

# Meeting Minutes

<b>Subject:</b>	Partnership Meeting	<b>Facilitator:</b>	Michael Smith
<b>Date:</b>	Wed 1 <sup>st</sup> April 2015	<b>Time:</b>	6.15pm
<b>Location:</b>	Town Hall, Market Warsop		
<b>Attendees:</b>	Bill Badham (BB), Trevor Haynes (TH), Mike Johnson (MJ), Halina Kochanowski (HK), Michael Smith (MS), Lesley Watkins (LW), Stuart Whittle (SW)		
<b>Apologies:</b>	Jennifer Cockroft (JC), Andrew Johnson (AJ), Phil Shields (PS)		
<b>Non Attendees:</b>	Stuart Moody (SM)		

## 1 – Previous Minutes

Item	Detail	Action
1.1	<b>Previous minutes</b> – The minutes of the previous meeting were reviewed and accepted as an accurate account of the meeting, with the exception of the Finance details were available.	None

## 2 - Agenda

Item	Detail	Action
2.1	<b>Reaffirm meeting dates for 2015</b> – The Meetings for 2015 are the first Monday of each month, as a number of members are unavailable for the meetings for July and August it was agreed to move these 2 months to the 2 <sup>nd</sup> Wednesday. <b>ACTION</b> – MS to communicate	MS
2.2	<b>Updated Delivery Plan</b> – It was agreed to submit a revised plan to Big Local for approval, it is slightly amended in that the hospitality and catering and grow it cook it eat it have been removed and we are adding in supporting older people. Supporting older people will have a provisional budget of £16,000.00 as this is the same amount as approved children and younger people. <b>ACTION</b> – BB to update and LW to submit to Big Local.	BB/LW
2.3	<b>Activity Plan Proposed Form</b> – A new form has been developed for 3 main reasons, progressing pre-agreed activities, help record new ideas that fit with the plan and to gain more information on good ideas that do not fit the agreed delivery plan. All new ideas should go through the development worker who will facilitate the completion of the form. <b>ACTION</b> – LW to to report completed back to partnership on a monthly	MS

	basis.	
2.4	<p><b>Defibrillator Proposal</b> – MS suggested that LW contact Paul from Care trainers to obtain agreement so far and take control of agreeing the locations and arranging fixed quotations for the installation and supply for potential Group will then agree final costs and pass back to Care Training to implement, Big Warsop will pay bills directly rather than passing funds to Care Trainers for them to pay. MS to approach potential funders to secure any commitment for support funding.</p> <p><b>ACTION</b> – LW to speak with Care Trainers, MS to approach PC etc ref funding..</p>	LW/MS
2.5	<p><b>Meden School Media</b> – Meden can only offer a 10 week trial at this point, the cost will be £600. LW needs clarity on what is needed from them in relation to the project. It was agreed that a news article should be produced monthly with the content available via email, web, Warsop News and social media with a printed News Letter produced quarterly that pulls together all previous 3 months articles with the lead page a message from group, piece about plan and article on community involvement.</p> <p><b>ACTION</b> – LW to contact Meden outlining the requirement and give go ahead.</p>	LW
2.6	<p><b>Meden School Anniversary</b> – The school has a 50<sup>th</sup> anniversary event coming up and the school are looking at activities costing between £12k - £13k. They have a specific event which is a residential trip to New College Nottingham and Sheffield University that can't go ahead without funding, the group has agreed to donate £3000 towards the weeks activities. The school,will need to submit a report using the template in our delivery plan prior to funding being given.</p> <p><b>ACTION</b> – LW to contact school with offer, outlining requirements</p>	LW
2.7	<p><b>Archaeological Dig Cuckney</b> – an approach has been made by an archeological group researching the battle of Hatfield. They are looking to carry out visual mapping at a cost of £12k, for which there is a pending lottery application. The partnership have requested that an 'ActivityPlan Proposal Form', the group can then review at the next meeting if LW views appropriate. Focus should be around involving young people and local groups from the Warsop Parish.</p> <p><b>ACTION</b> – LW to contact group to request completed form</p>	LW
2.8	<p><b>Work Club Update</b> – Feedback received so far suggest that basic principles of the work club are not being met. The group have agreed that LW contact Ian Newton with feedback and clarify the scope of the club based on our previous funding.</p> <p><b>ACTION</b> – LW to contact Ian and report back to Partnership.</p>	LW
2.9	<p><b>Warsop and District News</b> – A brief outline of funding awarded to date and future focus based on approved delivery Plan to be published in a half page spread in next edition. Should also publish AGM meeting for the 3<sup>rd</sup> Monday in May at 7pm. A half page spread will be required</p> <p><b>ACTION</b> – MS to pull together and submit.</p>	MS

### 3 – Maters Arising

Item	Detail	Action
3.1	<b>There were no Maters Arising</b> – No actions	None

#### 4 – A.O.B.

Item	Detail	Action
4.1	<b>Health and Hygiene training</b> – Denise Ellis from job centre has approached about training, MJ to send course content to Job Centre and arrange dates <b>ACTION</b> – MJ to arrange dates	MJ
4.2	<b>New Courses List</b> – !J in process of updating Course list, MJ to circulate one done.. <b>ACTION</b> – MJ to distribute when available	MJ
4.3	<b>Warsop Infotech Website</b> – New website was funded through RoLo and there will be a link from the WI website to Big Warsop website. Stuart Whittle will write an article about this. <b>ACTION</b> – SW to write article for BW website and submit to MS	SW
4.4	<b>Vibrant Warsop</b> – Vibrant will be meeting in 2 weeks to review feedback from course and write report, report to be presented at next meeting by HK. <b>ACTION</b> – HK to present report at May Partnership Meeting	HK
4.5	<b>Membership of Group</b> – Members who have not attended for more than 3 months should be contacted by Chair and advised that they will be removed from partnership if they do not attend the next meeting without good reason.. <b>ACTION</b> – MS to review attendance and contact	MS
4.6	<b>Mayoral Candidate</b> – Martin Lee is meeting with Trevor on 2 <sup>nd</sup> April, group do not have anything that need passing on or asking. <b>ACTION</b> – None	None
4.7	<b>Trowel Trades</b> – It was agreed that this needs to be progressed. <b>ACTION</b> – LW to complete form with Trevor and submit.	LW