

# Meeting Minutes

<b>Subject:</b>	Partnership Meeting	<b>Facilitator:</b>	Michael Smith
<b>Date:</b>	Wed 2 <sup>nd</sup> September 2015	<b>Time:</b>	6.15pm
<b>Location:</b>	Town Hall, Market Warsop		
<b>Voting Attendees:</b>	Trevor Hayes (TH), Mike Johnson (MJ), Halina Kochanowski (HK), Michael Smith (MS), Andrew Johnson (AJ)		
<b>Non-Voting Attendees:</b>	Lesley Watkins (LW), Bill Badham (BB)		
<b>Apologies:</b>	Phil Shields (PS), Jennifer Cockroft (JC),		

**Non Attendees:** None

## 1 – Previous Minutes

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

## 2 - Agenda

Item	Detail	Action
2.1	<p><b>Community Mini Bus</b> – Meeting arranged for Tuesday 08<sup>th</sup> September at 4pm pending confirmation from Richard Green.</p> <p><b>ACTION</b> – AJ to arrange meeting between Tim Gibbon, Richard Green, AJ, MJ and LW.</p>	AJ
2.2	<p><b>Battle of Hatfield</b> – Arrangements have been made for a launch on 26<sup>th</sup> September at Cuckney, with the open days on 26<sup>th</sup> and 27<sup>th</sup> November where they will feedback on their findings to community</p> <p><b>ACTION</b> – None</p>	None
2.3	<p><b>Vibrant Warsop</b> – Letter has been sent, Vibrant have not yet had chance to review and feedback, awaiting feedback.</p> <p><b>ACTION</b> – MS to get feedback for next meeting.</p>	MS
2.4	<p><b>Defibrillators</b> – Arrangements have been made for publicity in early October, Warsop Vale unit is back online following confirmation the centre is open.</p> <p><b>ACTION</b> – LW to followup on publicity</p>	LW

2.5	<p><b>Children and Young People</b> – Lesley is still awaiting a report from Emily Clark on the £3k allocation to Meden School. The taster sessions that were run by SERCO and are awaiting feedback on that.</p> <p><b>ACTION</b> – LW to chase reports from both parties</p>	LW
2.6	<p><b>Horticulture</b> – Rhubarb Farm are interested in working with Big Warsop in the way of a satellite farm. Rhubarb has requested details from Big Warsop. Extract from plan was sent to Rhubarb, LW to secure a meeting date and forward invite to group, those available to attend.</p> <p><b>ACTION</b> – LW to arrange Meeting</p>	LW
2.7	<p><b>Education and Training</b> - Defibrillator &amp; EpiPen training has been arranged for 15<sup>th</sup> October, 1 afternoon session and 1 evening session, the Group have agreed to cover costs of £456 plus room hire.</p> <p>Selous Security has vacancies for accredited security officers, Prosec Training could provide the accreditation training with Selous taking the officers on subject to a six week probation. Costs would be £230 for training and £220 for licence per person with venue costs of £600. Group have agreed to fund on the basis there are suitable candidates following a vetting and interview process on the basis the cost per person does not increase with lower than 12 numbers and recipients live within the Warsop Parish.</p> <p><b>ACTION</b> – LW to confirm we will fund up to 12 individuals on the terms above. MJ to arrange communication through Warsop and District News</p>	LW/MJ
2.8	<p><b>Trowel Trades</b> – 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><b>ACTION</b> – 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><b>Training and Enterprise Hub</b> – The FOWYC have requested the final tranche of money. Money has been requested and should be here this week. Maddy to be requested for an updated storey.</p> <p><b>ACTION</b> – HK to chase Charlotte at MCVS for funding in Lesley's absence. HK to speak with Maddy to get update for group.</p>	HK
2.10	<p><b>Jigsaw</b> – LW has confirmed with Jigsaw that the funding is approved, to be invoiced quarterly and paid on receipt of a quarterly report.</p> <p><b>ACTION</b> – None</p>	None
2.11	<p><b>CAB</b> – 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><b>ACTION</b> – 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>	

**ACTION** – MJ to look at running a course with access to IT in September, circulate proposals when available

### 3 – Matters Arising

Item	Detail	Action
3.1	<p><b>Reporting</b> – It was raised that reporting is not in one central location. It was also suggested that the visual storey could be improved.</p> <p><b>ACTION</b> – Lesley store reports in a central location on Dropbox. Andrew to bring some ideas of visual reporting to the Nov meeting.</p>	AJ/LW

### 4 – A.O.B.

Item	Detail	Action
4.1	<p><b>Local Trust Updates</b> – The drawdown of funding from Local Trust will now be 6 monthly rather than the current 3. Area Partnerships Plans should seek endorsement for life of any future plans; with annual review of partnerships now required. The review frequency of the plan is to be determined locally but required at least before submitting new plan. The Market place money of £2.25k per year is now in the main pot</p>	None
4.2	<p><b>Admin Support</b> – MS held discussion with Ian Marshall and agreed on the scope and person spec for the admin worker, MCVS are to employ and manage the role of behalf of BW. Recruiting currently in progress.</p> <p><b>ACTION</b> – MS to bring update to next meeting</p>	MS

### 5 – Next Meeting

Item	Detail	Action
5.1	<p><b>Next Partnership Meeting</b> – The next meeting will be @ Warsop Town Hall on Wednesday 7<sup>th</sup> September at 18:15.</p>	None

Project / budget	Budget	Spent	Remaining	Comment	Action
<b>Strengthening communities</b>					
3.2.1 Community Chest	£5,500.00	£0	£5.5k	Deadline for next funding round set 28 <sup>th</sup> Sept 2015	
3.2.2 Good ideas pot	£10,000.00	£7782.00	£2'218.00	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)	£15'771.00	Tasters to start in Sept 2015	LW
<b>Encouraging social training and enterprise</b>					
3.3.1 Horticulture	£5,000.00	£0	£5k	Potential with Rhubarb Farm	LW
3.3.2 Ed & Training	£10,500.00	1) £1'360.00 (ALW)	£9'140.00	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		
<b>Telling the story and communications</b>					
4.1 Communications	£8,000.00				
Funding news hub:	£6,000.00	£600	£5'400.00	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				
<b>2015-16 Budget</b>	<b>£20277.25</b>				
LTO running costs 5% of spend not from the £1m	£10,138.62				