

Wecock Farm

Local Trust | Big Local

Partnership Board Minutes Wednesday 21st November 2018 – 6.30pm, Art Lounge, the Acorn Centre

PRESENT:

Voting Members

Bob Barker (Chair – Standing Down)
Tracey Clark (Resident)
Caroline Hellier (Vice Chair)
Tracie Hoare (Resident)
Dom Hodgson (New Chair)
Sue Holton (Secretary)
Margaret O'Connor (Resident)
Ange Pennell (Resident)
Darren Pratt (Resident)

Advisory

Cllr Prad Bains (HBC)
Nicki Conyard (LTO Rep)
Sharon Dickson (Finance & Compliance Officer)
Andrew Mason (Big Local Rep)
Mary Vallely (Community Worker)

Apologies

Richard Shaw (PCC)

Item		Action
1	Welcome and Apologies The Chair welcomed everyone and thanked them for their time.	
2	Minutes of Previous Meeting September minutes were agreed as a true record of the meeting.	
3	Matters Arising from the Minutes It was agreed that all Board members would check the Friends of Hobby Close Community Right to Bit (CRTB) Signatures List and contact the resident if they know any of the signatories to ask for their permission for their data to be used. YServices had been contacted with regards to not providing all 4 activities at the Summer Event, Cllr Prad Bains advise that he would look into this and advise the Board in due course. All other action have been completed	Board Cllr PB
4	Standing Down of Chair BB advised that due to a conflict of interest he would be standing down as Chair. BB was thanked by the Board.	
5	Voting in of the New Chair NC had previously sent out an email to all Board members to advise them that BB would be standing down as Chair and asked anyone interested to submit an EoI for the post.	

	<p>Three candidates applied, and the board voted electronically, there was a tie for two candidates.</p> <p>At this point in the meeting the two candidates were asked to leave the room, so the Board could have an open discussion.</p> <p>Due to some confusion as to when DH stood down as a voting Partnership Board member and therefore should her nomination for Chair be accepted. After a lengthy discussion the Board took a vote, DP nominated DH, BB seconded DH then everyone else agreed that DH should be voted back on to the Partnership Board as a voting member with immediate effect. Everyone then agreed that DH's EoI should be accepted.</p> <p>After advice provided by AM and Cllr PB it was agreed that the members should vote again, everyone submitted their voting slip, NC & Cllr PB counted the votes and it was announced that DH was the new chair.</p> <p>Everyone congratulated DH and from this point on DH chaired the meeting.</p>	
<p>6</p>	<p>Conflict of Interest (Col) BB highlighted that he would have a conflict of interest when discussing the Interim Finance & Compliance Officers Report, extra time and payment so would abstain from that discussion.</p>	
<p>7</p>	<p>LTO's Report NC advised the Board that the 2-job description and personal specifications were going to Panel tomorrow for grading. NC asked the Board to agree to HBC going straight out to advert if the grading comes out within budget to save waiting until next month's Board. This was agreed to.</p> <p>NC requested for 2 Board members to be on the shortlisting and interview panel. It was agreed that AP and CH would represent the Board, if CH was unable to attend due to work commitments then DH would be the other representative.</p> <p>The Board were advised that Ruth Butler had been awarded the Hobby Close Field Project contract, Ruth would like to meet Board members and would like to attend the next Hobby Close Field Sub Group meeting, Ruth has already been to view Front Lawn and scheduled a few meetings.</p> <p>NC gave feedback to the unsuccessful applicants, whom seemed very disappointed as were looking forward to working as part of the project.</p>	

<p>8</p>	<p>Community Officers Report MV tabled her report and highlighted the 3F's project which had concluded the day before, initial feedback was very positive, and all 14 delegates felt they would benefit from a further mentoring. As this proposal had not been submitted to F&G, NC agreed to pay for the next month's room hire and tea and coffee provisions.</p> <p>A discussion took place about re-energising the Veterans support group, it was agreed that DH would investigate it further and feed back to the Board next month, Cllr PB mentioned that it was "vitally important to support the veterans".</p> <p>MV highlight that the Plan suggests 4 trips for residents per year. It was agreed that MV could explore this further, as there was no cost to the project there was no reason it couldn't go ahead and be promoted through our newsletters.</p>	
<p>9</p>	<p>Interim Finance & Compliance Officers Report SD was welcomed to the Board; her report was tabled, and it was highlighted that only 3 weeks work had taken place since the start of the SLA.</p> <p>BB asked the situation with regards to Dropbox SD confirmed that Dropbox has been backed up to an external hard drive then all documents moved from the sub folders into one main folder to enable all sub folders and duplicates to be deleted. The plan of action is to split all documentation by plan years and LTOs for ease of retrieval, working from this plan year and LTO backwards. This is going to be a mammoth job and will take a long time, but it will enable the electronic filing to have some structure moving forward.</p> <p>All Chairs have been asked to forward any electronic documents (minutes, agendas, budgets, photos etc) they are holding to ensure a full complement is on Dropbox, it seems there is a lot missing.</p> <p>A proposal was put forward to the Board to obtaining more space on Dropbox, the board were informed it would cost £7.99 per month or a yearly charge of £79. The Board agreed for the £79 to be paid, NC confirmed that she could pay this by credit card.</p> <p>I have been working with the website developer, Emma is in again on Friday to work on the website and has a training session booked on the 30th November with the comms group and Chair, there will be a further session for Mary and myself scheduled moving forward.</p> <p>The IT Suite has been booked for this training and there are 7 computers available if anyone wishes to take part, but priority goes to the comms group. Dom and Margaret will join the group. SD confirmation that the payment for this work has come out of last year's budget but any further work required would need to be agreed and come for this year's budget.</p>	<p>All Chairs</p> <p>NC</p>

	<p>Survey Monkey would only be used by the administrator at this time due to cost implications if there is more than one log in. Questions could come through from any of the sub groups for the administrator to produce a survey at any time, this link can also be added to Facebook, the website or sent out to all contacts email addresses that we hold on file, it is felt that this is another way of obtaining valuable evaluation feedback.</p> <p>The laptops have been cleared down, all software and apps not required have been removed. Lynda's old laptop has had the password changed but there is no record of it anywhere so if anyone has used it and changed the password could they please notify the office otherwise we will have to pay to have it opened to enable all the files to be transferred to Dropbox. MD is to be asked as he wasn't present.</p> <p>An email link has been put on the task bar of all laptops to enable easy access to accounts, all chairs of each sub group have got a new email account set up which will be post specific, if you stand down the account gets transferred to the new person. This is to ensure all the information is stored for that position not for the person it also protects personal email address when chairs are emailing out to external providers. SD will email details out to all chairs this week and if they could go on and change the password straight away then email the board to enable everyone to change their distribution list accordingly.</p> <p>SD's report was accepted and there were no further questions from the Board at this time.</p>	<p>Board</p> <p>SD</p>
<p>10</p>	<p>Reports from Sub Groups</p> <p>Communications Due to SH son being critically ill, CH offered to take on the lead for the newsletter production, SH is working on producing the flyer for the pantomime. DH will also be supporting the comms group.</p> <p>Events There hasn't been a meeting recently so there are no minutes to table but the spend report for Halloween was sent round confirming that the event came in under budget at £211.42.</p> <p>Costings for the Pantomime cannot be announced as it hasn't been to F&G, it will be disclosed at the next Board meeting. Sleeping Beauty is scheduled for Saturday 12th January 2019, they are scheduled to arrive at 12 o'clock and start the performance at 13.30.</p> <p>As Mental Health is a high priority for HBC courses have been set up which, AP, TH and MV have attended the first session the feedback has been very positive and was well worth attending, the skills you learn and the case studies you see are eye-opening, we are looking forward to the next session.</p>	<p>AP/TC</p>

	<p>transferring here and would be happy if we insisted, they change their name to incorporate Wecock Farm or WBL.</p> <p>DB did turn up to last month's meeting as scheduled but as it wasn't quorate it was closed, DB would still like to come and address the Board. BB would like to invite him to come to the next Hobby Close Field meeting and open the meeting to Board members if they wish to attend. Date to be confirmed.</p> <p>Young at Heart There hasn't been a meeting so nothing to report at this time.</p>	
11	<p>AOB DP highlighted that he is still happy to do the photography at our events, he has looked into the new data protection regulations which states that as long as we have posters up notifying residents that photos will be taken, if you do not wish to have your photo taken please advise a member of the WBL team.</p> <p>Concern was raised due to the new GDPR regulations, so it was agreed it would be checked out prior to the next event</p> <p>It was reported by DP that over the next 6 – 8 weeks all bus shelters and lighting will be repaired on the Wecock Estate.</p> <p>AM asked all Board members to complete the Local Trust questionnaire and to ensure they all sign the data protection sheet. AM thanked those that had already completed the questionnaire, copies were tabled, completed and returned.</p>	SH/DP
12	<p>Dates of next Partnership Board Meetings Wednesday 19th December 2018 – 18.30 at the Acorn Centre Wednesday 16th January 2019 – 18.30 at the Acorn Centre Wednesday 20th February 2019 – 18.30 at the Acorn Centre</p>	