

# Meeting Minutes



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

## 1 – Actions from previous minutes

Item	Detail	Action
1.1.1	<b>W&amp;DN</b> MS confirmed that he was expecting an e-mail from Gemma @ W&D news that evening so that he can link it to the BIG Warsop website. TB confirming this has happened.	TB
1.1.2	<b>Fire Station</b> MS had a response from the Parish council suggesting there was no action or collaboration required initially. However this then changed as consultation kicked off. MS has already encouraged via website and twitter people to complete the survey. Also noted the paper format published is poor and incomplete.	
1.1.3	<b>Delivery plan</b> Outstanding from previous meeting the write up of the Action Plan. MS to circulate before the next meeting.  Michael asked the group to consider where they are with the action plan, by writing down tasks and considering if they were: <b>Not started/inactive</b> <b>Active</b> <b>Task for FOWYC</b>  The group spent some time on this task and then discussed and agreed where current activity should be best placed. Michael to type up the results of this. As a result of this exercise only activities that were active were included in the following update:	MS
1.1.4	<b>Community Chest:</b> HK confirmed she had sent information through MS to load on the website. MS to load up ASAP.	MS
1.1.5	<b>Horticulture:</b> AJ confirmed awaiting a document from MV allotments following a really good meeting with them on site. AJ will forward asap as there seemed to be an issue with the attachment.	AJ
1.1.6	<b>Adult Education &amp; Training:</b> Tania confirmed the pull out spread would be 4 pages at £50 per page.	

1.1.7	<b>Carnival:</b> Jen confirmed the banner was slightly too big, group agreed to wrap it around the end of the truck rather than buying a different size banner.	
1.1.8	<b>Delivery Plan Extension:</b> MS confirmed that the BIG Local Trust are happy with the proposal to extend the delivery plan in line with the AGM. MS to work on a revised plan and submit it to the Trust for approval. <b>Outstanding up date as MS unable to attend due to crash on the M1</b>	MS
1.1.10	<b>Community Volunteer Directory</b> – AJ is collating information in order to set up a directory of interested people, noting their particular skills/expertise. AJ to e-mail round the form that he is working on and the group are to give feedback/comment in the next 2 weeks.  AJ thanked everyone for their feedback, now need to meet with MS to finalise.	AJ/MS
1.2	<b>Report to Big Local Trust</b> – BB confirmed that he would do a summary of his report and send it to MS for inclusion on the website. BB confirmed this had been sent so MS to upload.	MS

## 2 - Agenda

Item	Detail	Action
2.1	<b>Communications Plan</b> From the spring event AJ presented a couple of ideas to improve our communication: <ol style="list-style-type: none"> <li>1. From Allerton the idea to get better engagement on getting people re-engaged who have previously attended meetings. Rather email only, the partnership board made personal calls to try to improve re-engagement. Board liked the idea and agreed we should split the list up and make even number of calls each. AJ and MS to work up a script for the calls, and LW to provide the contact details. Group agreed that calls could be claimed back.</li> <li>2. 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.</li> <li>3. 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.</li> </ol> <p>LW&amp;JC are calling all the previous successful community chest grant receivers with a template to get a new story back from them on the impact the grant made and possibly some photos for the website. Need to be getting at least 2 back per month loaded up.</p> <p>MS to setup a section on the website perhaps called "what's happened with your money".</p> <p>Also discussed use of community notice boards, there appear to be lots of boards and key holders. Everyone who had information in this regard</p>	LW/MS/AJ  AJ  AJ  LW/JC  MS  ALL/LW

	to email LW so she can collate a list and then ensure we have an update placed in community notice boards monthly.	
2.2	<b>Action Plan Update</b> didn't happen as MS has not written up yet and was not able to make the meeting as stuck on M1.	
2.3	<p><b>Community Chest</b> HK gave an update. Review meetings didn't happen to originally planned timescales due to issues with the website, which are now resolved, therefore there were outstanding submissions. Two were subsequently received and reviewed and a further one more recently and awarded:</p> <ol style="list-style-type: none"> <li>1. Parish Centre</li> <li>2. Birklands After School Garden Club</li> <li>3. St. Teresa's Church</li> </ol> <p>Next round in by end of September. Need a message to MS to put on the website, twitter and Facebook. HK</p> <p>Next meeting is 29<sup>th</sup> July were there will also be a policy agreed on repeat submissions. Proposed that the Hopper discussion also happen on the 29<sup>th</sup> July with the group to agree how to activate this, as original idea utilising Phil Lyons cannot happen as he is now too busy.</p> <p>AJ to send over previous hopper information to HK.</p>	HK
2.4	<p><b>Horticulture</b> – LW has contacted previous attendees, however no new date agreed to meet up. LW not available to comment at the meeting.</p> <p>PS confirmed a previous action relating to using surplus from allotments. As long as is not a regular scenario it was not a concern to the council. However allotments need to double check their allotment agreement to ensure it is permissible within their licence.</p>	LW
2.5	<p><b>Adult Education &amp; Training</b> – LW unable to attend and give an update. Agreed to do a vote by email before the next meeting. LW to send around the budget to run job club fortnightly until Enable start up in September. Voting board members need to confirm their vote within a week via email so LW can progress before next meeting as previous club at the library has now stopped.</p> <p>Also discussed how need to encourage job club to help navigate users to training courses at Infotech and elsewhere, and any course fees could be submitted to community chest for consideration but not default award.</p>	LW
2.6	<b>Trowel Trades</b> – no update	
2.7	<p><b>Carnival</b> Jen confirmed we need to clarify what needs to go into the programmes. Group agreed given timescales that should be our contact information including social media, web, email and phone + logo.</p> <p>Also discussed what to give out on the day and confirmed balloons would be fine.</p>	
2.8	<p><b>Warsop Youth Club – Partnership Agreement</b></p> <p>HK confirmed SHINE Nottinghamshire had been chosen as WYC partner for delivery at the site and would be working up a business case. HK</p>	

explained the £40k ongoing funds from BigLocal would be used in part to support SHINE in the business plan and that it is in the conditions of the partnership agreement to reimburse this later once they are stable.

TH confirmed he wasn't keen to see any money go to SHINE until the final proposal was available from SHINE.

HK proposed a vote which was seconded by TH to endorse the use of the £40k for this purpose. Approved by majority vote, 6 yes votes and 1 abstention.

MS to finalise the partnership agreement between WYC and BigWarsop ASAP.

MS

Phil advised that as there is a potential conflict of interest for WYC members on the partnership board, the agenda should include a prior declaration of the intent to vote and conflicts of interest should be registered prior to voting.

2.9 **Finance Update** LW not present so not covered.

2.10 **Any Other Business**

BB gave an update on the Spring event and commented on the approach taken by Kirk Hallam in succeeding in getting them more directly involved. AJ also mentioned the JanJo's idea as a possible hopper idea, AJ to write up the ideas from the event and circulate.

AJ

BB commented on changes to unlimited/star people, now looking to do this fewer areas and trial ideas are being considered currently.