 2019 consultation reached a wider audience than any of the previous consultations – this detail should be included in the narrative as one of the reasons why the Partnership chose to build on it and tweak it based on Partnership knowledge for the new plan.</li> </ul> <p><b>It was agreed that:</b></p> <p><b>a) New consultation is not required for the plan that is currently being developed.</b></p> <p><b>b) The approach to wording suggested by SMG (and detailed above) is incorporated into the plan currently being developed.</b></p>
11	<p><b>Update from Qube</b></p> <p>BL gave a short update on Qube opening hours, Dial A Ride services and social group activities. SMD gave an update on the on-line exhibitions and art activities on the Qube website – noting that many are resources that have been developed for isolated people. .</p>

12	<p><b>Questions for working groups</b> There were no questions for any of the working groups.</p> <p>SMD noted that the My Money Matters group were becoming increasingly concerned with the potential rise in debt in the area. Some information had been received from Citizens Advice Shropshire (CAS) that reported that KW had dealt with 86 clients classed as debt clients, and referred 12 on to the specialist debt team at CAS, in the period July 2017 – July 2020.</p>
13	<p><b>Update from 3PBL Staff (BL)</b> No update.</p>
14	<p><b>Emerging from Covid 19 – discussion of Partnership ideas</b> SMG noted that some BL areas have been starting to consider physical meetings and that Local Trust have produced a risk assessment documents for Partnerships to use if they wish to consider physical meetings</p> <p><b>It was agreed that:</b> <b>a) BL will canvas Partners to see how many are ready for face to face meetings to resume.</b></p>
15	<p><b>A.O.B.</b> None</p>
	<p><b>Date of next meeting:</b> <b>AGM – Weds 30<sup>th</sup> September 7pm.</b> It was suggested that this is held at St Martins Centre pending the results of the survey of Partners noted in (14) above. <b>Partnership meeting – Weds 7<sup>th</sup> October 4pm.</b></p>