**Minutes of the RWT Partnership Board meeting and AGM**

**Monday 21st November 2016**

**Present:**

Richard Thresh (Chairman) & resident

Bob Richmond - Resident

Sue Stoneley – WVHT & resident

Fay Jackson – Resident

Juliet Aitken – Co-opted

Irene Evison - Local Trust facilitator

Simon Birdsey –Marketing and social media support

Katy Sneyd – RWT Engagement officer

Fiona Cowley - Partnership support, Groundwork CLM

Olwyn Dean – Resident and prospective new member

**1: Introductions and welcome:**

Partnership welcomed Olwyn Dean, a local resident made aware of RWT by Katy and potentially interested in becoming a member of the Partnership.

**2: Minutes from Monday 19th September 16**

The minutes were accepted as an accurate record.

**3. Phase 2 Projects**

Full details provided in pre-meeting update. Items for discussion and agreement as follows:

On the Ground

Note that Katy Sneyd left the room for this discussion.

Agreed that an additional 14 hours per week will be funded for the remainder of year one of this project (from January 2017 to end of August 17). This will raise the weekly hours total for the Community Engagement Officer from 18 to 32 hours per week, in order to meet workload demand.

As per the existing contract there will be a mid-term review with CCDT in line with the halfway point of the project, with a view to continuing the weekly rate of 32 hours for year two.

Agreement that the additional hours will be accompanied by a more formal work programme, which outlines where capacity is required each month. This will ensure effective work planning according to RWT priorities and programme needs, and enable the Partnership to easily keep abreast of progress and achievements and remain confident of the difference this role is making.

**Action: Fiona to issue an amendment to the contract with CCDT, and to agree the process for developing and formalising a work programme with Katy and Tracey McNaboe.**

**Action: Fiona to submit an amendment to our delivery plan to Local Trust to reflect the changes agreed.**

Brighter Futures

Agreed to accept the proposal from the Youth Fed to deliver sessions for young people in Rudheath and Witton, which trials using the mobile hub (bus) hired from St Luke’s Winsford in the first instance, allowing us to reach different areas of the patch on a rotating basis.

The Partnership recognises there is a need to get going with this scheme, and there is plenty of scope to review delivery options with the young people participating as the project progresses.

**Action: Fiona to work with Youth Fed and Katy to plan, launch and begin delivery of this project from January 2017.**

**Action: Fiona to issue grant and contractual agreements to Youth Fed and St Luke’s Winsford.**

**Action: Fiona to submit an amendment to our delivery plan to Local Trust to reflect the project proposals agreed.**

Do it Together

Application deadline Wednesday 23rd November with a view to interviewing w/c 5th December. We will interview any applicants who are local residents, but will select on quality of application and ‘best fit’ rather than where people are based.

Emma Knight CWaC Arts Officer will also provide support to the process so we can be sure we are following best practice.

**Action: Fay and Sue will provide support to the project and will take part in the shortlisting and interview process. Fiona to co-ordinate.**

Space for Us

Agreed that this scheme will change from being ‘the bus project’ to a programme which uses and promotes community venues, as well as using a bus for any appropriate elements, with scope to consider a min-bus or transport to increase accessibility for all sections of the community.

**Action: Fiona to put together a proposal for an alternative delivery model, for agreement by the Partnership.**

Small Grant Applications

Application received from Rudheath Parish Council for support towards their Christmas event at the Venue. This is intended to be a community event which brings residents together and provides something new and innovative for the area. It will also help RPC achieve their objectives of raising awareness of the Venue as a community centre.

RWT agrees to support RPC and award a small grant to the event, as well as offering support with promotion, publicity etc.

Members of RWT are encouraged to attend the event which is on Sunday 4th December from 4pm to 8pm.

**Action: Fiona to respond to Alison Gerrard and issue relevant paperwork.**

Marketing and Promotion

Agreed it is an issue that many people in the area aren’t aware of RWT and that there is a need to focus on profile raising. Many Big Local areas have a small budget in the delivery plan to purchase branded items such as clothing and ‘freebies’ to give away at events as these are a successful way of getting the message out there to people. Another popular method of promotion is providing book bags to school pupils, thereby benefiting very young children and reaching families too.

**Action: Fiona to commission new banners, leaflets, branded goods and other promotional items. Costs to be agreed with Richard.**

**Action: Fiona to submit an amendment to our delivery plan to Local Trust to include a small contribution to promotion and marketing.**

**4. AGM**

**Finance**

Noted that Local Trust have invested the total funding available to Big Local Partnerships, with a view to areas also receiving any interest generated on this investment at the end of the programme. It is expected that further details on this will be announced by Local Trust next year.

Financial statement for AGM (as at end November 2016) agreed by the Partnership. In summary:

Total phase one spend £226,627

Phase two committed spend to date £230,752

Total RWT funding agreed is **£457,379\***

\*This doesn't include the additional allocation to be made to Brighter Futures, or any extra spend this phase.

Ten year spending period began November 2013, expecting to complete in late 2023/early 2024

The current grant offer was initially to run to April 2018, but our delivery programme has been late starting therefore projects will be completing after that. Local Trust monitors our timescales through our regular reporting.

We will need to begin to review our current programme from September 2018, with a view to realistically planning phase three of Rudheath and Witton Together for early 2019.

This means that by the time we have allocated any additional spend to this current phase we will have spent approximately half of the £1m, and have planned delivery for roughly halfway through the ten years.

We have also recently received a summary of our total available Big Local funding. This includes all monies the Partnership has been able to access since 2010, including to facilitate the setting up of our programme, as well as our core £1million. This is as follows:

Getting People Involved 1 and 2

This was the very first funding from Local Trust to get things going at the beginning, and was to cover publicity materials, consultations, any forms of activity that raised profile, useful research etc.

Available £30,000. Spent by RWT £30,000

Creating your Big Local plan

Intended for any costs directly related to production of the Plan itself. A number of areas paid someone to do the actual writing, for example.

Available £2,000. Spent by RWT £0

Big Local plan central pot

£1,000,000 (which includes Pathway funding up to £18,000)

Spending breakdown as above.

Marketplace funding

£2,250 each year for 10 years to every area after a plan is agreed. Marketplace funding is intended for training and support for the Partnership members and anyone else involved in making the plan happen. It was originally provided as an additional £2,250 per year which had to be applied for, but this was found to be too onerous so it’s simply been added as a total £22,500. Funding needs to be requested from Local Trust as and when needed.

Available £22,500. Spent by RWT £0

If anyone has any queries on this additional funding allocation we will need to direct these to Local Trust**.**

The Partnership agreed that there is a need to begin looking at “what have we got for our money” - measuring our impact and reviewing if / how we have achieved our outcomes, particularly as we move towards our next delivery phase. It is important that we try to ensure this is built into project planning, monitoring and evaluation from the start, to ensure we are collecting the right information.

**Action: Irene to forward details of Local Trust Spring events on measuring impact when dates are known.**

**Action: Item for next agenda - identifying what we want to measure from now on. And how will this happen, what action will be required from commissioned projects etc. Does the Partnership want to consider setting up a sub group to consider this?**

**Membership**

Richard and Juliet formally stood down from their roles as Chair and Vice-Chair respectively.

Richard was proposed for re-election as Chair by Bob and seconded by Fay.

Fay was proposed as Vice-Chair by Juliet and seconded by Richard.

**Action: Irene / Fiona to update Local Trust / others on changes to Partnership roles.**

**5. Partnership Structure**

A key priority for the RWT Partnership is growing the number of members - we are not currently meeting Local Trust minimum requirement of 8 for the second year running.

Irene has explained to Local Trust that she is now leading on some work to address this issue; however we can expect them to contact us requesting details of plans we are putting in place as a consequence.

In addition, we know that the current Partnership structure and way of operating is not conducive to attracting new members, and recognise that changes need to be made in order for it to be something people actually want to be part of, and also gain from that participation.

Important that we also recognise this process will be a journey – we aren’t going to re-shape the group solve the issues and recruit additional members overnight, but now need to set a new direction and put in place small steps we can begin to measure success against.

Although we are below minimum requirements we are now at least beginning to deliver activities which will help us with recruitment.

Irene led a discussion on Partnership development and establishing a new model for the group. This is attached at APPENDIX 1

**Action: ALL Board members to feedback to Fiona their thoughts on Irene’s summary, in particular whether this is the kind of structure the group is happy for us to begin to trial?**

**Action: Katy and Fiona to begin to sound out possible new members or associates / champions etc during on-going discussions with contacts.**

**6. The Venue**

There is a need to agree a way forward with Rudheath Parish Council in terms of how we can work together on the Venue as a project, so both parties are benefiting and achieving their own aims and objectives.

The discussions over our potential support for the kitchen renovations have not really progressed. Richard and Fiona recently met with members of the RPC Venue working group and were updated on the plans for the development of the centre, and many of RPCs aims reflect our own objectives therefore there should be opportunity for joint working in the future. However, for RWT to invest time and resources we need reassurance and guarantees that both we and our community will indeed benefit from our investment.

Given the need to reshape the ‘Space for us’ (bus) project, there is potentially scope to incorporate supporting the Venue into this scheme, as detailed in the attached proposal.

**Action: FIONA to attend the forthcoming Venue sub-committee meeting to discuss proposals.**

**7. Any Other Business**

Irene has received a request from Involve Local (Wales) to visit our area, which the Partnership would be pleased to accommodate.

**8. Future meeting dates 2017**

Monday 16th January

Monday 20th March