

Meeting Minutes



Subject:	Partnership Meeting	Facilitator:	Lesley Watkins
Date:	02 April 2014	Time:	6.15pm
Location:	Town Hall, Market Warsop		
Attendees:	Lesley Watkins (LW), Halina Kochanowski (HK), Andrew Johnson (AJ), Stuart Whittle (SW), Mike Johnson (MJ), Phil Shields (PS), Marion Ellis (ME), Michael Smith (MS), Bill Badham (BB)		

Apologies: Jennifer Cockroft (JC), Tania Barlow (TB), Trevor Hayes (TH)

1 – Previous minutes

Item	Detail	Action
1.1	Correction – HK pointed out that 1.2 on the previous minutes should say 'Option to purchase agreement' not 'Transfer agreement' as stated.	None
1.2	Omission – AJ had offered to contact his cousin regarding the website, this was omitted from AOB in the previous minutes	None
1.3	Donation to Carnival Fund – MS has completed an agreement which needs to be signed. MS to forward to LW so that the cheque can be handed over to the carnival committee. Action – MS to forward letter to LW	MS
1.4	Option to purchase agreement between FOWYC & Eastwoods. - HK to pass a copy of this document to MS, in order that it can be forwarded to BIG local Trust and the. Action – HK to send document to MS	HK/MS
1.5	AGM Review – it was agreed that the year 1 delivery plan should be extended to fall in line with the AGM. MS to contact Rachel at BIG Local to seek approval for this. Action – MS to speak with Big Local trust to obtain approval	MS

2 - Agenda

Item	Detail	Action
2.1	Delivery Plan Update	
2.1.1	Update on Aspire Centre - HK has been asked to resubmit the bid to CRT, as there seems to be some misunderstanding about what the funding is required for. HK has e-mailed Stephen (CRT) in an attempt to clarify matters and is awaiting a response. It is hoped that they can use the funding to engage Helen Whitney to help move the project	HK

	forward. Action – HK to update Partnership Board on progress at next meeting.	
2.1.2	TH has been liaising with MDC and is still awaiting feedback on the conditions for the planning permission. AJ has been speaking with Pippa Carter from Aspire @ WNC, to clarify what facilities etc would be needed for them to make use of the Centre. AJ suggested that it might be an idea to get volunteers on-site over the Easter weekend to start some digging/site clearing. MS agreed that this was a good idea and that he would set up a separate page on the website for the centre, in order that such activity can be promoted. MJ suggested that there may be a small tractor at Meden Vale allotments which could be utilised. Action – AJ to email MS with details and a short paragraph for the website.	AJ
2.1.3	HK said that the fencing and gates need sorting ASAP, and asked if the funding to support this has been drawn down. MS confirmed that the capital monies relating to the centre have been approved but not drawn down, the funds will need to be drawn down into the BW account at MCVS.	
2.1.4	MS suggested that the group coordinating the works need to get quotes in so that the money can be drawn down and the invoices paid promptly. AJ added that FOWYC need to agree their own funding protocol and that BIG Warsop also need to be happy with this. Action – AJ to organise quotes for fencing and pass to MS	AJ
2.1.5	AJ has submitted an expression of interest to NESTA for an additional £100k of funding; this would be around training and innovative volunteer activities. Action – AJ to update group at next Partnership Meeting	AJ
2.1.6	BB asked about progress regarding the joint commissioning group? AJ confirmed that they are keen to set up this group ASAP, and that it would be a mixture of people from FOWYC committee and the BIG Warsop Partnership. Action – AJ to consult WYC with a view to establishing group	AJ
2.1.7	Community Chest – All ok re spend. There have been 10 applications to the current round, and there are concerns that groups are reapplying to ROLO as an 'easy option'. The ROLO group will consider potential restrictions regarding the number of times a group can reapply.	None
2.1.8	The Hopper – This idea needs to be further developed. MS to contact Phil Lyons regarding the Hopper, how it fits with ROLO, and who is best placed to take it forward. Action – MS to contact Phil Lyons to start the ball rolling	MS
2.1.9	Horticulture – AJ went through the meeting noted from 12 th March (Copy attached) The group agreed the proposals re the Polly tunnel at Meden Vale etc... Action - AJ to contact Emily to progress this, also to check out with MDC if there are any issues in regard to supplying veg to the public.	AJ
2.1.10	Adult Education – LW confirmed that there had been an application from Jigsaw re activities for older people. The group felt that this didn't	None

	fit with the employment and training agenda, but that such activity could be considered if and when the delivery plan is refreshed.	
2.2	Delivery Plan – MS reviewed the delivery plan adding some focus to the elements that are falling behind the target dates. More activity needs to happen in line with the delivery plan.	None
2.3	Finances – There was no financial report available for review Action – LW to make available at next Partnership Meeting	LW

3 – Matters Arising

Item	Detail	Action
3.1	<p>Delivery Plan – MS reminded the group that the delivery plan is the guiding document and should be constantly reviewed to monitor progress. The key elements of the delivery plan are:</p> <p>Trowel Trades – Delivery due Jun 14 – Aug 14 Hospitality & Catering - Delivery due Jun 14 – Aug 14 Community Hub – Due Sep 13 – Aug 14 Carnival – Due Sep 13 – Nov 13</p> <p>MS tabled that the delivery plan should be reviewed in detail at the next meeting as he has concerns about slippage in the progress.</p>	None
3.2	Finances - LW confirmed that BIG Warsop now have a separate CO-OP bank account via MCVS.	None
3.3	<p>W&DN - HK confirmed that David from Eastwoods had been happy with the article in W & D news regarding the Centre. The group were however concerned that the Community Chest logo, had been used on this piece by mistake.</p> <p>Action – HK to ask Tania if there is a PDF of the W&D News that MS can put on the website.</p>	HK
3.4	<p>Funding for Local Groups - AJ said that Adam & Geoff had agreed to run a funding session locally, so that people could look at other funding options and understand the application process. Lesley to look into arranging this.</p> <p>Action – MS to contact Adam and Geoff for costs and availability</p>	MS
3.5	LW asked questions re 2 of the bids received - Warsop In Bloom for hanging baskets etc...could this be funded out of the Horticultural Training pot rather than the community chest? It was decided that there is little opportunity for training and innovation in this bid and that it should therefore stay as a Community Chest application.	None
3.6	Meden Vale The Future – The group are seeking £1'000 to progress plans for improved access to the new community centre adjacent to the welfare and had asked if this could fit into the 'Hopper' as it was over £500. The group felt that not only was the 'Hopper' idea not up and running, but that the funding request was also unsuitable as it was not around innovation. The group voted that the application stay within the Community Chest.	None

3.7	<p>Work Club - It was confirmed that the Work Club, being run at the Library by the Children's Centre is due to finish. It was felt important to maintain such a facility in Warsop, and the group discussed moving it to the Town hall where there are more facilities.</p> <p>Action - LW to look at alternative providers for a work club and to liaise with MJ re availability at InfoTech.</p>	LW
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4 – Any other Business

Item	Detail	Action
4.1	<p>Air Training Corps - MJ confirmed that the Air cadets were now looking to use InfoTech, as a result of the Squadron Leader attending the Big Warsop AGM.</p> <p>Action – MJ to pursue and keep group updated</p>	MJ
4.2	<p>Horticulture - SW wanted it on record how pleased he had been with the horticulture meeting.</p>	None
4.3	<p>Neighbourhood Plan - BB has spoken to Andrew from 'Your Locale' regarding the Neighbourhood Plan. Both agreed that there is a good degree of separation at the minute, but that on-going communication is vital.</p>	None
4.4	<p>Website - MS said that the website needs to be updated and needs a new 'front –end'. The hosting agreement with ACTIONBAY is now with Shebang Media and expires in June.</p> <p>Action - MS has requested a renewal proposal from Shebang and AJ is to speak with BT</p>	MS / AJ
4.5	<p>Newsletter – MS reminded the group the need to constantly push news out to keep people engaged and the group focused and suggested an e-newsletter is one method that could achieve this in part.</p> <p>Action - LW to send a list of all Warsop contact's e-mail contacts to MS. MS requested a monthly update from the Partnership members, in order that he can complete the e-newsletter.</p>	All
4.6	<p>Fire Station - MS expressed concerns that Warsop Fire Station was once again under threat of closure, as this fits in with the 3rd strand of influencing the statutory sector MS suggested we should offer support to any efforts to save it.</p> <p>Action - MS to put in a freedom of information request to NFRS regarding the Fire Station, in order that the group can take a view on this.</p>	MS
4.7	<p>Minutes – MS requested that these are produced and circulated within 1 week of the meeting to ensure group members are clear of their actions in sufficient time to complete them before the next meeting</p> <p>Action – LW to facilitate</p>	LW
4.7	<p>Agenda – MS requested that Agendas are circulated 1 week prior to the meetings to enable them to be published, the group is accountable to public and needs to be more engaging</p> <p>Action – LW to facilitate</p>	LW