



Big Local Eastern Sheppey Partnership meeting minutes
Monday 14th March 2016
7pm at the 5th Sheppey Scout Hut, Eastchurch
Phone: 07870645342
Email: Sean.Leacock@SwaleCVS.co.uk

Partnership Members: Paul Leacock (Chair), Andy Booth (Vice Chair), Mark Brown, Lee-Anne Taylor, Lynd Taylor, Ivor Gough, Daniel Perriam and Sharon McNaboe

Members of the Public: Pauline Wenham, George Heath and Sandy Hammock

LTO: Jo Burt and Sarah Williams

Project Co-ordinator: Sean Leacock

Big Local Rep: Jim Boot

1. Welcome, Introductions and Apologies

Partnership Member Wendy Ralph and Member Paul Murray sent their apologies.

2. Conflicts of interest

When a conflict of interest appears it will be stated when relevant.

3. Notes of the last meeting and any matters arising

Chair indicated that we revise items 4.1, 5.4 and 5.5 and section 3 in AOB due to lack of clarity.

Mark Brown was stated as a member of the public; however, he is a Partnership Member.

Action - No objections to alterations, Project Co-ordinator will make corrections.

Chair thanked the secretary Daniel Perriam for all of the great work that has been accomplished, however, due to work restraints he will no longer be able to take minutes for the partnership.

Question raised: Do we look at paying someone to minute our meetings.

Action - Swale CVS will supply a quote for the 11th April meeting

4. Training Brief

As the budget is still in the process of being approved no training has been delivered yet. However, there has been a notable slow intake of Training Needs Analysis (TNA).

Action - Evaluation of TNA will be presented at next meeting

5. Project Worker Update

Community Chest

We have almost gathered all monitoring forms, however, there are still about 5/6 groups that we are still waiting to receive correspondence from. Due to the amount of time that the community project requires the Chair suggested a new approach.

Action - There will be two Community Chest events, in which, applicants will have the opportunity to attend and present a short presentation (Applicants may use any methods that best show cases their project ie: Hand-outs, projections etc) demonstrating why that organisation would like to apply for funding. With regards to the budget these two dates will have a maximum amount of money that can be awarded, this figure is up to £500 per event. This therefore allows for up to £1000 to be spent with the discretion of the Partnership on other Community Chest Projects.

Duke Of Edinburgh Award (DofE)

Sandy Hammock has shown an interest in the DofE Co-ordinators position and we are looking forward to working with her.

DofE Field officer has indicated that there are 3 mandatory training events before we are allowed to start this award. Email of interest circulated through the partnership and 4 members showed interest and therefore will be trained.

One training event has already been attended. The other training events are on the 17th and 24th March.

Chair stated that there might be a problem with regards to the 'kit' required to participate in this event. Therefore suggested that Big Local Eastern Sheppey will pay for the entirety of the 'kit list' with exception to the food needed on expedition and the hiking boots. Therefore any of the equipment borrowed by the children participating in the DofE scheme will be held accountable for the equipment they borrow. **Partnership Agreed - Motion carried**

Action - To continue with the training

Easter Play Scheme

All of the Workshops have been booked and the staff recruitment is almost complete. Once this has been completed a training date will be set and all staff will be required to attend before they will be allowed to participate in the Easter Scheme.

Benches

Letters have been previously hand delivered to Warden Village Hall with regards to placement of bench locations; however, no correspondence has been received.

Action – Project Co-ordinator to make contact with Warden Parish Council

6. LTO Update

The Break down of the budget was distributed and stated that this is the funding once it has been agreed by the Big Lottery Fund.

Partnership member Mark Brown, raised his concern that roughly 37% of the this years funding will be going to Children. However, all Partnership members agreed this on September 5th.

7. Evidencing Volunteering Funding Applications

Sarah Williams made the Partnership aware that to apply for future funding it is necessary to record the voluntary hours. This includes Partnership meetings and events.

Action - Attendance to be recorded

8. Big Local Rep Update

The assessment went very well and we can expect our offer of acceptance by the end of the week.

Notified that in the future the Partnership could publish year 3, 4 and 5 plan to save time and this would only require one assessment, compared to 3. Rep also indicated that his Role with regards to the Partnership is to critically challenged and financially oversee the funds/projects etc.

23rd April Big Local Spring Event (10:30 – 3:30pm) NW1 2BJ

9. Any Other Business

Partnership have recognised the issues of being recognised on the Internet and have come up with a group consisting of Paul Leacock, Lee-Anne Moore and Mark Brown.

Action – This group will deliver a report before the next meeting on the 11th April

Vice Chair indicated that there has been a lack of progression with the cycle path

Action – Vice Chair will speak to a consultant and deliver findings

Sustainability Group haven't received any more information

Action – Project Co-ordinator will email group

Question was raised about the cap of the Partnership only be 9 members, however, Chair indicated that once positions of the partnership are re-voted for, the cap will also be considered.

Meeting Closed at 9:15