

Partnership Board Minutes Wednesday 14 March 2018 – 6.30pm, Small Lounge, the Acorn Centre

PRESENT:

Voting Members

Sue Holton (Resident)
Tracey Clark (Resident)
Matthew Dyer (Resident)
Ange Pennell (Joint Vice-Chair & Resident)
Margaret O'Connor (Resident)
Caroline Hellier (Resident)
Darren Pratt (Resident)

Advisory

Carole Samuda (interim CO)
Mary Valley (CO)
Alana Gooding (BL Rep)
Nicki Conyard (LTO Rep)

Apologies

Richard Shaw (PCC)
Michelle Andrews (Resident)
Bob Barker (Chair & Resident)
Sharon Dickson (Treasurer & Resident)

Item	Minute	Action
1	Welcome and Apologies BB welcomed everyone to the meeting.	
2	Conflict of Interest (COI) None raised.	
3	Minutes of Previous Meeting No minutes available at this time – this will be resolved before the next meeting.	AG
4	Matters Arising: <ul style="list-style-type: none"> None known 	
5	BL Rep's Report: A written report was tabled – please refer to papers for the meeting sent out before. Items to note are as follows: Staffing: <ul style="list-style-type: none"> Appreciation to Carole for stepping in at a difficult time, our thanks to her. Linda will be leaving at the end of the month – she has worked for WBL since Sept 2016. MV offered to organise a 	ALL MV

	<p>gift - personal donations to Mary please. DP acknowledged the additional work LJ has undertaken.</p> <ul style="list-style-type: none"> AG's contract will end this summer (end of July 2018) & she has given her notice. WBL will be allocated a new BL Rep. The Partnership Board may not get opportunity to interview as the pool of reps is shrinking. Matt Leach (CEO of Local Trust) requested a potential visit on Friday 23rd March as part of his ongoing programme of visiting all Big Local areas. AG discussed this with the Chair, resulting in an offer to attend the Stakeholders Plan Launch instead. Unfortunately Matt is on leave that week so AG has agreed with Local Trust that this will be negotiated for after Easter – Matt also identifies Fridays as his travel days. Matt Leach will want to speak to as many Partnership Members as possible during his visit. It is important that all members are familiar with the WBL Plan in order to discuss it at any time with anyone who is interested. 3-way meetings to take place between the LTO Rep, the Big Local Rep and a representative Board Member to discuss MV's Workplan which aims to assist with communication and to resolve any difficulties from all three parties. AP and SH have both offered to be the nominated Rep(s). First meeting to be arranged asap. <p>Plan Launch:</p> <ul style="list-style-type: none"> Important for the Board to recognise that they own the Plan. Please let LJ know in the first instance whether you can attend the Launch event during Half Term week. Partnership support budget is available which can cover childcare. It was noted that Stakeholders may have taken holiday and that in the past WBL has avoided school holidays for such events. Bookings have been difficult for rooms at Acorn Centre. <p>Terms of Reference:</p> <ul style="list-style-type: none"> TOR – rules re membership need clarification. AG ran through these as per her report. Currently there are 11 members. NC explained the role of Councillor on the Board. CH asked if the Councillor could relate to the Environment Sub-group which could be useful moving forward. AG asked if the TOR rules relating to who can be a Board Member are now clear enough. All agreed. The role of the Board is to make strategic decisions and everyone should be active members i.e. actively involved in a sub group to aid delivery. A minimum of 2 voting members are required on each sub group to enable decisions to be made. Current financial procedures remain as we are working to 	<p>ALL</p> <p>NC/AG/AP/SH</p> <p>ALL</p>
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	<p>previous CAH procedures until the new Partnership Agreement with HBC is agreed.</p> <p>Sub-groups & current membership:</p> <ul style="list-style-type: none"> • Young Persons (YP) group – MD plus Jo Holden (non-voting Board member) needs to have a plan in place to enable them to be allowed a budget. MA to be approached by SH. • Environment – SH expressed an interest & M’Oc agreed to join her in. Taxis can be paid as travel expenses for MO’c to attend meetings. • Hobby Close Field project – congratulations on securing £49,500 from HBC Community Infrastructure Levy (CIL) with funding awarded as match funding to get the open space drainage problem resolved. NC to discuss outside of this meeting her role and that of HBC with this project. A working group needs to form – RB Interested + possibly MA & TC. Day time meetings are preferable. Weds/Thurs/Fri daytime. – first meeting to be arranged. PCC held a meeting today re agreement in principle regarding the Open Space as they are landowner and lease to HBC. <p>Project Expenditure:</p> <p>Any project expenditure is for MV to bring forward to the Finance & Governance Sub-group and the Board</p> <p><i>Sue requested that the Board is advised when people have stepped down - agreed to be reported at each Board meeting.</i></p>	<p style="text-align: center;">SH</p> <p style="text-align: center;">SH/MO’C</p> <p style="text-align: center;">NC/AG RB/MA/TC</p> <p style="text-align: center;">MV</p> <p style="text-align: center;">MV</p>
<p style="text-align: center;">6</p>	<p>LTO Rep’s Report:</p> <ul style="list-style-type: none"> • NC offered to take minutes at Board meetings until October 2018 & offered to work with anyone who wished to learn how to take minutes. • Need to raise financial commitments early as in the first week of April system closes for year end. • NC will meet with Mary to support despite the fact she is not an employee of HBC. 	<p style="text-align: center;">NC</p> <p style="text-align: center;">NC</p>
<p style="text-align: center;">7</p>	<p>Interim CO Report:</p> <p>This is Carole’s final day & has handed over the file developed. Happy to have been able to help during a difficult time.</p> <p>Projects:</p> <ul style="list-style-type: none"> • Healthy in Hart Plain - now going ahead due to financial support from PCC. • First Aid course – currently 5 attendees & can be up to 12 people. Could sell @ £50 per head or £10 for residents. Saturdays on 9th and 23rd June and 7th July @ the Acorn Centre. If not going ahead cut-off date to cancel by the next 	<p style="text-align: center;">Decision by 11/04/18 MV</p>

	<p>Board meeting.</p> <ul style="list-style-type: none"> • SH & MD thanked CS for her input. • Carole's final invoice – Board approved by all in attendance. NC to action payment. 	NC
8	<p>Advisory Members' Reports: None received</p>	
9	<p>Finance Officer's Report: a written Report was tabled at the meeting</p> <ul style="list-style-type: none"> • Report & Invoice approved by all in attendance. NC to action payment. • Query raised why some members are not receiving Board papers by email. May be due to the number of attachments. • Query raised re necessity of invoice details and personal information available to Board members - particularly relevant due to Data Protection. • Proposal for F&G group to agree Mary's invoices prior to them coming to the Board as they will be the same each month. This would enable NC as the LTO Rep to raise the commitment on the HBC financial system in advance and would speed up payment. Board approved. 	NC
10	<p>Reports from/tasking of Sub Groups:</p> <ul style="list-style-type: none"> • Finance & Governance: a written Report was tabled at the meeting which is in draft as the Chair is away & not has been able to approve them as yet <ul style="list-style-type: none"> ➤ Future commitment is really important – spend report due at the end of March by the LTO. An emergency turnaround is needed by the Officers & only NC can upload onto the portal. LJ, AG & NC to work on this. MD requested copies to be sent round when uploaded – copies will be available at the next Board meeting • Communications: a written Report was tabled at the meeting <ul style="list-style-type: none"> ➤ SH circulated the new WBL Information leaflet. ➤ Flyers re "Save the Date" done – SH co-ordinating delivery. Please liaise with SH to confirm which roads volunteers can deliver to & collect sufficient flyers.. ➤ Revised allocation of budget approved by Finance and Governance & brought to the Board for approval - changes mainly to the Marketing element of the budget & not requesting more money. Board approved. ➤ Hobby Close Field proposal and Plan Summary for the Plan Launch –very positive feedback from Board. Symbol should stay as WBL branding from now on. Seeking approval to be printed – Board approved. LJ to action. ➤ Link for Plan Launch event is on website - need to promote. M'OC suggested Evening News? PO7/8 always looking for articles too. Action: MV to obtain list of possible 	<p>LJ/NC/AG</p> <p>SH</p> <p>LJ</p> <p>MV</p>

	<p>publications and media plus details of the Editor of Postcode Publications.</p> <ul style="list-style-type: none"> ➤ Building relationships with Housing Assn's and their Housing Officer's. NC to get details for MV. ➤ Original proposal re purchase of new Tshirts - counter proposal from Comms group for hi-vis jackets! Agreed Communications group asked to bring proposal with costing to the next Board meeting. ➤ Business Cards – proposal for generic business cards. Communications group will discuss on Monday & respond to LJ re purchase. <ul style="list-style-type: none"> ● Events: a written Report was tabled at the meeting <ul style="list-style-type: none"> ➤ Post codes to be put on sign in sheets. ➤ 4 x Plan Launch options were outlined & Board agreed on Option 4 i.e. £200 for Vox Pop recordings + £45 for Easter Bunny outfit + £250 for Caterpillar Crafts + £80 for Easter Eggs + £300 for contribution to hired “big game” activities (£150WBL+ £150 HBC). Originally £350 + £400 for the combined Plan Launch & Easter event therefore within budget. <p>Discussion regarding the “Passport.” Every person must get a stamp at every stand and therefore would go the WBL stand - great opportunity to engage with residents. MV emphasised that WBL needs to be in on the planning & organisation of events at the start. Events are a vehicle for WBL to be able to deliver the Plan, the outcome for WBL must be thought about at every opportunity.</p> <p>CH confirmed attendance on the day.</p> ➤ Immediate estimated costs re Wecock Carnival /Festival in the Field 4th August (Toilets £325, DJ £350, Arena entertainment £525, Samba “Big Noise” band £250) These need to be booked early AP to call an Events meeting to move this forward. SH - Events and Comms need to work more closely. ➤ AG stated that LJ is working on revised TOR for each sub-group and a Volunteer Agreement. ➤ Treasurer's Account with Santander still has not been set up which is holding up getting the Petty Cash process established. 3 signatories have been previously agreed (SD, AP, MA) & 2 need to be able to go to the bank with their ID. This needs to be done by the end of March. Santander. Urgent! <ul style="list-style-type: none"> ● Young Person's Sub-group: First meeting needs to be set up 	<p style="text-align: center;">NC</p> <p style="text-align: center;">SH/MD</p> <p style="text-align: center;">SH/MD/LJ</p> <p style="text-align: center;">AP</p> <p style="text-align: center;">AP</p> <p style="text-align: center;">AP/SH</p> <p style="text-align: center;">LJ</p> <p style="text-align: center;">MA/AP</p> <p style="text-align: center;">RS/MV/MD/JH</p>
<p>11</p>	<p>Any Other Business:</p> <ul style="list-style-type: none"> ● WBL requires an IT support contract which is flexible. Usually charge by the hour but most of the time only half an hour needed. AG & NC to discuss and to seek approval up to a max. limit. ● DP – There are many times when a Board decision is made only to find out things have been changed. Once the Board has reached an agreement can this decision remain and not 	<p style="text-align: center;">AG/NC</p>

	<p>be changed all the time. To be further discussed with the Chair.</p> <ul style="list-style-type: none"> • MV – There is a 2 day event Tuesday 29th & Wednesday 30th May in London. Costs will be met by Local Trust. This is a great opportunity to network and learn from other Big Local groups. If anyone wishes to attend please let Mary know. 	<p>AG/RB</p> <p>MV</p>
<p>12</p>	<p>Date of Next Meetings:</p> <ul style="list-style-type: none"> • Events Sub-group - ???????? • Finance Sub-group – 6th April 2018 • Communications Sub-group – ?????? • Young People’s Sub-group - ??????? • Partnership Board – 11th April 2018 ‘ 6.30pm 	