

Meeting Minutes



Subject:	Partnership Meeting	Facilitator:	Lesley Watkins Chaired by Michael Smith
Date:	4 th June	Time:	6.15pm
Location:	Town Hall, Market Warsop		
Attendees:	Halina Kochanowski (HK), Michael Smith(MS), Bill Badham (BB), Trevor Hayes (TH), Stuart Whittle(SW), Mike Johnson (MJ) Lesley Watkins (LW)		
Apologies:	Marion Ellis, Andrew Johnson, Phil Shields, Jennifer Cockroft (JC), Stuart Moody(SM), Tania Barlow(TB)		

1 – Actions from previous minutes (**not covered on the agenda**)

Item	Detail	Action
1.1.1	W&DN - MS has still not received the e-mails re W & D News. MJ offered to look into this and see if he could forward the copies.	MJ
1.1.2	Fire Station - It was confirmed that John Allin now sits on the Fire Authority Board, and is fighting Warsop’s corner. MS has asked further questions over the likely future of Warsop Fire Station and is awaiting a response. MS will update the group when there is any news. Incomplete.	MS
1.1.3	Action plan MS circulated the updated action plan which had been agreed at the meeting 7 th May. This is to be discussed later in the meeting under the relevant agenda items.	
1.1.4	<p>Communications Plan</p> <p>From the spring event AJ presented a couple of ideas to improve our communication:</p> <ol style="list-style-type: none"> LW is currently working on an up-to-date contact list. More work needs to be done if calls are to be made, as there are often only e-mail contact details available. AJ & MS still to agree the script for the calls. Linked to the above LW to do a personal call out to the community groups to check details, update them on current progress, and see if they would like to send us news stories or at least a little write up on their group e.g. opening times, where they meet, how to contact, their website or email address, etc. Second idea was from chesterfield village big local, who put a flatscreen TV in local shop with rolling presentation and videos. Board this was a good idea and a costed proposal to be submitted from AJ to enable similar in Warsop, Warsop Vale and Meden Vale. <p>LW&JC to progress the calls/visits to community chest recipients once the Carnival is over.</p> <p>MS to setup a section on the website perhaps called “what’s happened</p>	<p>LW/MS/AJ</p> <p>LW (awaiting script)</p> <p>AJ not available to give an update</p> <p>LW/JC</p> <p>MS</p>

with your money”.

Access to the Community notice boards has still not progressed. MJ believes that he may have a contact for the Boards at Meden Vale.

MJ/LW

1.1.5

Warsop Youth Club – Partnership Agreement

The following amendments to the previous minutes were agreed: HK confirmed SHINE Nottinghamshire had been chosen as WYC partner for delivery at the site *and would be working up a business case*, this should read **and would be engaged to do development work around the building and activities for young people**. HK explained **that a maximum £25k of the £40k ongoing funds from BigLocal would be used in part to support SHINE in the business plan development work and that it is in the conditions of the partnership agreement to reimburse this later once they are stable and a Tenancy Agreement would be put in place, ensuring that a percentage of the anticipated operating profits generated by SHINE would be paid back to WYC.**

MS explained the draft funding agreement which he had been working on and asked Halina to send him some bullets points around what the money was to be used for in order to progress this

HK/MS

MS confirmed that the £25k has been applied for and once the go-ahead has been given the payment could be made. HK to ensure that an invoice is sent to LW in order that the payment can be made ASAP once the go-ahead is received.

HK/LW

HK expressed concern regarding communication between BIG Warsop and WYC group. Information was being taken from BIG Warsop meetings by Halina for example, and Michael was having e-mail/telephone discussions with Maddy etc... Rather than things going formally through the Chair, causing confusion and misunderstanding. It was agreed that lines of communication need to be clarified and improved by both groups. MS offered to write to the Chair (George Kennedy), to clarify the position re funding and on-going support/involvement from BIG Warsop.

MS

HK confirmed that WYC had completed a large capital bid and awaiting the outcome.

2 - Agenda

Item	Detail	Action
2.1	Action Plan update The action plan emanating from the meeting on 7 th May was discussed and updated. MS to send the updated version to Lesley for circulation with the minutes.	MS
2.1.1	Community Chest Lack of progress around the 'Hopper' was discussed and Michael suggested that we may need to consider a different approach, and perhaps include local charities and businesses such as Warsop United Charities, MV Charity Shop, Bowrings etc...	

2.1.2	<p>Horticulture – LW contacted the previous attendees to see if they would be willing to attend a further meeting, and if they have any produce for the carnival as requested by AJ. Most people were agreeable to a further meeting subject to confirmation of the date, but it looks unlikely that anyone will be bringing any surplus produce for sale at the carnival. LW to send an up-date re this to AJ so that he can contact people regarding a date for the next meeting.</p>	LW/AJ
2.1.3	<p>Adult Education & Training – Ian Newton from Scintilla has been successful in securing funding for a Work Club in Warsop. This will commence in September. LW will provide Ian with the contact details for Karen King and Mike Johnson so that he can book the room and confirm the arrangements with the previous attendees.</p>	LW
	<p>LW and MJ agreed to work together to ensure that all providers of Adult Learning in Warsop Parish, are made aware of the opportunity to advertise in the 4 page pull-out in the September edition of W & D News which is to be sponsored by BIG Warsop.</p>	LW/MJ
	<p>LW explained that as part of her wider MCVS work that she and her colleague Kate were working on a funding fair with the 'Focus On Funding Team' scheduled for the Autumn. Large national funders e.g. Lloyds Foundation were keen to attend. It was agreed to give a budget of £1k to support this in order that it could be held in Warsop Parish. LW to progress this.</p>	LW
2.1.4	<p>Carnival LW and Daniella Jackson to dress the carnival float on Saturday 5th and to include the BIG Warsop banner. Jen would then go up on Sunday 6th to finish it off and to walk in the parade.</p>	LW/JC
	<p>LW confirmed that the balloons and helium had been purchased. MS to collect the balloons from Lesley, and also to purchase bottles of water and to put BIG Warsop log on them. MS & AJ to walk with the parade and distribute the BIG Warsop balloons and water.</p>	MS/AJ
	<p>Also discussed what to give out on the day and confirmed balloons would be fine.</p>	
2.1.5	<p>Finance Update: LW confirmed that there was £21'869.20 currently in the BIG Warsop account, but that she needs to do some more detailed reconciliation of this with the MCVS Finance Officer, as there have been transactions whilst LW was on leave.</p>	LW
	<p>Any Other Business: Bill expressed concern that there was still some confusion as to how the decision had been arrived at re the agreement to fund the SHINE work at the previous meeting. MS to send ad e-mail regarding this to the voting members of the group who do not have a conflict of interest in order to ratify the decision.</p>	
	<p>Next Meeting: Wednesday 6th August 2014, 6.15pm</p>	