

Meeting Minutes



Subject:	Partnership Meeting	Facilitator:	Michael Smith
Date:	1st June	Time:	6.15pm
Location:	Town Hall, Market Warsop		
Attendees:	Halina Kochanowski (HK), Andrew Johnson (AJ), Bill Badham (BB), Trevor Hayes (TH), Jennifer Cockroft (JC), Helen Fairweather (HF), Lesley Watkins (LW), Mike Johnson (MJ) and Michael Smith (MS)		

Apologies: Jennifer Cockroft and Stuart Whittle

1 – Actions from previous minutes

Item	Detail	Action
1.	Not covered as meeting dedicated to assessment with Big Local	

2 - Agenda

Item	Detail	Action
2.1	<p>Big Local Plan Assessment</p> <p>The session started with Bill introducing and the group welcoming Helen from the Big Local who has been assessing our latest plan. Michael Smith (chair) gave a presentation on some of the achievements and learning from our previous plans. Slides from the presentation are also available.</p> <p>Helen explained that the plan had already been submitted and today's session was to enable some further Q&A as well as to meet the group, before final approval which would take about 2 weeks. There is also a finance profile to be submitted for the plan, which <u>Action Helen will forward to Lesley to enable completion of this quickly so the plan and spend profile can be approved.</u></p> <p>Questions which arose from the presentation</p> <ul style="list-style-type: none"> • How do we plan to build capacity and get local people to step up and get more involved? Great example from Halina on the work with Enthusiasm which has led to several volunteers working with the youth club and Enthusiasm, with three of the volunteers considering youth work as a career. • Have we reviewed the latest local profile? And what depth of consultancy has occurred for the latest plan? We have reviewed the latest local profile at a high level which is broadly the same as the previous. However it only tells some of the story, it doesn't best represent the rapid decline in the high street retail in the Parish or impact of two miners welfares 	HF

shutting for example, or more general issues which are now evident in the district and nationally for example food banks. We have increased communications and refreshed the website, which has increased interactions with a reach to over 500 local people, plus also working to post with other local groups in the parish; in addition we continue to use Warsop and District News which is posted to every resident in the Parish, plus email, phone and drop-in to the Town Hall are all options. However the community conversation event in February is probably the best example as we had over 35 local groups and statutory organisations represented by around 80 people, this enabled us to test our understanding of local priorities and was instrumental in shaping the final plan.

- In the plan for 3.3.2 for example there are no costs shown for these activities? Michael explained that these are areas of development, so therefore there is no cost allocated currently; however as before we have kept areas like good ideas pot which enable us to react to great ideas in a flexible manner, so if these areas in the plan accelerate we would adjust the plan and if necessary submit amended plan and finance profile to the big local.
- The budgets are fairly broad brush in the plan? Michael and the team explained, how this had worked for us so far and allowed a much greater level of flexibility as things accelerate and decelerate, plus enable new ideas to flourish, but without incurring major delays and process in going back to the Big Local for approval as in the past.
- Good risk mapping in the plan, but what are the big risks or concerns? The risk of not achieving or spending. The community bus and community hub are both great examples where we have taken some calculated risk, as there is no certainty they will grow and achieve. However for both of these foundation investment from our previous plans which are only now going live, they are already delivering more than we anticipated in the early stages and already inspiring others to think differently e.g. part time fire crews considering being volunteer drivers for the bus, jigsaw outings in addition to the work jigsaw already do; or with the hub this is already being used and has enabled Vibrant Warsop to re-energise and develop a proposal to deliver services within the parish and the hub.
- What innovation is within the plan? We would consider the majority of what we do as innovation. Have to also understand the context of what is a very rural Parish, with all money and resources being pulled back into the centre of the district in

Mansfield ton centre, this was worsened and grown faster with government austerity. So do anything is at least a £4-5 bus ride away, plus the time, child care implications etc. which simply further isolates people in the Parish, especially the less well off. So we believe we have been able to deliver things innovatively against this back drop, whether that is our ground breaking partnership with the local Rotary club collaborating on the community RoLo chest, or the community bus which enables services in the parish to be accessible to all, or a youth centre in the new hub.

- Have we enough money to sustain current plan activities prior to the approval of the next plan?
Yes as £14k underspend currently from the current plan.
- How and when do we review and monitor the plan? We continuously review the plan through the activities we do and the communications therein which gather information from those receiving monies and delivering services. In addition we gather information at least annually for the AGM. As the next plan is a two year plan we would anticipate a greater engagement and feedback exercise to start December 2017 in readiness for new plan April 2018. In the next plan we have also continued to invest in communications and have allocated more budget to community engagement.
- Have we seen or completed the payment schedule? No, **Action Helen is sending a copy through to the LTO.** This will need to have six month drawdowns across the 2 years and needs immediate submission as the final to enable final approval.
Action Michael will lead on this once it comes through.
- Confirmed Mansfield CVS remain our LTO.

HF

MS

LOT Service Agreement and Plan Coordinator/Development Worker Roles

Michael presented the revised roles and responsibilities for the LTO from the 5%. Partnership board approved.

Michael presented the revised plan coordinator/development worker roles and responsibilities. Partnership board approved. Michael Johnson kindly agreed to be the main point of contact for this role.

Mansfield CVS have already agreed and signed the proposed role and responsibilities, therefore given the agreement on both from the partnership, Michael counter signed on behalf of the Big Warsop, and thus new agreements effective from the 1st June 2016

Any Other Business

- Helen explained the £22.5k additional monies available to

enable partnership board training and development or consultancy across the 10 years. **Action BB to bring some more details and examples of how other groups have used this to the next meeting.**

BB

- Andrew presented the revised proposal from Laura Simpson that was approved in principle at the last meeting pending final approval of our new plan. Given underspend the partnership agreed we could approve stage 1 £2,500 spend, also delegated final approval on the proposal to Andrew assuming no major variation to scope and budget already outlined to the group. **Action Andrew to confirm back to Laura**
- **Action: Chair to write to local MP Alan Meale to invite to the AGM and also share a copy of our annual review**
- Michael Johnson explained that Warsop Infotech continues to flourish and grow the portfolio of courses it is able to offer within the town hall working in partnership with the WEA, West Notts CAB and the Dukeries. There will be 20+ courses from September this year.
- Warsop youth club and Vibrant confirmed they had appointed Jimi Ball to help to start to build a revised proposal for building local activities, but also working in partnership with Big Warsop around community development and working with local groups. An outline of the proposal was given and all agreed this was an excellent start and look forward to the next version being presented.
- Andrew requested if Vibrant would be willing to mentor Laura Simpson, as they have long experience of being active members of the community supporting and working on several local groups. A real opportunity to help a young shining community star to shine.
- Confirmed AGM date and time as at the Hub on 13th July 6:30 PM. **Action Michael is organising the community bus to be present too at the AGM. Andrew to check the contacts loaded in the dropbox file are most up to date. Halina to send through details for Sherwood Forest Trust. Michael to invite all of the groups and contacts on the contacts list.**
- **Action Michael will email the AGM annual report to all for final check. Group approved the £600 budget to deliver alongside WDN to every household in the parish a copy of the report.**

AJ

MS

MS

AJ

MS

- Group approved a budget of £500 +VAT for a mobile bill board to be used for the carnival precession and to be parked at the carnival to help promote Big Warsop; IN addition to the community bus being parked up at the carnival.