

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

PRESENT:

Voting Members

Michelle Andrews (Resident)
Bob Barker (Chair & Resident)
Tracey Clark (Resident)
Sharon Dickson (Treasurer & Resident)
Matthew Dyer (Resident)
Caroline Hellier (Resident)
Sue Holton (Resident)
Margaret O'Connor (Resident)

Advisory

Nicki Conyard (LTO Rep)
Alana Gooding (BL Rep)
Richard Shaw (PCC)
Mary Vallely (CO)

Apologies

Ange Pennell (Joint Vice-Chair & Resident)
Darren Pratt (Resident)

Item	Minute	Action
1	Welcome and Apologies The Chair welcomed everyone to the meeting	
2	Conflict of Interest (COI) None raised.	
3	<p>Minutes of Previous Meeting As the minutes were not available at the previous meeting both February and March's minutes were discussed and ratified.</p> <p>February's Minutes</p> <ul style="list-style-type: none"> ➤ Dimensions for Hobby Close field have been received and will be distributed. ➤ Alana Gooding to advise the Board re Item 6 from January's minutes. ➤ Community Chest forms have been updated. ➤ PCC have agreed to pay £125 towards the Education for Life Training project cost. <p>The minutes were accepted as a true record.</p> <p>March's Minutes</p> <ul style="list-style-type: none"> ➤ Mary has now taken over as our full-time CDO ➤ Young Persons Sub Group is now up and running. ➤ The new Environment Group has Sue and Margaret volunteering so far. ➤ Permission from Local Trust regarding the additional spend for Hobby Close Field is still outstanding along with written confirmation from Jo Bennett at PCC. HBC have given permission in principle. There is a meeting in early May with 	<p>AG</p> <p>RS</p>

	<p>PCC to discuss this further</p> <ul style="list-style-type: none"> ➤ Sue Holton is interested in joining the Environment group and Hobby Close group. ➤ An IT support contract has been set up with Skip on an ad-hoc basis. ➤ Mary now has her new PC up and running. ➤ A Local Trust training event on 29th/30th June in London aims to bring all Big Local areas together to network. Mary will attend and be funded by WBL. Sue Holton and Tracey Clark have advised they will attend too, as only 3 members are able to attend from each area if anyone is unable to attend they are required to advise the board asap to enable other people to attend instead. Mary to obtain prices and feed back to F&G Sub Group. ➤ Sue Holton asked if minutes could be sent out earlier to enable Board Members to action points. 	<p>MV</p> <p>NC/MV</p>
4	<p>Matters Arising: Everyone to advise Mary how they would like to receive information.</p>	ALL
5	<p>Big Local Reps Report: Alana Gooding's report was tabled in her absence</p> <p>Andrew Mason will cover whilst Alana whilst she is convalescing but to highlight that Andrew will only work to his contract which is 2 days per month, he will assist with any outstanding issues re the Partnership Agreement and AGM preparation.</p> <p>LTO submitted spend report. Staff & Office costs have reduced. Can LTO please share list of play equipment organisations that HBC has used and Tender process information. Rachel Rowney @ Local Trust was positive re the Hobby Close Field project. Feedback indicates that some Board Members are feeling that they are not clear re roles and responsibilities. Recommendation is that TOR are finalised and that an experienced external facilitator runs the away day in May. Lyn Wade who lives nearby is willing to come for the day and write a report afterwards. BB – stated that we need to be really clear about what we need to achieve at an Away Day and not have them for the sake of it. SH – suggested that we go through last away day notes to recap. Does not feel that everyone knows what's going on. Refers to what are perceived as secret meetings although everyone should all be on the same team. BB - some meetings are held which do not require the whole Board. They are not secret. For example, a meeting with Nicki as LTO rep to discuss the Partnership Agreement. RS – stated we need to be clear on the outcome of an Away Day and asked what is the one thing that is holding us up moving</p>	<p>AM</p> <p>NC</p> <p>ALL</p>

	Board meeting. Please can MV advertise this? NC offered to advertise; just needs to wording and full details please. If not going ahead cut-off date to cancel by the next Board meeting.	MV
8	<p>Advisory Members' Reports:</p> <p>CH – asked about the Drug Abuse group which started 18 months ago. RS explained that the Anonymous Reporting Scheme had really worked and that more reporting = more action. The Board requested that RS report on this with more detailed info next time. RS added that the scheme had resulted in a number of raids.</p>	RS
9	<p>Finance Officer's Report: a written Report was tabled at the meeting It was explained that the Committed column also includes what you think you will be paying out later. SD – has requested an additional column - Forecast Board Agreed. SD will liaise with Nicki/Mary to get LTO and WBL paperwork the same. There was a correction in the minutes as SD had expressed frustration which was not reflected correctly in the F&G minutes.</p> <p>Report & Invoice approved by all in attendance. NC to action payment.</p>	NC
10	<p>Reports from/tasking of Sub Groups: Finance & Governance: Due to the high cost of printer ink please use grayscale instead of black.</p> <p>Staff invoices have been submitted for payment.</p> <p>Room hire invoices all checked – NC to pass for payment</p> <p>An additional 3 days agreed for Linda. This is to do an intensive handover with MV– invoice to NC please Please be aware of the staff trying to get the day job done as there have been constant interruptions lately which are not work related.</p> <p>Community Chest bids: £300 max amount. Decision as to which bids should go through to the voting process. 5 bids have come in. 1 is allowed per org per round but 3 have come in from the Acorn Centre, therefore the bids for the Mens Group and Billys Lake have been recalled.</p> <p>Current bids are as follows: 1. Tracey – local resident. Coach Trip to Billingshurst. Query cost per head @ £18.00. Has approached PCC for match funding and therefore £12.50 could be per head now. Issues are costs could escalate. Why not the same trip which was free entry to London Museums. A lot of thought has gone</p>	<p>NC</p> <p>NC</p> <p>MV</p>

	<p>into the bid. MV to ask for a different option that better meets the plan</p> <p>2. Acorn Youth Café – submitted by Aarron on behalf of 3 young people. No feedback has been obtained as he is away. This does meet the objectives of the Plan. MV to clarify via email 48 hr responses.</p> <p>3. Motiv8 – May Half Term event. Litter pick and BBQ.</p> <p>Governance was not discussed as the F&G group ran out of time. Terms of Reference now a priority. Versions may be in Drop Box as draft.</p> <p>Any AGM expression of interest need to be in by this Friday evening. Please nominate 1 person only.</p> <p>AG last working day is Monday before her operation.</p> <p>BB - Managing conflict – Darren and Ange will be stepping back from WBL for one month. Complaints have been made and BB is dealing with them. BB has spoken to each of them individually and will not be dealing with hearsay. These situations are detrimental to WBL.</p> <p>BB - As a Board we all need to step up to do the AGM.</p> <p>Communications: Sue – extremely pleased with leaflet and delivery drop and their work as a group. NC to pass Company Mail drop details – to Sue. Newsletters are our next workstream. Now waiting for direction re what needs to be done next. Note: on the minutes AH is really AG!</p> <p>There were enquiries from residents about joining a sub group. via Easter event. MV will make contact.</p> <p>Events: A meeting has not been held. Feedback following the Easter event is that there was much confusion on the day regarding who should have been doing what. The Voxpox is currently being being edited.</p> <p>Young Person’s Sub-group: First meeting has been held. Y Services, Motiv8 and PCC met. Suggestions were made by the young people who were showing a lot of interest especially in the skatepark. Visits to be planned to the BMX track in Gosport. NC mentioned Hayling and West Leigh examples and was asked to share possible contractors?</p>	<p>MV</p> <p>BB</p> <p>NC</p> <p>MV</p> <p>NC</p>
<p>11</p>	<p>Any Other Business:</p> <ul style="list-style-type: none"> • AG Can we have the dates of all sub group meetings • Mary - Following the Easter Event the winners of the gift cards 	

	<p>were drawn by RS and were as follows:</p> <ul style="list-style-type: none"> • £25.00 Kayleigh Young 1st Prize • £15.00 2nd Prize Matthew Cooke • £10.00 3rd Prize Katherine Taylor <p>Sharon was approached on Saturday by Steve Forde re defibrillator batteries. MV to Purchase batteries and refill packs – MV to purchase – agreed.</p>	MV
12	<p>Date of Next Meetings:</p> <ul style="list-style-type: none"> • Events Sub-group - • Finance Sub-group – • Communications Sub-group – • Young People’s Sub-group – • AGM – 28th May 2018 @ 3.00pm • Partnership Board – 9th May 2018 6.30pm 	