

# Meeting Minutes

<b>Subject:</b>	Partnership Meeting	<b>Notes:</b>	Bill Badham
<b>Date:</b>	Wed 6 <sup>th</sup> May 2015	<b>Time:</b>	6.15pm
<b>Location:</b>	Town Hall, Market Warsop		
<b>Attendees:</b>	Trevor Hayes (TH), Mike Johnson (MJ), Halina Kochanowski (HK), Michael Smith (MS), Lesley Watkins (LW), Jennifer Cockroft (JC), Andrew Johnson (AJ), Bill Badham (BB)		
<b>Apologies:</b>	Phil Shields (PS) Stuart Whittle (SW)		
<b>Non Attendees:</b>	Stuart Moody (SM)		

## 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 – Matters arising (items not on the main agenda)

Item	Detail	Action
2.1	<p><b>Reaffirm meeting dates for 2015</b> – The Meetings for 2015 are the first Wednesday of each month. July and August it was agreed to move these 2 months to the 2<sup>nd</sup> Wednesday.</p>	
2.2	<p><b>Updated Delivery Plan</b> – Submitted; Local Trust approval should come through next week.</p>	
2.3	<p><b>Activity Plan Proposed Form</b> – A new form has been approved and is now in place and is working well.</p>	
2.4	<p><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</p> <p><b>ACTION</b> – MJ to arrange dates</p>	MJ to follow up
2.5	<p><b>New Courses List</b> – Done and all on the website</p>	
2.6	<p><b>Warsop Infotech Website</b> – New website done and live and launched</p>	
2.7	<p><b>Vibrant Warsop</b> – report drafted for discussion</p> <p><b>ACTION</b> – HK to explore it being circulated to MS, LW and BB via dropbox and look to set up a meeting on Monday 18 May.</p>	HK

2.8	<p><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..</p> <p><b>ACTION</b> – New partnership to be elected at AGM</p> <p><b>Update:</b> MS has received SM’s resignation from the partnership board.</p>	
2.9	<p><b>Trowel Trades</b> – It was agreed that this needs to be progressed.</p> <p><b>ACTION</b> – LW to complete activity proposal form with Trevor and submit in time for June partnership meeting.</p>	LW

### 3. Main agenda

Item	Detail	Action
3.1	<p><b>3.2.2 Defibrillator Proposal</b> – LW has contacted potential sites and requested signing a standard form affirming the agreement.</p> <p><b>ACTION</b> – LW to follow up with Fretwell to place an internal one, not in an expensive vandal proof box.</p>	LW
3.2	<p><b>3.3.3 Adult education and training</b> – proposal for taster sessions in adult learning week starting 15 June, including defibr training, dementia training, motivational training, introduction to risk assessments, steps to success and including displays with children’s centre. <u>Outcomes:</u> target of 50 people within Warsop Parish, act as a springboard to other events; gain feedback on the benefit of the courses.</p> <p><b>ACTION</b> – LW to progress.</p>	LW
3.3	<p><b>4.1 Meden School Media</b> – LW has sent the activity plan pre-completed but has heard nothing. Other options are to go through Vibrant Warsop or to pay a freelance reporter.</p> <p><b>ACTION</b> – LW to contact Head / Tim to clarify their position and if not to explore these other avenues.</p>	LW
3.4	<p><b>3.2.4 Meden School Anniversary</b> – The school has completed the activity proposal. LW talked to the request and indicated this was in line with the hopes of the partnership. The partnership is broadly in agreement, wanting clarity about reporting and publicity and how they are making up the shortfall and if they don’t make up the shortfall what will be done with the Big Warsop £3k.</p> <p><b>ACTION</b> – LW to contact school, outlining requirements.</p>	LW
3.5	<p><b>3.2.2 Archaeological Dig Cuckney</b> –Tthe lead person put in proposals to Big Warsop and ROLO but has since resigned through ill health. The latest contact has not been in touch.</p> <p><b>ACTION</b> – None at this point</p>	
3.6	<p><b>Work Club Update</b> – Feedback received so far suggest that basic principles of the work club are not being met. The group 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
3.7	<p><b>Warsop and District News</b> – MS has put in article for last edition.</p> <p><b>ACTION</b> – MS to send to LW item in WDN in Word for LW to use for the carnival programme.</p>	LW and MS

3.8	<p><b>3.2.4 Children and young people supervised activities</b> – the partnership is happy with this Activity Proposal and is keen to explore how the opportunity might be extended to older people. The partnership agreed LW could extend the budget to cover two days if required. Were the pilot successful, any future proposal would need to address future room hire. A link with Vibrant Warsop could be constructive.</p> <p><b>ACTION</b> – LW to confirm as above and put agreement in place.</p>	LW
3.9	<p><b>AGM</b></p> <p><b>ACTION</b> –</p> <ul style="list-style-type: none"> <li>• LW and MS work together on the finance report.</li> <li>• MS will write a summary report on activities and circulate to the partnership.</li> <li>• HK will complete a short report on ROLO.</li> <li>• LW will purchase refreshments.</li> <li>• LW will email Big Warsop list and Helen so she can email to the Vibrant Warsop distribution list.</li> <li>• LW will make sure a copy of the constitution is to hand.</li> <li>• LW will produce and have available a contact form</li> <li>• MS will design and bring a Big Warsop £1m thermometer of spend.</li> <li>• Running order: <ul style="list-style-type: none"> <li>○ Reports from the chair, finance and ROLO</li> <li>○ Dissolve the partnership</li> <li>○ Elect and re-form the new partnership</li> </ul> </li> </ul> <p>Constitution: at this point no one needs to stand down unless more new people stand than there are places on the partnership.</p>	MS and LW

#### 4 – A.O.B.

Item	Detail	Action
4.1	<p><b>3.3.4 Community Hub</b> – development costs remaining are c£13.5k and £90k from capital spend.</p> <p><b>ACTION</b> – LW to inform Local Trust</p>	LW
4.2	<p><b>Meetings</b></p> <p>AGM 20 May</p> <p>Next partnership meeting: Wed 3 June, 6.15pm at Warsop Town Hall</p>	