

Meeting Minutes

Subject:	Partnership Meeting	Facilitator:	Bill Badham
Date:	Wed 4 May 2016	Time:	6.15pm
Location:	Town Hall, Market Warsop		
Voting Attendees:	Mike Johnson (MJ), Halina Kochanowski (HK), Michael Smith (MS), Trevor Hayes (TH), Jennifer Cockroft (JC),		
Non-Voting Attendees:	Lesley Watkins (LW), Bill Badham (BB) Tim Gibbon (TB) and Laura Simpson (LS) from Meden Technology College		
Apologies:	Andrew Johnson (AJ), Stuart Whittle (SW)		

Non Attendees: None

1 – Previous Minutes

Item	Detail	Action
1.1	Previous minutes – none	

2 - Agenda

Item	Detail: activity	Action
2.1	<p>Community Bus: Tim Gibbon (Meden Technology College) update</p> <p>Tim reported on progress with the Community bus.</p> <ul style="list-style-type: none"> The community is embracing it 17 bookings so far across 6 groups as well as Meden College use Feedback is all very positive including news coverage Bookings are working well via phone and web, with online diary Drivers must be over 21 and under 70 for insurance Garage roof needs raising for secure parking; planned work over the summer; quotes being sought. Advertising and promotion required to build interest still further. <p>ACTION – The partnership confirmed its interest in contributing to the garage extension; this is subject to new plan approval going through at the moment.</p>	TG
2.2	<p>Charity champions: Laura Simpson proposal</p> <p>The outline proposal focuses on building on current charity work in Meden Technology College and extending this with a new project for 11 – 14 year olds. The proposal has been developed with the support from AJ and Jane Bettany (comms). It seeks to build a desire to care and strengthen community spirit. The plan involves raising awareness of various local and national charities, encouraging residents to vote for their preferred charity, the students developing information displays and earning points toward the agreed charity. The hope is to build links with other local schools. The programme will include activity on 21 and 22 July. Wider links could develop with Big Warsop, including through the proposed community forum events. Laura would provide continuity with backing from the school. Costs include</p>	LS supported by AJ

	<p>displays, reward trips, leaflet drop, surveys, room hire, badges. There could be a presence at the Carnival.</p> <p>ACTION – The partnership looks forward to receiving a completed application. It agreed in principle and subject to plan approval a maximum of £2.5k a year for summer 16 and summer 17, paid on completion on receipt of invoice (total £5k incl VAT). This would come from the Good Ideas Pot.</p>	LW to inform LS; LS to finalise proposal
2.3	<p>Horticulture: £5k in current plan is approved for Warsop Youth Club community hub site clearance. An invoice is required from WYC.</p>	LW to chase
2.4	<p>Community mosaic arts project: HK and LW outlined an idea from Carolyn Hughes for a community arts project to create and display a mosaic. This could, depending on how the proposal is developed link to Strengthening Community or Adult Education.</p> <p>ACTION – The partnership looks forward to receiving and considering a full proposal.</p> <p>Detail: governance</p>	HK and LW to support CH in developing and submitting proposal
2.4	<p>Role of vice chair: BB put to the partnership a proposal to use the post of vice chair (currently vacant) to focus on managing matters, with the chair's role principally focusing on external relations, comms and community engagement. The Vice Chair would be responsible for management, programme activity, progressing priorities and undertaking action-focused minutes of partnership meetings.</p> <p>ACTION – Proposal approved by the partnership. Discussion paper to go on shared drive. BB to email partnership.</p>	BB
2.5	<p>New plan: The partnership reviewed the budget in the new plan and found one error which was amended. Total 2 year spend is £18760.</p> <p>ACTION – The plan with amendment was approved by the partnership. Corrected plan and LTO documentation to be uploaded and submitted urgently. Local Trust will then contact the chair to arrange an assessment meeting.</p>	BB, LW
2.6	<p>Finance Update - £15 k from current plan and £8k underspend from last plan = c£24k available at this point before closure of current plan. There is committed spend of £5k horticulture and £5k community mini bus, leaving c£14k remaining before new plan comes into action.</p> <p>ACTION – Spend report to be completed and returned to Local Trust.</p>	LTO: LW, Patricia Shaw
2.7	<p>LTO and partnership SLA: Current SLA from December 2015 rolls on until new one is agreed and signed. In this, costs are set out for being the accountable body, for admin and for plan co-ordinator. Costs are met first from the 5% and subsequently from the £1m, paid as a monthly amount.</p> <p>ACTION – New proposal from LTO to be reviewed and agreement finalised.</p>	MS/AJ/LTO

3 – A.O.B.

Item	Detail	Action
3.1	Infotech <ul style="list-style-type: none">• RoLo grant supporting dressmaking course• New brochure is out for InfoTech• 7 weeks course being developed with Dukeries ATT.• 3 new courses coming up including 1st Aid and Signing	
3.2	Community Hub: soil has been tested and is not contaminated and is being removed	TH
3.3	Warsop Strategic Partnership meeting: the group is being revived and the first meeting is due on 27 June, 6pm Town Hall. The plan is to convene every 3 months. Big Warsop will be presented by MS and hopefully if available MJ.	MS, MJ

4 – Next Meeting

Item	Detail	Action
4.1	Next Partnership Meeting – The next meeting will be @ Warsop Town Hall on Wednesday 1 June, 2016, starting at 6.15pm. The meeting is open to the public. AGM – 6.00, Town Hall, 13 July (replacing partnership meeting of 6 th)	None