

Big Local Eastern Sheppey Partnership Meeting Minutes

Monday 11th August 2014

7pm - 9pm at Leysdown Village Hall.

Present:

George Heath, [Bayview resident],
Andy Booth, [BLES Vice Chair and Eastchurch resident],
Daniel Perriam [Eastchurch resident and IOSA youth advisory team]
Sandra Bray [Warden resident, Sheppey Your Way]
Paul Leacock [BLES Chairman and Leysdown resident]
Sharon McNaboe [Warden resident]
Sarah Williams [Swale CVS]
Lyn Newton [SBC technical adviser]
Paul Murray, [IOSA]
Pat Sandle, [Warden Resident and BLES Finance]
Tony ?

Apologies :

Emma Daniels [Eastchurch resident]
Lesley Murray [BLES Secretary and Warden resident]

Minutes

1. Minutes of the previous meeting held on 14th July were agreed.

Matters arising

2. The final and endorsed Eastern Sheppey Big Local Plan has been re-circulated by Sarah.
3. The offer letter from Local Trust has been received by Swale CVS (as Locally Trusted Organisation) and SCVS have been paid the first quarter payment of £30,000 - rather than half-year as behind schedule.
4. Discussion followed on the provision of benches and that permission had been given (in Leysdown) by KCC Highways, although the specification for the benches hasn't been provided yet. It was considered important to use a local supplier and that the prison ones are very good. The price needs to include plaques and installation (also see Tendering Process).

Election of officers to the Partnership

5. Andy nominated Paul Leacock for chair and Sandra seconded this. There were no other nominations and Paul was re-elected chair.
6. Andy stood as Vice Chair and was re-elected.
7. Pat stood as Treasurer and was re-elected.
8. Sarah will provide Pat with monthly finance reports a week before meetings of the Partnership.
9. Lesley has said that she is willing to continue as Secretary but wasn't able to attend the meeting for health reasons.

Community chest

10. The working group has not yet met but Pat and Paul will work together on the form - keeping it as simple as possible. The grants would be from £50 to £750 or exceptionally £1,000 from a total annual pot of £10,000 (also see Tendering Process).

Public Relations and Publicity

11. Swale CVS had done this for the partnership in the Getting Started phase. Sarah said that Swale CVS could do this again for a fee equivalent to one day's work per week and could do this on a trial basis for 3 months. It was considered important that there isn't a perception that [the Partnership] is a closed shop and it wants more people to get involved.
12. It was said that people are asking who to contact about ESBL. Facebook was quite busy when Julie and Jane from Swale CVS were doing it [during the Getting Started phase]. There was a concern that there was a commitment in the plan to three actions [involving employing workers] and it would be unfortunate to have to go back to Local Trust saying that they haven't been done. It was asked what was most effective in terms of public relations and publicity. Sarah said that it was face to face events and going door to door.
13. Pat felt that it was more important to get things done such as the Community Chest and benches first. It was suggested that it would be important to get something into the press/media in September. Lyn suggested a pop-up [display].
14. It was suggested to trial $\frac{1}{2}$ a day a week at £15 an hour with Swale CVS to provide press, communications and Facebook.

Tendering process

15. Lyn and Sarah have produced a tendering checklist. It made sense to focus now on the first four projects (see paragraphs 21 onwards) . She suggested that project lead[er]s needed to be residents rather than from the advisory partners - which again highlights the need for more residents. George said that now the money is here, it would be a good time to bring in new people. Andy said about refreshing the message about ESBL (see previous section on PR and Publicity).
16. There was a concern that quotations are dealt with confidentially and that this couldn't be done at an open meeting. However, processes [for dealing with tenders] also need transparency. It was proposed to do this in a similar way to the interviews of the long-term Big Local Rep. It was asked how the opportunities would be advertised. There was general agreement that local suppliers should be encouraged.
17. Jim asked about whether these would be grant agreements or contracts. It was said that these would be contracts for a service or produce and hence VAT-able.
18. Andy said that at the first hint of a project failing, [the Partnership] needed to be notified as early as possible. Also, that work or products needed 'guarantees' and Lyn agreed to add this in.

19. Lyn asked for feedback on the tendering checklist by the end of the week. George wanted to thank Lyn and Sarah for their hard work.
20. Discussion followed on monitoring outcomes. Sarah said that funders want to see outcomes demonstrated. Leader + (EU funding) is in the pipeline and there may be opportunities for match or enhanced funding of projects such as the cycling project.
21. Sharon and Pat agreed to some further work on the Community Chest. It was suggested that it would be good to get some new people involved in doing the judging - even from another Big Local area - with Sarah and/or Jim - or else one from each parish [on the panel]. Andy liked the idea of a more independent team that brought their recommendations back to the partnership - although there were concerns over creating more bureaucracy. It was proposed to go back to the 60 people who had given their names during the Getting Started phase to see if they might like to volunteer. Jim suggested recruiting a student from the Academy and George suggested someone from the school. It was asked if some of the money should be spread over [the year]. People were relaxed if it all goes 'straight away' or quickly.
22. Lyn gave some feedback on apprenticeships.
23. James from Swale CVS had done a specification for the benches. Pat said she had experience of a very good supplier which could be cheaper than the sum allocated - also that benches had been stolen in the past [so advice on security needed to be taken]. Lyn suggested the bench project would be a good test of the tendering process.

Any other business

24. Jim mentioned the national Big Local evaluation and whether there would be an opportunity to do this before the 26th September deadline. All the partnership members were given packs to take away and complete themselves. Lyn and Andy would write up the group evaluation based on what they had done previously [with Kim Donahue] and submit this. Jim gave his apologies for the next meeting as he would be attending the Sompting Big Local Partnership meeting in West Sussex at the same time and day. He would be attending the October meeting and would meet up with partnership members individually in the meantime.