

# Partnership Meeting

12<sup>th</sup> September 2017 at  
Lynemouth Resource  
Centre 3.00-5.00pm



*Making a Difference*

*in Cresswell, Ellington, Linton and Lynemouth*

<b>Attendees:</b>	Guy Nokes (Chair), Sal Armitage, Clare McKay (Minutes), Kevin Hindmarsh, Rob Cox, Bill Tarbit, John McCann, Pat McCann,
<b>Apologies:</b>	Bob & Christina Manners

		<b>Actions</b>
<b>Welcome &amp; declarations of interest</b>	Bill Tarbitt & Kevin Hindmarsh as members of the LCT Board.	
<b>Minutes of July meeting</b>	The minutes of the May meeting were agreed, and signed off for uploading to the website.	
<b>Matters arising</b>	David Lodge presentation – Bill has responded by email to the queries raised in the bullet points.	
<b>LTO/finance update</b>	<p>A full expenditure report plus a brief summary document were circulated to the Partnership. Clare explained that there were delays on a few of the projects but no current causes for concern. The planned environmental work at Baron’s Walk is now being funded via a Groundwork underspend and the Parish Council.</p> <p>Everything has been completed in relation to the CELL bank account and Rob is awaiting confirmation from the bank which is expected any day.</p> <p>All Partners were happy with the format of the finance update. The Chair asked that these be circulated before each meeting, and everyone come to the meeting prepared to ask questions/raise concerns.</p>	Clare/ Rob/All
<b>Plan Review feedback</b>	Guy fed back to the Partnership the Local Trust’s feedback on the Plan Review which we undertook in March. The feedback was very positive and indicated no concerns going forward. Clare will contact Local Trust to take up their offer of advice	

	on project evaluation. The feedback will also be shared via the CELL website/facebook page.	Clare
<b>Community Places research</b>	<p>Dan Gregory from Common Capital is conducting some research on behalf of Local Trust to find out more about the community spaces (formal/informal, physical/internet based) where the community comes together. The CELL area is one of four that he's concentrating on, and having already spoken to Guy and Clare, he's keen to speak to the Partnership to hear our thoughts on the topic. He's happy to meet with the Partnership as a group, or will speak to people individually on the telephone if preferred.</p> <p>Clare asked everyone to email to let her know if they'd be willing to meet/speak to Dan. Clare will also check with Dan whether he'd also like to speak to the youth groups, or to other CELL project participants.</p>	All/Clare
<b>Data protection</b>	Rob informed the group that YMCA is in the process of updating its data protection policies/procedures to meet the new General Data Protection Regulation which comes into force in May 2018. CELL will be required to work to these procedures when completed. In the meantime Clare is looking at our procedures to ensure we are meeting current legislation. If anyone has any old CELL paperwork please contact Clare to arrange for appropriate storage or destruction.	Rob  Clare/All
<b>Communication with Partnership</b>	<p>Clare reminded the group of the need for responses when email requests are sent out. There was agreement that the weekly email update provided an easier way to keep track of information and respond to requests.</p> <p>There was also some discussion around the best method for recording decisions on important matters and it was agreed that the Partnership would trial using the Doodle text poll to vote/give feedback on Funding Applications etc.</p>	Clare/All
<b>Partnership Review</b>	Guy has been asked to complete the annual Partnership Review on behalf of Local Trust. There is a brief form for individual Partnership Members to complete, as well as a permission sheet to be signed by all members. The deadline for the review is 8 <sup>th</sup> December so it was agreed to delay this until the review of the Partnership's Terms of Reference has been completed. This will be added to the	

	agenda for the next Partnership meeting in November.	Clare
<b>Big Local Shared Learning Event</b>	Clare informed the group about the next Big Local Shared learning event which is in Hartlepool on Sat 21 <sup>st</sup> Oct, 10.30-3.30. The event will be focussing on addressing young people's needs and involving them in Partnerships. More detailed info is expected soon and Clare will email round. Rob will be attending the event.	Clare Rob
<b>Oustanding funding approvals/applications</b>	<p><b>CELL Housing Officer</b> – All agreed that it was important to get this post filled as soon as possible, though Kevin did point out the potential difficulty in retaining staff on short-term contracts. Confirmation of the 2<sup>nd</sup> year of funding was agreed and Bill/Clare will get the £500+ form updated.</p> <p><b>Community Buildings Rationalisation</b> – Karen Wood is busy updating this application with answers to the queries and this will be circulated when received.</p> <p><b>Lynemouth Community Trust</b> – Guy asked for a cashflow projection to support the need for this application. Bill will email this round. There was also some discussion around the specific method of support the Trust needs e.g. a financial buffer or the need to cover a specific regular cost such as admin salaries. Concerns were expressed around how long support would be needed but Bill confirmed that LCT should know more on other applications for support by December. Guy will circulate his comments on the application.</p>	Bill  Guy
<b>CELL admin support</b>	Clare asked the group to consider the need for CELL admin support going forward, as Rebecca doesn't feel that she has capacity to take on the additional work. There was some discussion around the level of support needed and it was agreed that the role would be advertised at 18.75 hrs per week. Rob and Clare will update the Job Description previously drawn up.	Rob/ Clare
<b>A.O.B.</b>	<p><b>Terms of Reference</b> – Clare, Sal and Guy will meet to discuss the key points of the Terms of Reference, and Clare will create a draft.</p> <p><b>Membership</b> – The CELL Partnership is currently operating at a size slightly below Local Trust requirements and we need to recruit new members. It was agreed that we would formally invite</p>	Clare/ Guy/Sal

	<p>Councillor Dunn to join the Partnership, and Clare also asked for suggestions of other individuals (residents or representatives of organisations) who may be interested.</p> <p><b>Partnership Meetings</b> – Clare explained that most Partnership Members seem to prefer the Tues afternoon meeting slot but that not everyone is available at this time. For future meetings, Doodles will offer a range of options and we will alternate days/times.</p> <p><b>Parish Council</b> – Kevin thanked Clare for attending the Lynemouth Parish Council meeting and providing a project update. Clare has contacted both Cresswell and Ellington/Linton Parish Councils to arrange to attend future meetings.</p> <p><b>Karbon Homes</b> – Rob is meeting with a Community Involvement worker from Karbon Homes to discuss the youth provision which CELL has funded and opportunities for partnership working.</p>	<p>All</p> <p>Clare</p>
<b>Date and time of next meeting.</b>	TBC.	