



**Big Local Eastern Sheppey Partnership Meeting  
Minutes  
Monday 11.01.2016  
7.00 pm at 5th Sheppey Scout Hut, Eastchurch**

**Present:** Paul Leacock (Chair), Daniel Perriam (Secretary), Lee-Anne Moore, Lynd Taylor, Wendy Ralph, Ivor Gough, Mark Brown

**LTO (Swale CVS):** Jo Burt

**Big Local Co-ordinator:** Sean Leacock

**Big Local Rep:** N/A

**Members of the public present:** Pauline Wenham (Treasurer), George Heath,

**Apologies:** Malcom Pamplin, Sarah Williams, Jim Boot, Sharon McNaboe, Andy Booth, Tony Read, Christine Taylor, Jo Eden, Paul Murray (Oasis Academy Isle of Sheppey), June Heath

Ref	Agenda Item	Action
1.	<u>Welcome, introductions and apologies</u>	As noted above
2.	<u>Conflict(s) of interest</u>	Will be stated when relevant.
3.	<u>Notes of last meeting and any matters arising</u>	Couple of minor changes have been made regarding item 9, and two names have been added to the last minutes.

<p>4.</p>	<p><u>February Play Scheme</u></p> <p>1. Problems that has happened in the past is that parents don't look inside the children's bags when they come home from school.</p> <p>2. All members of staff need to be DBS checked</p> <p>3. With the success of this play scheme will allow us to think of rolling the play scheme into the summer of 2016.</p> <p>4. Parents thought because the play scheme was for free, they didn't sign their children up, because they thought it a way for us to sting them with a hidden fee.</p> <p>5. If a child has signed up to attend the play scheme and doesn't show up, could lead to exclusion from further events.</p>	<p>Proposal</p> <ul style="list-style-type: none"> <li>* Sean to camp outside schools</li> <li>* Hand out letters to the schools for them to hand out to the children</li> <li>* Sean to produce a leaflet by the end of this week to distribute to the schools</li> </ul> <p>Proposed by; Lynd Taylor Seconded by; Wendy Ralph</p>
<p>5.</p>	<p><u>Community Chest</u></p> <p>1. We would like to restart the community chest fund for this year with the view of extending the money allowance.</p> <p>2. Before starting the community chest fund again we would like to have all receipts back from all organisations that have benefited from the community chest fund, last year we received only 20% of the recommended receipts.</p> <p>3. We can ask the people to see if they would like some help signing the forms for the community chest applications to make sure there are no mistakes within application process.</p> <p>4. Information to be distributed to the local post office and village halls once all community chest information has been gathered.</p>	<p>Proposal.</p> <ul style="list-style-type: none"> <li>* Sean is to chase up the people that haven't sent back the proper information.</li> </ul> <p>All information must be collected by the next meeting.</p>

6.	<p><u>Project Worker Update</u></p> <ol style="list-style-type: none"> <li>1. Attempted to make communication between us and Warden Parish Council and they have changed their email address.</li> <li>2. Letters for the Parish Councils regarding benches and street games being handed over have been drafted.</li> <li>3. Office has now got carpet laid down, and office equipment available, work tops are available in the office, but currently awaiting on a crafts man or the prison to come in and craft the new work top.</li> <li>4. E-Bulletin has been created and emailed out to the partnership an contact list.</li> <li>5. Spoke to the people from the other projects and in their response “thank you we will sort out a proper proposal”.</li> <li>6. Social Media has been updated.</li> <li>7. Plan for year 2 is now in progress, both Sean and Sarah are both working really hard to makes sure everything is ready for publishing.</li> <li>8. Made contact with the builders that are to be installing the new bench in Eastchurch, has been unable to apply the coating of paint to the bench due to bad weather.</li> <li>9. Chairman stated we will be installing security camera into the scout hut for Sean’s safety.</li> </ol>	
7.	<p><u>Training Brief Update</u></p> <ol style="list-style-type: none"> <li>1. Six people attended the food hygiene course, and received great feedback, certificates have been ordered.</li> <li>2. First aid course has been moved from 21st January to 22nd January.</li> <li>3. We would like to get the community to fill out the questionnaires and handing back to Sean for further understanding of what type of training people would like.</li> </ol>	
8.	<p><u>Any Other Business</u></p> <ol style="list-style-type: none"> <li>1. D of E worker, is currently on going, with no one interested at this point, but we are currently advertising for the position.</li> <li>2. Costing’s of Dog Park, and fencing shall be researched by Paul Leacock for the next meeting.</li> <li>3. Sea Defences - The partnership recommended that Peter McDonald should revisit the Parish council before approaching BLES for funding.</li> </ol>	

8.	<u>Meeting Closed at 8:34</u>	Signature of Chairman or Vice Chairman (only)
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The next meeting will be held on **Monday 8th February 2016 at TBC.**