



Big Local Eastern Sheppey Partnership Meeting Minutes
Monday 12th September 2016
7.00 pm at 5th HOUSE Project, Eastchurch

Present:

Partnership Members

Paul Leacock (Chair & Leysdown Resident) (PL), Andy Booth (Vice Chair & Eastchurch Resident) (AB), Mark Brown (Bay View Resident) (MB), Sharon McNaboe (Warden Resident) (SM), Ivor Gough (Eastchurch Resident) (IG), Lynd Taylor (Warden Resident) (LT), Lee-Anne Moore (Warden Resident) (LM) and Daniel Perriam (Eastchurch Resident) (DP)

Residents

Sandy Hammock (Secretary, DofE Co-Ordinator and Warden Resident) (SH), Pauline Wenham (Treasurer & Leysdown Resident) (PW) George Heath (Bay View Resident) (GH)

Other Members

Paul Murray (Oasis Academy Sheppey) (PM), Jim Boot (Big Local Rep) (JB), Sean Leacock (Project Co-Ordinator) (SL), Chris White (Swale CVS/LTO) (CW) and Hannah Worth (Renaissi) (HW)

Apologies:

1. WELCOME AND INTRODUCTIONS

PL welcomed everyone to the meeting. Introductions were made by all members.

2. CONFLICTS OF INTEREST

These will be stated when relevant.

3. MINUTES - ACCURACY

Were agreed to be accurate, proposed by IG and seconded by MB, vote carried by 5 partnership members.

MATTERS ARISING FROM MEETING ON 11th July 2016

No.	Action	Update
1	Deliver findings regarding a website.	MB advised that if he can get enough information this should be up and running by the end of September and he is still waiting for a personal profile from voting members, so this can be added to the website, so far only IG has given this to MB. AB proposed that personal profiles are sent to MB by 17/9/16
3	Year 3, 4 and 5 Big Local Plan.	PL advised that he has started working on this, but it will be tabled for the meeting in December.
7	Copy of the Warden Parish Council	PL advised he and SL went along to the Warden Parish Council (WPC) meeting and advised them that all they need

	minutes for Bench installation	is it written in their minutes where they want the benches, then we can install them. After six weeks PL received a copy of these, however they had said nasty things about Big Local Eastern Sheppey in the minutes and as they had not followed the basic instruction to only insert locations of benches, the offer of the free benches has been withdrawn. The proposal is to use the budget for broken benches in areas of Eastern Sheppey. This will be tabled for the next meeting.
11	Progress on postcard project with Leysdown Events Organisation	SL advised he has spoken to Mary Culver who has taken over this project and Mary confirmed that she has gone to the printers and is waiting for a reply back from them.
14	As soon as the Year One spend has been ratified by Local Trust, the report can be published beyond the partnership	CW confirmed that account details have been published on Facebook page and Swale CVS website. Action Complete.
18	Coffee Mornings	Discussed under Project Workers Report
19	Dog Park	PL attended Leysdown Parish Council (LPC) and was told that they will not pay for any ongoing projects. PL will continue with the petition that has been started and will take around to the residents that will be directly affected.
20	Leysdown Carnival Committee	Discussed under Project Workers Report
22	Leysdown Events Organisation Community Chest Funds	Discussed under Project Workers Report
23	Early Years Provision for Eastern Sheppey	Discussed under Project Workers Report
27	Supporting local schools and pre-schools through a partnership fund	AB handed the Chair an updated Memorandum of Understanding to sign and then given to LTO.
28	Summer Playscheme	Discussed under Project Workers Report
29	Financial Report	Discussed under LTO Update
31	Terms of Reference	Discussed under Big Local Rep Update

5. PROJECT WORKERS UPDATE

- 5.1** Leysdown Carnival – SL advised that he has received a letter from Mary Culver (Leysdown Events Organisation) thanking Big Local for attending the carnival. Plenty of flyers, balloons and bottled water were given out and the carnival was well attended by locals and holiday makers.
- 5.2** Summer Scheme – SL advised that the Sumer Playscheme report was sent out to all partnership members and went through some facts from the report. 100 children registered for the scheme and 115 children attended per week over the three weeks the scheme was

running. Total cost of the scheme was £10,052.65. Feedback was very positive from children and parents. PL asked to make sure that all members read the recommendations on page 12 of the report.

Action 31: All members are to ensure they read the recommendations on page 12 of the report.

LT raised his concern over the organisation of the Ice Skating trip, as he advised that we took too many children with not enough cover. He felt that the risk assessment was not done correctly, especially as he is an expert with over 60 years' experience within this sport. PL advised that all precautions were taken, the risk assessment was completed correctly and the insurance company updated the insurance to include this sport and all parents had to sign a permission slip.

LM advised that she had not received an evaluation form for her son, and if she had, then it would have been negative feedback.

CW also advised that other projects have been ice skating and have been organised the same way and that it would have been the LTO taking the risk and not the partnership.

- 5.3** Community Chest Fund Monitoring Forms – SL advised that he is still waiting for monitoring forms from Friends of Eastchurch School for the installation of the grass mats for the Trim Trail.

Action 32: Friends of Eastchurch School Community Chest Monitoring Form

- 5.4** Warden Parish Council – They have received the letter advising that the offer for the benches has been removed.

- 5.5** Coffee Mornings – These will start up again and will look into organising some evening ones, to make accessible to everyone.

- 5.6** Weekly Updates – All partnership members should be receiving these, if you have not, please contact SL

- 5.7** Early Years Provision for Eastern Sheppey – Met up with Jim Duncan (JD) who advised of some projects that are currently delivered in Sheerness but not in Eastern Sheppey and this was shared with LM. SL will continue to work with JD and LM to move this project forward.

6. LOCAL TRUSTED ORGANISATION (LTO) UPDATE AND FINANCIAL REPORT SHEET

- 6.1** Financial Report – CW handed out the new report sheet, which will show what the budget is, what the spend is so far and what is committed. This has come from the meeting with JB who suggested it has the committed spend on. This is updated each week.

- 6.2** Laptops – PL advised that the cost for laptops is more than expected due to Kent County Council stating that we have to pay the V.A.T and we were not able to ask the school to purchase and then claim back the V.A.T. We had to purchase them, and then donate them to the school.

7. BIG LOCAL REP UPDATE

Terms of Reference – JB wanted to highlight key points on the changes to the terms. The key thing as a partnership is you are overseeing the Big Local plan for the area and making it happen. JB also discussed Governance and the changes within this section regarding the AGM and also the point that the terms can be changed. PL advised that this will need to be tabled so as to discuss in more detail at the next meeting.

8. ANNUAL GENERAL MEETING (AGM)

The meeting on 14th November 2016 will be the AGM, where the new chair, vice-chair, secretary and treasurer can be voted in.

9. PETER MACDONALD (PROCESS FOR BRINGING PROJECTS TO THE TABLE)

AB confirmed that he wasn't at the meeting when this was discussed but the agreement was that funding would be provided by the partnership under the guidance of Swale CVS, the sum of circa. £13,000 with the guarantee that the 3 neighbouring parish councils of Eastern Sheppey are also contributing to the scheme. MB asked for this project to be known as Coastal Protection Group. AB confirmed that the three parish councils have not subscribed to finance the remaining funds and that incorrect information was brought to the meeting previously. AB & IG confirmed that Eastchurch Parish Council has not funded this project and the decision is currently with the Finance Committee. Due to this we cannot fund this project until the correct procedures have been followed.

PL also asked that any items that are asking for finance, be addressed as its own agenda and therefore all members must ask for the item to be tabled, so we can give the item plenty of time to be discussed.

JB also pointed out that this item was not in the plan and that Swale CVS (SCVS) could make this decision for the funds, but CW advised that SCVS is seeking clarification from the partnership to make the decision as per the original agreement.

Action 33: Partnership needs to come to a decision if they are going to continue with the offer of funding for this project.

10. ANY OTHER BUSINESS

GH wanted to thank Swale CVS for all the hard work they have done for the partnership.

IG raised the issue with the flooring at the Scout Hut, which the original cost £3750, but after they started the work, they found further problems which has been quoted an extra £4512 and asked if the partnership knows on anyone that may be willing to donate funds for the flooring to let IG know. AB suggested they contact Queenborough Fisheries.

PL advised that Wendy Ralph is still interested in joining the group but share the role with Diane Leacock, JB advised that roles cannot be substituted and have attend in their own right.

MB asked about Leysdown Lifeguards. SL advised that he had sent an email round to the partnership and wanted to know if the partnership was willing to support and donate. PL advised that this will be tabled for the next meeting to discuss in more detail.

Action 34: Item to be tabled for next meeting.

Meeting closed at 8.05pm

Next Meeting on Monday 10th October, venue TBC