



Big Local Eastern Sheppey Partnership Meeting Minutes
Monday 12th February 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 (Vice Chair & Eastchurch) (DP) and Paul Leacock (Leysdown) (PL)

Residents

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

Other Members

Paul Murray (Oasis Academy) (PM), Chris White (CW) and Jo Burt (JoB) (Local Trusted Organisation-Swale CVS), Lynne Bentley (Community Warden) (LB) 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 Sharon McNaboe (SM), Sandy Hammock (SH), Jim Boot (JB) and Malcolm Pamplin (MP).

2. Declarations of Interest and Loyalties

These will be stated when relevant.

3. Minutes - Accuracy

Minutes were agreed to be an accurate record of the January 2018 meeting. These can be viewed at <http://biglocaleasternsheppey.com/meetings>

4. Matters Arising

No.	Action	Update
8	Community Chest	PL advised that Evelyn at Leysdown Over 60's club has spoken to him regarding the funding for the bench and that we had refused due to retrospective funding. PL said that Evelyn had to purchase the bench straight away before she had received our decision, otherwise she would have lost all the funding and PL proposes that due to this situation could we reconsider our decision and cover the shortfall of approximately £300. PW seconds the proposal, vote carried by partnership and must be advertised that funding from us. The partnership also wanted to highlight that we are not setting a precedent, but have agreed due to the circumstances.
14	Annual General Meeting	PL proposed and LM seconded that the AGM is moved to the second Monday in July instead of November. Vote agreed by partnership.

5. Membership Officer

LM agreed to take on this role again. No new members that can currently join the partnership. LT also asked if PW would be willing to continue as Treasurer, PW agreed. **LT proposes and IG seconds the proposal.**

6. Public Consultation/New Plan

LT explained that we received two tenders back from Lorraine Hart (£15,000) and Kim Donahue (£5,000) for doing the consultation and they were interviewed by LT, DP, SL, JB and PL. LT was then approached by JB after the interviews and advised that there is funding from Local Trust of up to £25,000 to cover this, so the funding would not have to be covered by us. Lorraine then advised LT that unfortunately she would not be able to continue with her tender, this then only left Kim Donahue or we could do the consultation ourselves, but this would take a lot of work and time to do. LT suggested that SL could also help Kim Donahue and maybe with some further training SL may be able to write up the plan in future. **PL proposes** that we use Kim Donahue to write up our plan, **LM seconded. Vote carried by partnership.** LT will contact Kim Donahue.

7. Project Updates

- a) Water Feature – MP had received a quote for £90,000 to install and £8,000 per year to maintain. LT suggests that we put this on the consultation and re-look at this again to possibly try and obtain match funding. LB suggests a wishing well is also incorporated into the design, so any money left in there could be used towards this project. SL will look into this.
- b) Beaches Children Centre – SM has been attending the sessions, they have written some case studies, which SL will email out to the partnership. They are asking for further funding to continue the project, £1731 for another 12 sessions to 10 identified families and also taking their knowledge and skills to Little Owls Nursery in Eastchurch and Warden Bay Playgroup. **LM proposes** to run it again. PL asked where this has been advertised that we are providing the funding, SL advised on their Facebook page and leaflets. **PW seconded, vote carried by partnership.**
- c) Working with the Elderly Community – Quiz night is 14th February, 25 people have signed up for Line Dancing so far on 22nd February. SL handed out an updated proposal from Swale CVS for the Befriending and transport scheme, subcommittee had gone back and asked them questions regarding the proposal and the sub group would like the partnership to consider the proposal on a three month trial for Befriending, telephone befriending and shopping trips. LM asked if the transport will be free, SL confirmed it would be. **LM proposes** that we have a six month trial for befriending, **PL seconded, vote carried.** Shopping trips would only be available for people that are unable to use public transport and would be six trips per month for 3 months, **PL proposes** that we run it for 3 months as a trial and would like monthly reports, **LM seconded, vote carried.**
- d) Rural Kent Coffee Project – Have been approached by them where they provide free coffee and cake mornings, once per month from their motorhome for areas that are isolated and high deprivation. There is no cost only SL time. LB advised she had seen their presentation. LT suggests SL researches this and bring details back to the next meeting. **Action 28 – SL to research and bring details to next meeting**
- e) Dog Walking Park CIO – Charity Commission have come back asking 4 pages worth of questions and also a business plan. SL answered all questions and provided a business plan, so now waiting for more update.
- f) Supporting Local Schools – LM declared an interest and left the meeting for this discussion. SL advised that he met with the Business Manager, as the new Head was unavailable. They are happy to continue with the original proposal and will advertise full details of funding on their website, social media and in the paper. **PL proposes** that we allow the original proposal, **IG seconded, vote carried.**

- g) Community News – SH is now the community news correspondent (Sheerness Times Guardian) for Eastchurch, Harty and Warden Bay.
- h) Bank Account (Income Received) – We are now applying for a Treasurers Bank Account with Lloyds Bank, SM & PW will be signatories and also someone from LTO.
- i) Easter Playscheme – School is happy for us to use the facilities, SL contacted Scouts Lower Grange Farm, where we went last year and the price has doubled from last year's cost at over £3,100. **PL proposes** that a budget of £2,200 for Playscheme, **PW seconded and vote carried.** SL to look into the logistics of running the scheme at the school site.
Action 29 – SL to plan the Easter Playscheme with a budget of £2,200
- j) Leysdown Beach Fence – SL asked that the partnership may have seen the report regarding the fence that was erected on Leysdown Beach, this has now been removed, but the local community are looking into doing a beach clean. SL has spoken to the person organising this, Louisa Pearson, and has suggested Hi-Viz jackets with Big Local Eastern Sheppey on the back. **PL proposes** that we spend £150 getting 50 Hi-Viz jackets for the beach clean team, **LM seconded, vote carried.** SL has also asked for 6 jackets for the partnership and workers, when doing any events for both winter and summer (2 jackets each) with Big Local Eastern Sheppey on. **PL proposed, LM seconded, vote carried.**
Action 30 – SL to purchase 6 jackets with Big Local Eastern Sheppey written on them for partnership and workers to use.
- k) Logo – SL showed the partnership the proposed logo design to start using from now. **PL proposed, PW seconded, vote carried.**
- l) Website – SL showed the website that he has designed, with help from SH and input from LM. We have full control over the site and can make all changes ourselves. **LM proposed** to use and have the website live from tomorrow for the partnership and give the partnership 1 week to look at it before we advertise to the public, **PL seconded, vote carried.**

8. Local Trusted Organisation (LTO) Update including finance

CW advised that JoB will be taking over as the LTO rep and cover finance. CW will still come if discussing employment or staff issues. Latest up to date budget handed out to all members. JoB proposes that she will bring the budget sheet each month. PL said that Sarah Williams had sent him some details that he had previously asked for, but PL had gone back to Sarah with some questions, but no response has been received regarding this and also we have not covered the ongoing costs for the scout hut. LM said this was going to be raised in another other business, but can be discussed now. LM & IG explained the ongoing costs for using the scout hut. **PL proposes** that we pay the amount towards the ongoing costs for the scout hut of £489. CW advised that once they have the invoice, it will be paid.

Action 31 – PL would like a response from the LTO to the questions he had sent back regarding the full breakdown of accounts

9. Big Local Activity Club (BLAC)

LT advised that after some issues were raised at the last meeting, he is happy that procedures have been put in place. PW wanted to raise her concern on the behaviour of some partnership members and she was very upset and insulted and felt personally attacked. That partnership member's did not fully understand what procedures we have already got in place. SL also advised that the club has been running for over 15 months and PW is the only partnership member that has taken any interest in the club and come along. LT said that it was not a personal attack but to ensure that we have the correct procedures in place. CW advised that all staff have correct training, DBS checks and policies in place. LB also said that she has attended the club on numerous occasions and she has no concerns on the running of the club or safety of the children and the club is well run and controlled. LT also advised that he has received a letter stating that KCC should be running clubs in the area as they have statutory obligation to run youth services, but due to lack of finances these are not running.

10. Community Chest

LM and IG declared an interest and left the meeting for the duration of the community chest discussion. Partnership discussed new procedures that need to be implemented before next panel meeting to include-

- a) Panel must consist of more than 3 people and they should not be related.
- b) There cannot be any conflict of interest between panel and the projects.

Community Chest Ratification Round 10 – February 2018					
Applicant	Amount Applied	Purpose of Award	Panel Decision	££ Panel agrees	Partnership Decision
Eastchurch Parish Council	£500	Deferred from last round - Professional marshals, Flypast, refreshments, flags and donations and PA system hire for Eastchurch Observance in May 2018	Letter received from Parish Council with response to recommendations from last round. Panel agreed to full amount and were happy with response received, must be mentioned on advertising as supporting this event	£500	Agreed in full
Childs Vision Charity number 1175345	£441.95	Craft items and refreshments for 22 play therapy sessions through creative play (for children who have witnessed or been affected by domestic abuse) over 11 months at HOUSE and poster printing costs to advertise. Currently supporting two children at Eastchurch Primary School, run groups in Sheerness and Sittingbourne, no support currently for Eastern Sheppey.	Agreed to full amount. Logo to be include on all advertising for this support group.	£441.95	Agreed in full
LEAD Performing (New Group)	£500	3 months hall hire for Eastchurch Village Hall, advertising materials to include Flyers, posters and banners. Yoga equipment consisting of mats and blocks. Insurance costs to provide dance and yoga classes 3 times per week for 5-18+ year olds.	Agreed to £400. Panel felt that request of £200 towards advertising was too much. Panel happy to cover costs of village hall rent for three months, Public Liability Insurance and yoga equipment, any funds left out of the £400 can be used towards advertising to include our logo	£400	Agreed in full
St Thomas Church (Harty) (The Scrubbers)	£500	Flowers (artificial and fresh), oasis, ribbons for monthly service. Flowers (artificial and fresh), oasis, ribbons for Harty Flower Festival and plastic storage container for artificial flowers and flower equipment. Cleaning equipment to include polish, dusters and brooms etc.	Agreed to full amount, no issues	£500	Agreed in full
All Saints Parish Church, Eastchurch	£500	Amount towards replacing door to church roof as very old and leaks and when it rains, water drips down into the church and is a safety concern as the community has coffee mornings and events in the area below. Total amount required is £1736.50+vat, seeking funding through other resources too	Agreed to full amount, no issues	£500	Agreed in full
St Thomas the Apostle Church (Harty)	£400	Calour gas heaters x 4 with safety guard covers as old heaters have no safety guard covering the flame.	Agreed to full amount, no issues	£400	Agreed in full
Warden Bay Playgroup Charity number 1140152	£478.90	Kiddi wash sink, liquid soap bottle & bracket, paper towel holder, water channelling unit and water discovery tubes to enable children independence to promote personal, social, emotional and personal development in self-care.	Agreed to full amount, no issues (suggested that logo stickers could be applied to equipment when appropriate)	£478.90	Agreed in full
Sheppey Matters HOUSE project Charity number 1102847	£500.00	Mixer & speakers, headphones x2, voice recorder, CD's, microphone and IT monitor, keyboard, mouse and tower to provide a small mobile radio facility. The equipment will be mobile so can be used to interview residents and community groups in Eastern Sheppey. The interviews will be used to produce a show hosted by Sheppey Matters (Lifestyle) staff and guests on Sheppey FM. Shows planned and produced by the young people from HOUSE.	Panel not convinced that the current groups at HOUSE are proportionally attended with young people from Eastern Sheppey so have requested that Sheppey Matters provides postcodes of the 30 young people that attend their groups at HOUSE. Panel also asked if the equipment is to be mobile, why are they asking for a computer to include separate monitor and tower etc. and not a laptop, which would ensure the equipment, would be fully mobile. Panel requested that is deferred to next round pending response from Sheppey Matters to the above.	Deferred to next round	Agreed in full
Eastchurch Aviation Museum Charity Number 1065880	£500.00	Laptop with appropriate software for storage of donated photographs, photos of artefacts and oral history from local residents and to enhance their research facility. Also use the laptop in outreach projects to those unable to visit the museum.	Agreed to full amount, no issues (logo sticker to be provided for laptop)	£500	Agreed in full
5th Sheppey Scouts Charity Number 303447	£435.32	Art and craft equipment including glue guns, craft knives, scissors, paint aprons and brushes, printer paper, pencils, stapler and staples, hole punch, rulers, erasers storage boxes and extension leads to help young people gain badges through the scouting program	Agreed to full amount.	£435.32	Partnership was not quorate as LM & IG were not able to vote due to conflict of interest, so SL will need to speak with SM & MP on their decision.

Ratification Proposed PL, Seconded IG, vote carried by partnership

15. AOB

- a) PL has asked for a full inventory of all the items we have, including the 6 laptops that not everyone is aware of. CW to work on this.

Action 32 – CW to provide a list of all items

- b) PL would like to raise a complaint against JB, threefold. 1) Consultation Document he presented last year regarding Partnership Guidance was a consultation document; however he came to the meeting advising we have to implement this and this is the rule, PL states the issue is, if it states consultation, then tell us it is a consultation. 2) Big Local as per Local Trust guidance does not take anonymous complaints and last year without notifying the chair at the time, he took an anonymous complaint and proceeded to investigate this complaint and a partnership member almost lost their position on the partnership. 3) Official complaint came in and was not discussed with the chair at the time; he went direct to CW and investigated it without consulting the partnership. PL had spoken with JB's manager and they advised that we can either ask JB to review the complaint procedure or get a new Big Local Rep, which there is only one other rep available. LT advised the public consultation was agreed in October 2017 and it is only being actioned now and JB only mentioned the funding available for the consultation recently and not when we first discussed doing the public consultation, JB was also asked to send correspondence to Pat Sandle, after the last partnership meeting, regarding how partnership registration works and this had not been actioned 2 weeks before this meeting. PL advised the next step is to wait for a response from JB

Action 33 – Wait for response back from JB

- c) SL asked to discuss the age range for the activity club as 11-19 is too vast; partnership agreed it should be 11-16 years with immediate effect.
- d) PM will be attending the Local Trust, Health & Equalities in Community Action event on 7th March and will report back after the event.

Action 34 – PM to report back with details from the Health & Equalities in Community Action event

- e) IG would like to host an event where local groups could set up stalls and demonstrate what Big Local has done in the area. Partnership agreed that needs to be a date that does not clash with any other local events and a sub group to look at this, LM, IG and LT to be on sub group to discuss further and report back to partnership.

Action 35 – Local Event sub group to discuss and arrange a date

- f) Partnership also requested that venue changes to the partnership meeting be more across eastern Sheppey, but if in Eastchurch to keep it at the Scout Hut. March meeting to stay at the current venue.

Meeting closed at 9.20pm.

Next Meeting is Monday 12th March 2018.