



## **Big Local Eastern Sheppey Partnership Meeting Minutes**

**Monday 9<sup>th</sup> May 2016**

**7.00 pm at 5<sup>th</sup> Sheppey Scout Hut, Dicksons Walk, Eastchurch**

### **Present:**

#### **Partnership Members**

Paul Leacock (Chair & Leysdown Resident) (PL) Daniel Perriam (Eastchurch Resident) (DP) Mark Brown (Bay View Resident) (MB) Lee-Anne Moore (Warden Resident) (LM) Sharon McNaboe (Warden Resident) (SM) Lynd Taylor (Warden Resident) (LT)

#### **Residents**

Sandy Hammock (Secretary & Warden Resident) (SH) Pauline Wenham (Treasurer & Leysdown Resident) (PW) George Heath (Bay View Resident) (GH) Malcolm Pamplin (Leysdown Resident) (MP)

#### **Other Members**

Paul Murray (Oasis Academy Sheppey) (PM) Jo Jewiss (Kent Police PCSO) (JJ) Jim Boot (Big Local Rep) (JB) Sean Leacock (Project Co-Ordinator) (SL) Sarah Williams (Swale CVS/LTO) (SW)

**Apologies:** Andy Booth (Vice Chair & Eastchurch Resident) (AB), Jo Eden (Warden Resident) (JE), Ivor Gough (Eastchurch Resident) (IG), Jo Burt (Swale CVS/LTO) (JoB) & Wendy Ralph (Leysdown Resident) (WR)

### **1. WELCOME AND INTRODUCTIONS**

PL welcomed everyone to the meeting. PL advised that Wendy Ralph is stepping down from the partnership and that we now have a space for a partnership member for Leysdown and if any members know someone that would be interested in taking this role to contact PL. Introductions were made by all members.

### **2. CONFLICTS OF INTEREST**

These will be stated when relevant.

### **3. MINUTES - ACCURACY**

All agreed to be an accurate representation of the meeting.

### **MATTERS ARISING FROM MEETING ON 11<sup>TH</sup> APRIL 2016**

<b>No.</b>	<b>Action</b>	<b>Update</b>
3.2	Deliver findings regarding a website.	PL advised that SW had sent over links to look at, but at present PL has not had chance to look at them.  <b>Action –</b> <b>PL to report back at the next meeting.</b>

4.2	Costings on running an ICT programme	<p>SW tabled a report submitted by JoB FROM Swale VCS Training and that at present the Training Programme is 60% of the budget. Venue cost is based on using Scout Hut or Warden Bay Village Hall. The come and try course is based on leisure, sport or exercise activities. The proposal is to run one course per month. LT asked how much notice will be given; SW said it would be six weeks' notice. SW advised that if there is a need to run three courses in one month, then we can do that within the confines of the budget and courses are flexible. PL asked how to get this information out to residents and suggested a poster with SL number and suggests people text SL. LM suggested we send out something to all locals. SL advised a training flyer has been put up at village halls, but PL advised that this poster will have more detail within it. SW suggested we send this information out to all Community Chest applicants. LM suggested providing a crèche, so more people can access courses if they have young children, SW advised it could be done but is not in the original budget and suggested that she will ask JoB to contact Beaches Children centre to see if they can provide a crèche, but that we do not want to increase training budget too much and that maybe the partnership could pay a contribution towards the crèche and not the full amount, SW will email costing information out within two weeks to all partnership members, to hopefully make an agreement by email before next meeting.</p> <p>MP asked for clarification on basic level for Excel course and was advised that JoB provides the training for this course and will go through from turning on a computer to creating spreadsheets. MB raised the point that on the training plan, the details under training interests that was collated from the training analysis survey, does not match what courses we are looking to offer. PL advised that JoB tried to get the training analysis survey back from as many people as possible and even some partnership members had not completed it, but if someone came back asking for a particular course that had not been offered, the partnership will look to offer that course.</p> <p>MB also raised concern on paying out for the courses and only two people attending the training, SW advised that it is not financially viable to offer the courses for less than 10-12 people per course. SW advised that each course will have a signing in sheet, so we can see who has/hasn't turned up and each course will be individually evaluated by attendees.</p> <p>SW made the partnership aware of Parenting being a training interest, but it is the role of the Children Centre to offer and we should work with the Children Centre so what we are providing is additional training or we can work with them to provide something.</p> <p><b>Action –</b></p> <p><b>SW will email costing information out within two weeks</b></p>
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		<p><b>to all partnership members, to hopefully make an agreement by email before next meeting.</b></p> <p><b>SW to send plan out on email to all partnership members.</b></p>
10.3	JB indicated that there are recommendations attached to the Year 2 funds.	SW advised this will be discussed under LTO update.
9	Agendas for the coming year	<p>SW raised a concern that discussion for some of the projects will not happen until September, October, and November. For example in October, Supporting Local Schools and Pre-Schools through a partnership fund, if we are not going to be discussing this until October, when will we be doing something on this project in Year 2? PL advised that we were trying to discuss items in a reasonable order; this was agreed by the partnership. SW wanted clarification on what the minutes refer to, so SW can support SL on a day to day basis. JB advised that we should be getting on with the project as per the work plan for the worker, so if some pre-work needs to be done, then that should be put through the work plan for the worker. SW suggested a champion for each of the projects. PL asked if any other members would be willing to champion any other projects and support SL. MB raised a concern on that he doesn't know where SL is with projects and what difficulties SL has, SW advised that for Year 2 the only projects that have been started so far is the Duke of Edinburgh's Award, the Training Programme and the framework for the Playscheme, all other projects are new and not started yet. MB asked for a framework of what SL needs to do to get the project through. SW asked if members had seen the reporting template that SL has, which JB advised is the action plan that was handed out at the last meeting. This details all the projects that SL is working on and all members are able to input to the action plan in terms of action that may take place to help develop and run that project. MB requested that the action plan should have dates on it and PL advised that this can be actioned, so we know how far SL is with a project. SW agreed that each project should have an action plan with timescales.</p> <p><b>Action – Champions for projects</b></p> <p><b>Year 3, 4 and 5 Big Local Plan– PL, LT and MB</b></p> <p><b>Leysdown Carnival – PL and PW</b></p> <p><b>Supporting Local Schools and Pre-Schools through a partnership fund and the early year's provision - LM</b></p> <p><b>Community Chest Event - MB</b></p> <p><b>Harty Flower Show in July - PW</b></p> <p><b>Project plan with start, middle, end and milestones, so if anyone does want to join in at any point, they will</b></p>

		<b>know exactly how far the project is – SL with support from SW</b>
3.3	SCVS will provide someone for the role of Secretary on a three month trial.	LT asked for clarification on this point as to what is happening, as noted that SH has taken the role, but nothing has been sent out to the partnership to confirm this. PL confirmed that SH is now the Secretary and will record the minutes and type them up and send out to the Chair.
3.1	Cycle Hire Scheme	<b>Action - AB to deliver his finding at the next meeting.</b>

#### **4. PROJECT WORKERS UPDATE**

- 1) Benches – Warden Parish Council has agreed to have two installed at the top of Jetty Road and Imperial Drive in the Car Park overlooking the sea. Risk Assessment has been created and sent to Warden Parish Council and they will send us a copy of their minutes to confirm the location of the benches, once received we can have them installed.

**Action – SL to receive a copy of the Warden Parish Council minutes.**

- 2) Street Games – Hoping to meet Danny Rumbol on 10<sup>th</sup> May to sign off the design. SL showed members the design of the street games that will hopefully be installed on the basketball area behind Warden Bay Village Hall. As soon as the design has been signed off, then SL will contact the contractors to get the Street Games installed.

**Action – SL to have Street games signed off and Contractor contacted for installation.**

- 3) Careers Fair, Oasis Academy East Site – SL advised that he attended and gave every child a Big Local pen and introduced the Duke of Edinburgh's Award scheme to children that advised they live in Leysdown, Warden or Eastchurch and hopefully they will be in touch with SH, DofE Co-Ordinator.

- 4) Eastchurch Observance event – SL attended this and put plenty of photos on the Facebook group and Twitter, which generated quite a few likes and was great publicity for Big Local and good networking opportunity.

- 5) Community Chest Monitoring Forms – SL has been chasing the Cricket Club for their monitoring form and he spoke with them on the phone and they should return the form by the end of the week. The Look Out Warden Bay Project has completed their form. Leysdown Village Hall, SL advised that he will be receiving bank statements to confirm that the money that went into the account is still in their account and will be meeting with them to try and progress their project.

**Action – SL to receive monitoring form from Cricket Club, SL to receive bank statements from Leysdown Village Hall**

- 6) Participatory Budgeting Event – SL handed round a poster that he has designed for this event. Participatory Budgeting is where people can come to the event and present their idea that they would like funding for, everyone that attends the event is given the opportunity to vote on each project. All projects will be given the opportunity to receive funding. The equipment that is used for this event is supplied by Kent County Council and SL has been in touch with them for the event. SL confirmed that Warden Bay Village Hall has been booked for this event on Saturday 9<sup>nd</sup> July 2016. SL will contact previous Community Chest applicants to inform them of this event. LT advised that this has been originally planned for 4<sup>th</sup> June and SL asked the partnership, if it could be put back one month to the new date. LT asked who actually gets to decide who gets the money; SL

confirmed that it is the public at the event that decide. SW advised that all possible projects are given 3 minutes to present their project to the public and all the public are given remote controls that they use to vote. MP asked if there is a limit that people can apply for and SL confirmed that it is £500 per project. SW confirmed that we had agreed in March to £7,500 for this event, £7,500 for the event in December and another £5,000 for projects that can apply for up to £1,000 instead of £500. GH asked if we will be limiting how many applicants can apply at this event. PL suggested that we have a minimum of five applicants or the event will not run and the maximum is not limited as the system that will be used, works out the votes. LT asked JB if this sort of thing has been done before and JB confirmed that this sort of funding event is very popular with other Big Locals and brings a bit of life to the process and people attend.

**MB proposed and MP seconded that the event be £500 per project and this was voted and carried by the partnership.**

**PL proposed and MB seconded that five be the minimum number of applicants, no maximum, for the event to run, this was voted and carried by the partnership.**

- 7) Leysdown Carnival – SL confirmed that he had a meeting with Mary Culver and has filled in the form to confirm that we will have a float and stall. SL has a meeting with John Burden tomorrow, on the possibility of borrowing a Tractor and Trailer for the carnival. PL advised he had spoken to the chair of Leysdown Events Organisation and they have asked if the partnership will consider paying towards a costume as a mascot. They have advised the costume will cost £186. SW advised the partnership, that there is still one round of community chest money, which they have not yet spent. PL was unaware that they had not spent the first round of community chest funding. GH suggested having a Marching Band behind our float.

**Action – Outcome of meeting with John Burden regarding tractor and trailer. SL to progress postcard project with Leysdown Events Organisation. Marching Band?**

- 8) Big Local Vehicle – SL advised that SW had sourced a hybrid custom vehicle with 6 seats with 6ft storage space, but SL has since done more research and placed details on a table in the hall at the meeting of four different vehicles for the partnership to look at. SL has sourced people carriers, like Vauxhall Zafira, which could be used to transport people for the Duke of Edinburgh Award's or even partnership members and also all the back seats can be folded down, so the vehicle can be used to transport equipment for example the Summer Playscheme. All the vehicles can be sign written with our logo, as long as when they are returned to the dealership the sign writing has been removed.

**Action – Partnership to make a decision on what type of Big Local vehicle at the next meeting.**

- 9) Easter Playscheme – SL reported that AB has asked him to make amendments on the scheme report, so this will be sent out to members by the end of the week. SL then showed a video that he had produced of the children at the Easter Playscheme; SL advised that the link to the video is on YouTube and he will be sending the link out to all parents. GH suggested that the video be shown at the Participating Budgeting event, to show people what the funding we have received goes towards. SL also advised that on a couple of days we had low attendance, SL has contacted parents who asked for places and then did not attend, why their child/children did not attend by email and advised them, that if they did not reply, they would be put on a waiting list for future schemes. Only 50% of parents contacted, actually replied to SL.

**Action – SL to send out Playscheme Report to partnership and send link out to parents.**

## 5. TRAINING UPDATE Discussed in Matters Arising.

## **6. THE DUKE OF EDINBURGH'S AWARD Programme UPDATE (THE AWARD)**

SH advised the partnership that the four adult leaders are all up to date on training. The expedition's dates are booked in with DofE Kent at the Swattenden Centre. The practice weekend is 30<sup>th</sup> September and the assessed expedition is weekend of 14<sup>th</sup> October. We have arranged an Open Evening on Friday 20<sup>th</sup> May at Warden Bay Village Hall. The poster has been designed and is already advertised on Facebook and Twitter. DofE Eastern Sheppey has both a Facebook page and a Twitter account and we have already been contacted via the Facebook page for more information on the award. SH handed all members a copy of the participant's leaflet which has been designed. MB raised concern that on the leaflet, Big Local Eastern Sheppey is not mentioned. SH advised that on the poster is the Big Local triangle and Big Lottery Fund logo, but on the participant leaflet, we can only have the DofE eastern Sheppey logo and this cannot be changed, SH advised that she had to get special permission to have the DofE Eastern Sheppey logo designed. MB suggested that the Big Local triangle is made bigger, which SH advised she will re-design the poster with more emphasis on Big Local Eastern Sheppey. SW suggested that we put an A5 Big Local Eastern Sheppey leaflet inside the participants leaflet and once the poster has been amended, that this is forwarded onto MB. SH also advised that all participants have to pay a participants fee of £25. LM suggested that this be subsidised. SH also advised that on some occasions, DofE will cover the fee, but SH has to fill in a form on behalf of the participant and send directly to DofE Kent. PL advised that it's DofE charging the fee and not the partnership and all we are asking participants to cover is their walking boots, food and clothing for the expedition, all other equipment will be provided by the partnership for the expedition. SW also wanted to point out that as well as local children aged 14-24 years, we would welcome people to volunteer to help. PL also advised it may be useful for one of us to train up to become a Basic Expedition Leader, but this would take someone with commitment. SH also advised that as well as the expedition, the award would also be running on a weekly basis, where the leaders will have to prepare lesson plans to teach cooking skills, first aid, pitching and striking a tent, which many children may have never been done before.

**Action – SH to re-design poster and send a copy to MB**

## **7. TO BE DISCUSSED –**

- 1) 4<sup>th</sup> June Community Chest Event – already discussed
- 2) Leysdown Carnival – already discussed
- 3) Schools and Preschools Fund – SW put on the agenda as she thought PL, AB and SL had discussed. PL confirmed this was not the case.

**Action – To be tabled at the next meeting.**

- 4) Sea Defences – PL mentioned that at the last meeting we found out that Eastchurch have provided some money towards the Sea defences and also Warden and Leysdown have provided some money. PL advised that if each area has put in £1,000, we would put in the remaining £2,000 for the original £5,000 that was requested. MB advised that the actual amount requested by Peter McDonald was in fact £18,000 and not £5,000 to complete the report and would like the partnership to come to a final decision as to if we can give the money for the report for the environmental agency and that the beach defences are a top priority and that we should be supporting this. SW advised that it is in the 2018 forward plan to look at Warden Sea defences, but no funds are currently attached to this. SW said that everything we asked Peter McDonald to do, he has achieved this and that we should be supporting this project. MB then phoned and spoke to Peter McDonald, who advised he has received £5,000, £2,000 from Eastchurch Parish Council, £2,000 from Leysdown Parish Council and £1,000 from Warden Parish Council, so is

£13,000 short to complete the report. SW suggested that if we took £1,000 off of each project that is not currently running, then it would give us the £13,000. JB advised that we could go back to the trust to request an increase to the budget, but SW advised that we already have a big budget, but by taking it off the other projects, we can still deliver all our other projects and support this project too. JB asked MB if he had any interest in the project which MB stated he was just friends and also a resident and JB also stated that the funding would not go directly to Peter McDonald, but to the consultancy dealing with the report. JB also suggested that SW contact the trust to see what other options there would be to support this project and that it may be advisable to ask for a variation and increase the budget for the year.

**MB proposed and DP seconded that we provide £13,000 towards having the Sea Defence report completed four members agreed and two abstained, vote carried in favour.**

JB advised that Peter McDonald cannot be informed of this until we have it in writing from the trust that they agree.

- 5) Community Chest - PL advised of the applications that currently have been submitted are Warden Memorial Fund, Boxing Club and Leysdown Parish Council, SW and SL advised they have not seen one from Leysdown Parish Council. LT advised that at the Warden Parish Council meeting, Warden Memorial Fund stated that they have all their funding in place and that they will no longer require funding from us. LT and LM advised the Boxing club have stated they are self-sufficient and do not require the funding, but PL said that at the Parish Council Meeting they stated they still require it.

**Action – No action requested**

## **8. LOCAL TRUSTED ORGANISATION (LTO) UPDATE**

SW reported that the end of year report for local trust is on an Excel spreadsheet and it doesn't give a huge amount of information, so SW has put more detail into the Big Local Eastern Sheppey Spend report that SW gave draft copies to members. The first year programme was projected spend £105,552 and actual spend was £105,430.16 and this was taken over 19 months, so some costs will be higher than what we had originally anticipated. This left an under spend of £121.84, which JB confirmed would have to be sent back to the Trust.

1. Community Chest was anticipated spend of £10,000 but actually spent £15,979.73 which supports 32 community projects.
2. Raising Young Persons Aspirations is higher than anticipated due a combined total of the Summer and Easter Playscheme, but we did have to get special dispensation to spend Easter Playscheme money out of year one money, but it was actually delivered in Year two.
3. Additional Village Seating is for the two benches in Warden, but covers all benches across all three areas and estimated installation costs.
4. Street Games covers all three areas.
5. Project Worker is for 19 months spend and covers SL salary and SCVS support, when there wasn't a co-ordinator in post.
6. Worker travel and venue costs as the worker was already in place before year two, so some money had to come out of venue cost for the office.
7. Cycle hire is still waiting to happen.
8. Job club, it was decided early on that we are not going to do this.
9. Communications was spoken about at the assessment day that we grossly under budgeted but we have plenty bugs, pens, sticker, balloons and leaflets for year two.

JB wanted to point out to members that a version of this report goes back to the Local Trust and they have to agree it. PL suggested if once it has been agreed, can we publish this information for

the public to see. MB queried the Project Worker spend; is this as well as the £9,500 LTO cost, PL advised that this does not and the Project Worker amount is due to SW standing in as the Project Worker until SL was employed. PL advised the points raised by JB at the last meeting (10.3) recommendations attached to the Year 2 funds will be discussed at the next meeting.

**Action – As soon as the Year One spend has been ratified by Local Trust, the report can be published beyond the partnership.**

**Recommendations from the Local Trust attached to the Year 2 funds to be added to the agenda for the next meeting.**

## **9. Any Other Business**

MB said that the 'Website Group' has met with a website designer and received an estimate of £359 for the design of the website which does not include services like emails, google apps and hosting a domain, which these would be a monthly cost of approximately £6 per month. MB will email all partnership members to ask for their input on what they would like to be included on the website. LM will also get some quotes for the website and report back to the partnership.

**Action – MB to email partnership members for input information on the website design. LM to report back with other website design quotes.**

**Next Meeting on Monday 13<sup>th</sup> June, venue TBC**

**Meeting closed at 9.34pm**