

Partnership Board Minutes Wednesday 16th January 2019 – 6.30pm, Art Lounge, the Acorn Centre

PRESENT:

Voting Members

Bob Barker (Resident)
Caroline Hellier (Vice Chair)
Dom Hodgson (Chair)
Margaret O'Connor (Resident)
Ange Pennell (Resident)

Workers

Sharon Dickson (Finance & Compliance Officer)

Advisory

Nicki Conyard (LTO Rep)

Apologies

Cllr Prad Bains (HBC)
Tracey Clark (Resident)
Tracie Hoare (Resident)
Sue Holton (Secretary)
Andrew Mason (Big Local Rep)
Richard Shaw (PCC)
Mary Vallely (Community Worker)

Item		Action
1	<p>Welcome and Apologies The Chair welcomed everyone and thanked them for their time.</p>	
2	<p>Ruth Butler RIBA – Presentation RB thanked everyone for appointing her to the project, she felt it was an exciting project and she is pleased to be working with us.</p> <p>RB gave a presentation clearly showing she had concluded phase one piece of work.</p> <p>Phase two is to produce architectural plans the first draft ready for the 9th March 19 for the Community Engagement Event.</p> <p>The conclusion of the stakeholder mapping highlights that there are huge gaps in provision for Wecock Farm in particular, sport, leisure and health, mental health, drugs and alcohol rehab, domestic abuse support, physical health such as obesity and youth services.</p> <p>RB stated this could form the strategic brief for a building on Hobby Close Field and focused around, physical health, provision of a sports pavilion with 2 or 4 team changing rooms and a series of community rooms for example 1-1 therapy, family contact time, training courses. A key person to be involved is Padnell Rovers Daryn Brewer a local football club who would like to come and make Hobby Close Field their home, this would bring funding with it which gives a real chance to develop a community hub on the back of that provision.</p> <p>WFBL needs to be looking at producing a sustainable building and a sustainable business plan we don't want a building that in 10 years' time through lack of funding for maintenance has fallen into disrepair, the clearest route to ensure this building is financially sustainable, is the</p>	

	<p>provision of a 3G pitch, in order to give Padnell Rovers a home they also need an all-weather full size turf pitch, RB is proposing a sports pavilion that supports a football club that will attract FA funding with a series of community rooms that can be hired through the week, weekends and evenings, space for an office and reception area, and a café provision with externally accessible toilets.</p> <p>An extract from the income and expenditure of Front Lawn was presented, it shows the importance of the 3G pitch in terms of financial sustainability. The bottom line shows a healthy £50k per annum profit, a second table showed the overall development including the community rooms, kitchen and office space, this highlighted that the balance just about breaks even indicating that it's the 3G pitch that makes the site sustainable.</p> <p>NC suggested asking Vince Mount from PCC as he is a landscape architect to update our master plan ready for the 9th March an updated master plan in addition to the building plans will answer a lot of people's questions from within the local community. RB stated WFBL are welcome to tell VM to liaise with RB and she will brief him on what the master plan needs to have.</p> <p>It was pointed out that here are a number of operation and legal issues that need finalising around FA funding and in particular leases (the FA will only give money to the lease holder) RB agreed to draw some bubble diagrams of relationships how it is at the moment and how potentially it could be in the future just to help visualisation.</p> <p>Padnell Rovers are a chartered standard FA club which makes them eligible for funding.</p> <p>From NC's experience it's about the ownership of the building that is really key, if its WFBL's money paying for all the legal services, the agent and paying for people to submit applications to the FA etc on our behalf then our stake in the ownership of the building will be absolutely crucial.</p> <p>NC pointed out that we needed to investigate the possibility of PCC doing an asset transfer to the community.</p> <p>RB advised that she only requires an area with a table and large pin board for the 9th March.</p>	<p>NC/VM</p> <p>RB</p> <p>Board</p> <p>Events</p>
<p>3</p>	<p>Minutes of Previous Meeting Minutes of the previous meeting were agreed as a true record</p>	
<p>4</p>	<p>Matters Arising from the Minutes Checking of the Friends of Hobby Close Community Right to Bid (CRTB) Signatures List is still outstanding.</p> <p>YServices not providing all 4 activities at the Summer Event is still outstanding.</p> <p>Veterans support group still outstanding</p>	<p>Board</p> <p>Cllr PB</p> <p>DH</p>

	<p>Electronic documents still outstanding, DH to chase all Chairs to provide asap.</p> <p>GDPR regulations is now complete</p> <p>It was agreed that all work given to the workers should go through the Chair and any meetings should be scheduled in the diary ensuring that the workers are not disturbed allowing them to complete their work in a timely fashion.</p>	<p>DH</p> <p>Board & Workers</p>
5	<p>Conflict of Interest (Col) BB highlighted that he would have a conflict of interest when discussing the Interim Finance & Compliance Officers Report and invoice.</p>	
6	<p>LTO's Report Bank account – We have received and agreed to Matt Dyers resignation from the Partnership Board MD will be removed from the WBL bank account. The signatories are now Sharon Dickson, Margaret O'Connor and Tracie Hoare</p> <p>NC and MD have been to the bank about MD stepping down, bank charges, email contact details and new signatory, but have been advised that it needs to be put in writing. The letter has been drafted but requires our bank account number SD to provide</p> <p>The incorrect payment of £353.61 made to WBL for the insurance payment needs to be reimbursed to HBC, it was agreed this should happen.</p> <p>The spend report is due in early March, which will be reporting on figures between September and the end of February, the figures are available, but the difficulty is the narrative that goes along with the report as it should come from the Board. NC will provide a blank template for the Board to provide their input, by the deadline of end of February to enable the report to be uploaded to Local Trust in time.</p> <p>The three-way meeting has taken place, the work plan has been tweaked and the format changed to suit MV's needs, NC is currently meeting with MV on a weekly basis.</p> <p>It was suggested by DH that the two workers should link their electronic diaries to ensure when anyone is off sick meetings can be cancelled/rescheduled. All WFBL work is to be put on Dropbox and no information is to be stored on individual computers.</p>	<p>SD</p> <p>SD/NC</p> <p>Board</p> <p>DH/Workers</p>
7	<p>Community Officers Report Due to MV being off sick there is no report for this meeting. A report to cover both months is to be provided next month.</p>	<p>MV</p>
8	<p>Reports from Sub Groups</p>	

<p>Communications</p> <p>The team were thanked for producing the newsletter. There were a few issues with the deliver of the newsletter, it seems access to the flats is problematic the delivery company need to be made aware that delivery to these areas must be in the mornings</p> <p>It was agreed that although there were problems with delivery the invoice of £150 plus VAT would still be paid and a clearer brief be provided next time. TC was thanked for dealing with this and for obtaining such a good quote.</p> <p>Poster standardisation, a new template has been created along with a poster request form and sent out to the sub groups for approval.</p> <p>Community Chest flyer has been produced and waiting for approval.</p> <p>Events</p> <p>Everyone involved were thanked for their hard work in ensuring the pantomime was a success. Very positive feedback has been received. The ticket sales were £236.00 (not including CH payment) £6 was paid for the popcorn. Making a loss of £669.</p> <p>A booking for 2 shows of the Wizard of Oz on the 22nd June 2019, the first at 1 o'clock and the second at 4 o'clock, for £1599 ex VAT we have a month to confirm or cancel, also booked 2 shows of Robin Hood on the 11th January 2020, the first at 1 o'clock and the second at 4 o'clock for £1898 ex VAT.</p> <p>It was felt that this was far more expensive than expected as there is no transport or setting up fees for the second performance, it was suggested to ask if there was any movement in these prices.</p> <p>As this isn't in the budget, Events were advised to obtain full costings, obtain match funding, speak to the supermarkets to provide popcorn and other concessions and feedback to the next F&G meeting on 13th February and advise M&M that a decision couldn't be made until after this date, could they extend their deadline for confirmation. Evaluation must be obtained and provided to F&G on the 13th February. prior to any decision being made.</p> <p>Facebook to be updated to advise that the survey is required to be completed if the residents wish us to do again next year.</p> <p>The Acorn are to be asked if the ceiling tiles are safe in their current state prior to any events taking place in the future.</p> <p>AP asked if the cupboard behind MV in the office be locked as there is confidential information stored, the suggestion would be one key to be kept in the key safe and AP have the other, it was felt that as comms only go in the office when the workers are in they would have access to the key safe key. As we are breaking data protection rules all cupboards are to be kept locked, all agreed.</p> <p>The feedback on Saturday for the trip in February, 14 forms were completed the majority was for Alice Holt Forest, MV to sort out the transport, CH to feed back to the applicants and further promote the trip.</p>	<p>SD</p> <p>DH</p> <p>DH</p> <p>AP/TH</p> <p>AP/TH</p> <p>CH</p> <p>AP/TH</p> <p>ALL</p> <p>MV/CH</p>
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	<p>Finance & Governance SD's report was passed, and payment agreed.</p> <p>TH will join F&G from Februarys meeting.</p> <p>Business Plan is to go out to tender a maximum budget of £10,000 has been allocated, NC to speak to Richard Wood to start the ball rolling asap as this will also be required for any future grant applications.</p> <p>The board agreed to the purchase of the following asap: - computer equipment from Novatech, £881.47 ex VAT Aerial Directs IT Proposal of £587 upfront cost (phones and printer) and monthly support of £125. Upgrading of Survey Monkey at a cost of £384</p> <p>Desks are to be purchased asap with a maximum budget of £600 SD to investigate</p> <p>Young People There hasn't been a meeting, nothing to report.</p> <p>Environment There hasn't been a meeting, nothing to report.</p> <p>Hobby Close Field RB gave her presentation at the start of the meeting, item 2.</p> <p>Young at Heart There hasn't been a meeting, nothing to report.</p>	<p>NC/RW</p> <p>NC/SD</p> <p>SD</p>
<p>9</p>	<p>AOB There was no AOB</p>	
<p>10</p>	<p>Dates of next Partnership Board Meetings Wednesday 20th February 2019 – 18.30 at the Acorn Centre Wednesday 20th March 2019 – 18.30 at the Acorn Centre Wednesday 17th April 2019 – 18.30 at the Acorn Centre</p>	

The meeting closed at 20.55