

Meeting Minutes

Subject:	Partnership Meeting	Facilitator:	Michael Smith
Date:	Wed 12 th August 2015	Time:	6.15pm
Location:	Town Hall, Market Warsop		
Voting Attendees:	Trevor Hayes (TH), Mike Johnson (MJ), Halina Kochanowski (HK), Michael Smith (MS), Andrew Johnson (AJ)		
Non-Voting Attendees:	Lesley Watkins (LW), Bill Badham (BB)		
Apologies:	Phil Shields (PS), Jennifer Cockroft (JC),		

Non Attendees: None

1 – Previous Minutes

Item	Detail	Action
1.1	<p>Previous minutes – The minutes of the previous meeting were reviewed and accepted as an accurate account of the meeting.</p> <p>ACTION – MS to upload on website</p>	MS

2 - Agenda

Item	Detail	Action
2.1	<p>Community Mini Bus – Proposal was submitted by Meden School, after further discussions the School felt that they did not have the capacity to manage a community bus. Further discussion to take place with school contacts</p> <p>ACTION – LW to arrange meeting between Tim Gibbon, Richard Green, AJ, MJ and LW.</p>	LW
2.2	<p>Battle of Hatfield - The Group has now secured Heritage Lottery funding, it is understood they no longer require support from Big Warsop.</p> <p>ACTION – None</p>	None
2.3	<p>Vibrant Warsop - £4.5k agreed for Growing Stronger Together programme if match funding (not from BW) is secured; Vibrant Warsop to be informed.</p> <p>ACTION – MS to write a letter and send to the 3 members of Vibrant Warsop w/c 17/08/15.</p>	MS
2.4	<p>Defibrillators – All the units are now installed at the 5 locations and EMAS are have the details. It was however reported that the Sargeson Centre is now closed and there may be an issue with power to the unit</p>	LW

	in Warsop Vale. It was agreed that a press launch should be organised that includes EMAS and NFRS.	
2.5	<p>ACTION – LW to contact Sargeson Centre to confirm power to unit and organise a press release for early in September</p> <p>Children and Young People – Lesley is still awaiting a report from Emily Clark on the £3k allocation to Meden School. The taster sessions that were run by SERCO went ahead but it is understood these were not well attended.</p> <p>ACTION – LW to chase reports from both parties</p>	LW
2.6	<p>Horticulture – Rhubarb Farm are interested in working with Big Warsop in the way of a satellite farm. Rhubarb has requested details from Big Warsop. It was agreed to send them an extract from the Delivery Plan and invite to Octobers meeting.</p> <p>ACTION – LW to invite to October Meeting and send extract from Delivery plan</p>	LW
2.7	<p>Education and Training - The Defib & EpiPen, Dementia Friends and celebration Event to encourage Adult Learning were well attended with 66 attendees. LW reported that more Defib training would be well received and Vision West Notts are looking to run courses but there is an issue with childcare not being available. BW agreed in principle to fund the childcare depending on cost. Additionally Selous Security has vacancies for accredited security officers. Invoke Training could provide the accreditation training with Selous taking the officers on depending on a six week probation. LW to look at costs with a view to BW funding the training</p> <p>ACTION – LW to find cost for Childcare to support Vision West Notts and secure a firmer proposal from Selous / Invoke.</p>	LW
2.8	<p>Trowel Trades – TH has met with the Conservation officer who was very receptive of the idea, TH has also met with the Head of Construction at Dukries Academy who has is interested in getting a group of students together to undertake the work and supervise them. AJ suggested that Akas on the High Street could be a good place to start.</p> <p>ACTION – TH to progress with Dukries and do an audit of the possible locations for the work prior to seeking permission.</p>	TH
2.9	<p>Training and Enterprise Hub – The FOWYC have requested the final tranche of money. Work is progressing well at the site with the gates and fencing complete and electricals and plumbing due for completion next week. The emergency lighting and pathways are the next key tasks to complete. The group agreed to the drawdown of funds and agreed a report on the spend so far should be obtained from Maddy and the site should be visited in September.</p> <p>ACTION – LW to contact Maddy to request report and facilitate a site visit during the September partnership Meeting and request to draw down the final 2 instalments from Big Local.</p>	LW

3 – Matters Arising

Item	Detail	Action
3.1	<p>Jigsaw – LW has been contacted by Jigsaw who is looking to put 3 activity sessions per week on within the parish that are targeted at older residents. The cost would be £4,996.00 for the next six months and £9,973.00 for the following 12 months. The group agreed to the following 6 months funding and to also include the following 12 months in the next delivery plan.</p> <p>ACTION – LW to inform Jigsaw that the funding is approved</p>	None
3.2	<p>CAB – The partnership is keen for development of sustainable long term responses to growing need; agreed in build-up to next plan to consider higher profile in BW plan for issues of poverty and exclusion. Amanda and Jen from Town Hall are to receive training on online help to try and ease pressure on the 1 advisor that is in Warsop. LW was asked to bring an update to the next meeting.</p> <p>ACTION – LW to prepare update for September Meeting</p> <p>It was additionally suggested that Ma course focusing on the new Universal Credit, awareness and completing on-line documentation should be considered for late September.</p> <p>ACTION – MJ to look at running a course with access to IT in September, circulate proposals when available</p>	LW MJ

4 – A.O.B.

Item	Detail	Action
4.1	<p>Local Trust Updates - 6 monthly draw down from now on; plan endorsement for life of any future plans; annual review of partnership required; plan review frequency to be determined locally but required at least before submitting new plan; Market place money of 2.25k/year now in the main pot</p>	None
4.2	<p>Admin Support – MS has been in discussion with MCVS who are now in a position to employ an Admin Worker for BW, MS has arranged a meeting with Ian Marshall to discuss in detail with a view to getting something in place for the next meeting.</p> <p>ACTION – MS to hold meeting with MCVS and implement</p>	MS
4.3	<p>Enthusiasm Warsop – the Group had the first pop up sessions and engaged with 80 youngsters, of the 80 66 signed up to receive updates and be involved in activities</p> <p>ACTION – None</p>	None
4.4	<p>Maun valley Citizens – Keith Hebdon is running a training day in Warsop on the 17th October “Introducing the Tools of Community Organising”.</p> <p>ACTION – LW to send details out once final arrangements have been made</p>	LW
4.5	<p>Vice Chair – HK resigned her position of Vice Chair, a new vice chair is to be elected at the next meeting. Members to send nominations to MS prior to next meeting</p> <p>ACTION – Everyone to send nominations to MS via E-mail</p>	All

5 – Next Meeting

Item	Detail	Action
5.1	Next Partnership Meeting – The next meeting will be @ Warsop Town Hall on Wednesday 2 nd September at 18:15 and will commence with a visit to the Hub, all to meet at Warsop Town Hall.	None

Project / budget	Budget	Spent	Remaining	Comment	Action
Strengthening communities					
3.2.1 Community Chest	£5,500.00	£0	£5.5k	Deadline for next funding round set 28 th Sept 2015	
3.2.2 Good ideas pot	£10,000.00	£7782.00	£2218.00	Defibs installed & registered with EMAS	LW
3.2.3 Carnival	£4,000.00	£4k	£0	Process payment	LW
3.2.4 Ch & young people	£16,000.00	1)£3k (Meden) 2)£284.82 (serco taster day) 3)£109.75 (serco free running taster)	£12,605.43	1)Awaiting report from Meden 2)Report in, activity closed 3) Awaiting report from Serco	LW
3.2.5 Older residents	£16,000.00	£229.00 (Serco taster sessions)	£15771.00	Tasters to start in Sept 2015	LW
Encouraging social training and enterprise					
3.3.1 Horticulture	£5,000.00	£0	£5k	Potential with Rhubarb Farm	LW
3.3.2 Ed & Training	£10,500.00	1) £1360.00 (ALW)	£9140.00	1) Report in, activity closed	MJ/LW
3.3.3 Trowel Trades	£10,000.00	£0	£10k	Outline activity plan due October	AJ/TH
3.3.4 Training & Ent Hub	£103,452.50				
Site Upgrade:	£90,000.00	£45k	£45k	Qtr 1 & 2 Instalments paid, Qtr 3 & 4 requested	
Development costs:	£13,452.50	£0	£13,452.50		
Telling the story and communications					
4.1 Communications	£8,000.00				
Funding news hub:	£6,000.00	£600	£5400.00	Awaiting report and plans for next steps	LW
Publications/publicity:	£2,000.00	£100	£1800.00	On-going W & D News etc..	
5.1 Partner & Community eng	£2,000.00	£0	£2k		
7.1 Governance & development	£12,320.00				
Project co-ordinator	£6,720.00				
Administration	£3,600.00				
Miscellaneous costs	£2,000.00				
2015-16 Budget	£20277.25				
LTO running costs 5% of spend not from the £1m	£10,138.62				