

Partnership Board Minutes Wednesday 11th June 2018 – 6.30pm, Small Lounge, the Acorn Centre

PRESENT:

Voting Members

Matthew Dyer (Chairman)
 Bob Barker (Resident)
 Sue Holton (Resident)
 Tracey Clark (Resident)
 Margaret O'Connor (Resident)
 Darren Pratt (Resident)
 Ange Pennell (Resident)
 Michelle Andrews (Resident)

Advisory

Nicki Conyard (LTO Rep)
 Cllr Prad Bains (HBC)

Apologies

Caroline Hellier (Resident)
 Richard Shaw (PCC)
 Alana Gooding (Big Local Rep)
 Mary Vallely (Community Worker)

Item	Minute	Action
1	<p>Welcome and Apologies A warm welcome to Cllr Prad Bains as the newly appointed Cllr for Wecock Farm Big Local</p>	
2	<p>Conflict of Interest (COI) None raised.</p>	
3	<p>Minutes of Previous Meeting May minutes were agreed as a true record of meeting: Bob proposed, Ange seconded. Signed off by Matt (Chair)</p>	
4	<p>Matters Arising: Action points from previous minutes:</p> <ul style="list-style-type: none"> • NC has arranged MV train ticket • NC has sent suppliers list to MV • Defib batteries last 5 years. We now know of a UK supplier. Board Members AP, SH, TC have been trained in how to use. Other residents have also been trained. • Board agreed to wait a while as costs are over £450. Mary and Caroline to progress replacements in due course. 	

	<ul style="list-style-type: none"> • Mathew Cooke has received his prize. • Hobby Close meeting held. • New TOR – those who have not – please sign tonight. • Please let Mary know of sub group meeting dates. • £105 has been paid to Motiv8 to support their project. 	
4.	<p>Community Officers Report</p> <p>MV submitted a brief report which was noted and raised no questions.</p>	
5.	<p>LTO's Report</p> <p>Nicki has written a Community Right to Bid nomination on behalf of the group which requests to HBC that Hobby Close be listed as an Asset of Community Value. If the nomination is successful this means that if ever the land comes up for sale the community has 6 weeks to express an interest in buying the land and 6 months (inc the 6 weeks) to raise the money. It was suggested that NC send the form to the Hobby Close working group for their input and they would submit the form once they were satisfied with it. All agreed.</p> <p>Staffing – There was extensive discussion re MV's post which is currently via a Service Level Agreement until September. The question the Board need to answer is – Are you happy to employ MV for 2 years fixed term contract? The concern is that MV has no security, no holiday and would start to look for employment shortly to ensure continuation of income and the Board may lose her.</p> <p>Concerns and positive feedback resulted in the decision to employ on a 2-year fixed term basis which would automatically include 6 months' probation managed by NC with particular monitoring re the admin element of the role. Permission was gained for Matt and Nicki to follow the necessary process to recruit.</p> <p>Board Members present all voted in favour of this approach.</p>	
6.	<p>Big Local Reps Report</p> <p>The report was noted with particular emphasis on the Big Local Rep replacement. MD has been contacted by Rob Sugden who is suggesting the replacement could well be Andrew Mason. MD is waiting for details of the process to follow.</p> <p>The Board expressed no issue with Andrew Mason as the replacement.</p>	
7.	<p>Reality Check</p> <p>A meeting was held to take stock of the current position regarding Plan delivery. Unfortunately, only 3 Board Members were able to attend.</p>	

	<p>PB asked if Young @ Heart is for young people. MD explained that it is for older people to get more involved.</p> <p>Developing a local football team – this is part of 3-year plan as the drainage issues on the open space need to be addressed first, however there is lots of interest from young people to form teams.</p> <p>Film Club – suggest this is deleted as there is a pop-up cinema in Waterlooville already. Reinvest in Older People – add £500</p> <p>Homework Club – £500 move to Year 2. Enquiries to school re what they offer already.</p> <p>Environment – Wecock in Bloom to do in Year 2. MV to liaise with Environment group in August ready for the autumn bulb planting. £2k access to a minibus – reallocate to Crime & Safety £2k for work with 2 schools in Year 2.</p> <p>Crime & Safety – Action MV to obtain evaluation from Hart Plain Junior School. PB Fully supportive of this type of work.</p> <p>Health & Wellbeing – Combat Stress - NC on behalf of MV to investigate the new Rowans Drop in for Veterans as an interim measure.</p> <p>Work Training and Education – the £750 grow cook and eat to move to Year 2. NC mentioned the farm visits that HBC used previously. NC to obtain Southwick Farm details for WBL</p> <p>First Aid has started and the Three F’s project (Finance/Fun/Friendship) now has interest. Some of the funding £ to Year 2. Check date.</p> <p>DIY £1k to move to Year 2 to enable research by MV prior to undertaking this project. Evidence of need required.</p> <p>£1k small business start-up move to Year 2. What is realistically possible to achieve with this funding? Evidence need required.</p>	
<p>8</p>	<p>Finance & Governance</p> <p>Projects: Forest School – to support project in full £1165 Proposed by Bob and Ange seconded. All agreed Flip Theatre – to support pilot project issue-based drama £1800. Proposed by Michelle, seconded by Margaret, all agreed</p> <p>Linda’s invoice - £270 for her final 3 days. Would NC please check dates prior to payment?</p> <p>Resources – permission sought to purchase an additional Filing Cabinet, (approx.£150) projector, (£400) fridge (£150) Proposed by Ange and Sue seconded. All agreed</p>	<p>All Agreed</p> <p>All agreed</p> <p>NC</p> <p>All agreed</p>

<p>Noticeboards/ white board needed for office – please seek cheap option</p> <p>Card Reader and key box agreed. As cheap as possible – MV investigate first.</p> <p>Bank account – SD/ MO’C/ MD from F&G group to take steps to open– all agreed. Note: In TOR amend rule around finance to allow SD to be a bank signatory. Action MD Darren proposed & Michelle seconded</p> <p>Additional space required in Cloud-based file storage system costs £79.99 Agreed. Sue proposed, Ange seconded.</p> <p>Petty Cash – a query has been raised. Agreed HBC to investigate independently</p> <p>A decision was made last year regarding HBC’s payment as LTO and although this was noted in some meeting notes and discussed was never minuted at the Board meeting. Please can it be agreed that our LTO will receive 5% of our total spend plus £5k as a Management fee. All agreed.</p> <p>Partnership Agreement This has been circulated but it is a long document so would you please send any queries to Nicki by the end of June please. The document, which should already be in place, will then be signed by all parties.</p> <p>Communications Notes from the meeting given to Board Members.</p> <p>Events RB – Just to let you know SD has details of a petting zoo if required for events. SH – it looks like nothing has progressed since May meeting. AP - progress has been made. Big Noise confirmed as well as Toilets</p> <p>Action: Please email Nicki with any new Suppliers in advance or payment will be held up</p> <p>DB raised issue re insurance and what that covers as there has been a query relating to what Local Trust will allow at events. It was thought that any staffed equipment/ attractions are okay but not unstaffed. Check with Local Trust please? Action - MD</p> <p>Young People Flip Theatre pilot project will help us meet the aims of the Plan. Increase young people’s participation – the short-term goal is for young people to be on this sub group.</p>	<p>MV</p> <p>MV</p> <p>MD/ MO’C</p> <p>MV</p> <p>NC/ HBC auditors</p> <p>Agreed</p> <p>All</p> <p>Events/ MV</p> <p>MD</p>
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	<p>Environment Litter pick on Wecock Common tomorrow – any help welcomed.</p> <p>Hobby Close Met 1st June. Productive meeting with Steve Mountain from HBC who was trying to recommend that we start next year. After discussion we are now starting sooner at the end of August after the summer event. Please can a member of the comms group attend the next Hobby Close meeting on 27th June @ 5.30pm to find out what communication is required and the timescale for this. Sue unable to attend so Matt to attend on behalf of Comms.</p> <p>To ensure the allocation from our budget is spent before our Year End can payments be made from our budget first and then the CIL budget. Action - Nicki</p>	<p>All</p> <p>MD/ MV</p> <p>NC</p>
<p>9</p>	<p>AOB A reminder about complying with the new GDPR legislation. Action - Comms to start working on that.</p>	<p>SH</p>
<p>10.</p>	<p>DONM Wednesday 11th July @ 6.30pm</p> <p>Note: No chairs and tables were in place for this meeting. Can MV please specify tables and chairs on the booking forms for F&G meetings and Board meetings</p>	<p>MV</p>