

Big Local Eastern Sheppey Partnership Meeting Minutes Monday 8th January 2018

7.00pm at 5th Sheppey Scout Hut, Dicksons Walk, Eastchurch

Present:

Partnership Members

Lynd Taylor (Chair & Warden) (LT), Lee-Anne Moore (Warden) (LM), Pauline Wenham (Leysdown) (PW), Ivor Gough (Eastchurch) (IG), Daniel Perriam (Eastchurch) (DP), Sharon McNaboe (Warden) (SM) and Malcolm Pamplin (Leysdown) (MP)

Residents

George Heath (Bay View) (GH) and Christine Taylor (Warden) (CT)

Other Members

Paul Murray (Oasis Academy) (PM), Sarah Williams (Local Trusted Organisation-Swale CVS) (SW), Sandy Hammock (Administrator) (SH), Jim Boot (Big Local Rep) (JB) and Sean Leacock (Project Coordinator) (SL)

1. Welcome, Apologies and Introductions

LT welcomed everyone to the meeting. Introductions were made by all members. Apologies were received from Paul Leacock (PL) and Pat Sandle (PS). JB advised that William Tatton did initially come to the meeting and was asked to leave due to approximately 2 years ago he was excluded from the Big Local Eastern Sheppey Partnership due to his conduct, which was a partnership decision. JB advised Mr Tatton that if he wishes to start attending partnership meetings again, then he will need to put this in writing to the partnership and the partnership would decide if Mr Tatton can attend.

2. Declarations of Interest and Loyalties

These will be stated when relevant.

3. Minutes - Accuracy

LT raised an issue under point 3 in the Code of Conduct regarding quorate and asked for JB to clarify. JB advised that we don't have a formal quorum in our term of reference but the partnership has been working on the basis to be quorate at any meetings there would need to be a minimum of 5 voting members at partnership meetings. LT advised that we currently only have 8 members (Mark Brown has resigned) but ideally would like at least another member, JB said that the minimum amount as per Local Trust is 8 members, so we are still within their conditions.

Minutes were agreed to be an accurate record of the December 2017 meeting. **LM proposed and DP seconded, vote carried by partnership.** These can be viewed at

<https://app.box.com/s/4nao3oqribxant6sh9owrti5zhkozsh9>

4. Matters Arising

No.	Action	Update
3	Water Feature	MP advised that the lowest cost he has got is around £220,000 which is over budget. JB advised that maybe we can apply to the Coastal Community Fund to match fund. LM proposes to get formal written quotes and plans to look at this in more detail. Also need to get permission from Leysdown Parish Council as the feature will be using

		their electricity and water. SW suggests also speaking to Lynn Newton at Swale Borough Council regarding funding support.
20	Code of Conduct	JB sent out the revised code of conduct and complaints procedure to partnership. Partnership agreed to adopt the new policies. PW proposed and LM seconded, vote carried by partnership. All members present signed the new code of conduct.

5. Vice Chair Position

LT proposes that both DP and PW take on the position jointly as Vice Chair. LT suggested that maybe one of the vice chairs could chair the sub groups, SM states that this is not necessary and the sub groups are more than capable to run sub group meetings. PW advises that she is happier turning up to meetings when she can, so declines the offer to be joint vice chair. DP is then offered the position and is congratulated for taking on the position of vice chair.

6. Project Updates

- a) Beaches Children Centre – SM has been attending the sessions, the numbers attending has been up and down and the age range has been from 2 ½ to 3 years old to help improve their numeracy, literacy and speech & language through play. Beaches will be doing a report that will be available for the partnership. LT asks that we contact local media to advertise this project. Will discuss report as an agenda item at next meeting.
- b) Logo – SL showed a design of the correct plane. Will need to find someone that can design the plane as a drawing to be used within the logo.
- c) Dog Walking Park CIO – No update from Charity Commission.
- d) Income Received – SL chased up bank but NatWest is still to contact applicants
- e) Newsletter – Contacted local groups and 8 have confirmed will utilise our newsletter.

7. Local Trusted Organisation (LTO) Update including finance

SW handed out a breakdown of the accounts to date. PL had previously asked for a full breakdown of the figures and SW has sent the breakdown for this year. PL has come back with some questions regarding the breakdown and LTO is working through these to reply to PL. SW asked the partnership if they would want a report at each meeting with a full breakdown to the level that PL had asked for, the partnership agreed to keep it as it currently is, but if a partnership member asked for a full breakdown, then this will be actioned by the LTO.

8. Public Consultation/New Plan

JB advised that as the project brief was agreed at the October meeting, he and SL have sent this out to tender to different groups. The closing date is 12th January. There has been some interest but no tenders have been received. JB advised that this may be due to the budget amount of £5,000 being too low to complete the work, so JB will advise the different groups to attach a costed proposal for the partnership to look at. JB advised that if no tenders are received, he may have to help us write the new plan at no cost.

9. Working with Elderly Community

SM from the sub group explained that they have received a proposal from Liz Haggart at Age UK Sheppey. PM declared an interest in this as he is one of their Trustees. The proposal is for a Well-being Coordinator working 25 hours per week, who can provide holistic support to local people in their own homes, local clubs and venues at a cost of £61,133 over three years. JB advised that we only have a budget for this year, so any agreement can only be over one year. SW also pointed out that Age UK Sheppey is an independent small charity and only linked to Age UK and is not funded by Age UK. After much discussion, **SM proposed** that the proposal is refused and advise them of the funding available through the Community Chest, **MP seconded and vote carried by partnership.**

- a) Community Chef - SL has been in contact with Mike Spackman (Community Chef) to come in to the Leysdown Over 60's group and teach the group how to cook on a budget and for their own the Partnership asks that this is opened to the whole community and not just the Over 60's club.
- b) Community Walks – Geoff Ettridge (Geoff Rambler) will design route maps for 3 walks, one based on each area, which will have detailed instructions. This will include preparation in making contact with local people/organisations.
- c) Line Dancing – SL has been in contact with a gentleman that can teach line dancing and will be meeting with him tomorrow. The line dancing will be available to all. Will report back at the next meeting.
- d) Quiz Night – Been in contact with Paul Day who will act as our quiz master. Night is being arranged for 14th February at Warden Bay Village Hall and will be open to all.
- e) Night at the Criterion (Blue Town) – Looking to book for one night with minibus for 16 people and cream teas. SL will be speaking to Jenny Hurkett and speak to Sheppey Matters regarding minibus.

SM proposed for another £900 for the sub group budget to be able to action these activities. **MP seconded, vote carried by partnership.**

10. Website

Information regarding the issues with the current website was given out at the last meeting. Partnership agreed that this is not working as we are unable to make any changes ourselves. SL advised that there are websites that you can create your own and pay a monthly fee at a cost of approximately £9.00 - £15.00. LT asks if SL and SH will be able to use one of these to create a new website and **LM proposed** that we pay the higher monthly amount to ensure that we get the best service for our website and SL & SH to create our own website, **MP seconded and vote carried by partnership.** SW suggests we send a letter to Lewis, thanking him for the work he has done and to ask for all the details, passwords etc. be handed over to us for the current website.

11. Supporting Local Schools Fund

LM declared an interest as a School Governor at Eastchurch Primary School and left the meeting for this item. FOES (Friends of Eastchurch School) have given us proposals for both sites that were discussed at the last meeting. PM suggests we contact the new head teacher to discuss these proposals and see if they still want to go ahead. SW points out that we still have not received any recognition from them for the laptops that we donated to school. LT asked SL to arrange a meeting with the new head; LT will also attend and will help SL to draft a new proposal. SW suggests that we could ask for noticeboards within both school sites.

12. Community Chest

- a) Round 9, Leysdown Over 60's Club application - SH advised that she has spoken to Evelyn at Leysdown Over 60's club regarding the application for the WW1 memorial bench, the initial application was only for the difference of approximately £300 and not the full amount. They had received funding through Swale Borough Council and as they wanted the bench ready for their event, Carols on the Spinney, she went ahead and purchased the bench before receiving a decision on her application. SL advised that Evelyn from Over 60's club had complained to him, that the process for Community Chest is too slow and wants the funding to be more readily available. Evelyn advised that they do not want funding to purchase another memorial bench. Partnership agreed that we cannot fund retrospective and they have applied before so should know how the process for community chest works.
- b) Round 9, Eastchurch Parish Council Observance application – Letter was sent to Parish Council, but no response has been received from them as yet.
- c) New Application Form – SH handed out a proposal for an updated application form to include details of when a decision may be available from the partnership and also asking for copies of constitution/terms of reference/memorandum of understanding, safeguarding policy and public liability insurance and if they do not have this in place, then we can refer them towards Swale CVS who will be able to help them set these up and make sure that

the group or organisation is legal and has the correct policies in place. **SM proposed and MP seconded, vote carried by partnership.**

- d) New Plan – SH asked as we are not going into the next year's budget, the current round will be the forth this year and the partnership only agreed to do four rounds per year. Would the partnership want any more rounds this financial year and if so how much. Partnership agreed not to do any more rounds and ask that SH works on the monitoring of funding in previous rounds that groups have already received, ask for photographs and what difference the funding has made etc. that can be used on the new website.
- e) Value Added Tax (VAT) – SH asked do we pay the VAT on grants even if the organisation is VAT registered and can claim this back. JB will look into this and come back with an answer.

13. Big Local Activity Club (BLAC)

SH proposed that the lower age be reduced to 10 ½ due to need from other young people, as we currently have some young people in Year 6 at school attend the club and their younger friends want to attend and also reduce the age to 16 years maximum and not 19 years at it currently is. As Cubs meet in Eastchurch on Wednesday evenings and their age range as per their website is up to 10 ½ years old, it was suggested to lower to 10 ½ only. IG as Scout Leader in Eastchurch is not happy with this as cubs do attend until they are 11 years old and he feels as Scout Leader that young people would prefer to come along to the activity club due to the subscription cost that scouts cannot lower to and the activity club is highly subsidised. He had originally discussed this with SL at the initial meetings regarding setting up the activity club. SH also proposed increasing the subscription weekly fee from 50p to £1.00. IG suggested that maybe the club could move to another evening so not encroaching on the cub's catchment area if the club wants to lower the age. IG suggested setting up a yearly meeting with local youth groups to discuss ways forward, as another club also impacts on the Scouts catchment area. LM and CT raised an issue with the signing in/out sheet and LM asked for the Safeguarding policy to be sent round to the partnership. To be discussed at the February Meeting as an agenda item.

14. Future of Communities Film

JB advised that through Local Trust we have been approached by a filmmaker to make a series of films on Big Local Communities taking action and is especially after examples of rural communities. JB had suggested the Activity Club or the project at Beaches Children Centre. Initial interviews would be 15th, 16th and 19th January and filming would be 29th January to 1st February and 5th to 8th February and the film would be available for use on our website. PW suggested maybe contacting Warden with Leysdown WI as a community chest recipient. Partnership agreed for SL to liaise with JB.

15. AOB

- a) SW advised that this would be her last meetings as she is leaving Swale CVS at the end of the month. Partnership thanked Sarah for all her help.
- b) JB advised that before William Tatton left the meeting, he had given in a letter of complaint. JB stated that he had received the letter before the meeting and JB had wrote back advising Mr Tatton that Local Trust's policy is that any complaints have to be backed up with evidence and as Mr Tatton did not have this, then we are unable to take the complaint any further and will not respond to it.
- c) IG asked SW who will be replacing her, SW advised that at the moment it will be Chris White, as no decision who will take on this role has been agreed.
- d) PW is concerned that Cllr. Pat Sandle is able to re-join the partnership after attending three meetings considering she too had been asked to leave the partnership due to her conduct. LT advised that he had spoken with JB and JB explained that it would be down to the partnership to decide if to allow her to re-join the partnership and after speaking with Local Trust, as long as we are acting consistently, then this would be acceptable to continue. LT

advised that the partnership will vote as we have been doing, if the person after attending three meetings, to allow them to join. JB will write to her in advance to advise of this. SL pointed out that this would also come under the remit of the Membership Officer role and as we have not got this role covered, SL asked for this to be put on the next agenda.

Action 25 – Membership Officer role to be discussed on agenda of next meeting.

- e) MP asked what is happening with defibrillators. British Telecom is happy for us to put one in the phone box in Leysdown and Bay View. The one in Bay View is no longer working and they are looking to remove it within the next couple of months, but would allow us to adopt it and put the defibrillator in there. **MP proposes** to purchase the phone boxes in Bay View, Leysdown and Warden and install defibrillators in each box. Eastchurch already has one at the village hall and fire station. **LM seconded, vote carried by partnership.**
- f) Sheerness Times Guardian are looking for someone to run the community section in the paper for Eastchurch, Leysdown and Warden, MP asks if SL or SH can take this on and run it. Partnership agrees for SH to look into taking this on for a three month period.

Action 26 – SH to contact Sheerness Times Guardian to arrange to take this on for a trial period of three months.

Meeting closed at 9.28pm.

Next Meeting is Monday 12th February 2018.