

## Minutes of the Leys Millionaires Partnership Board meeting held on Monday 1<sup>st</sup> July at the Stewart Court, New Arley.



**Present:** Eric Fellows, Cara Green, Gill Hutchinson (Big Local rep), Leigh Kent, Sophia Nasreisfahany (Coordinator), Carolyn Painter (Vice Chairperson), Sheila Passey, Jim Rowe (Secretary), Kelly Shemmans, Trevor Tennant, Virginia Tennant, John Underhill and Jean White.

1. **Apologies:** Sheila Passey, Davina Key (LTO), Sarah Deeming (Youth & Family worker), Jodie Gosling (local borough councillor).
2. **Minutes of the last meeting.** No changes were proposed to the minutes of previous meeting. Carolyn proposed that they be taken as true record of the meeting and seconded by Kelly.

### **Matters Arising.**

An alternative face to face training supplier had been found and the board requested details of topics to be covered. The board also requested that the availability of on-line training also be investigated.

Sophia and Sarah have met with NW Citizen's Advice and are progressing the contract with them for local provision of advice services in the Big Local area. The proposed contract includes the option to train two volunteers.

Board members commented that Elite Sports have started promoting their popup swimming pool but have not mentioned support from Big Local in any of their facebook posts. Elite Sports to be contacted to discuss this. **AP July 2019 #1**

3. **Conflict of interest to be declared.**

The Partnership Board members were reminded to declare any conflicts of interest.

As Kelly has started as a paid worker on the project today she has stepped down from the Partnership Board. As Jim has now ceased paid work on the project he requested to join the Partnership Board, all present were in favour.

4. **Festival of Flight review.**

Sophia gave an overview of the feedback she had collected from the visitors, board members and workers including suggestions for improving the event. The majority of visitors were families with young children and they had enjoyed the opportunity to do something outdoors with their children. Sophia to circulate the feedback when complete **AP July 2019 #2**

There were some issues around flying large kites at the event and which needs to be taken into account when the Events group plan next year's event, possibly some form of time slots for planes and large kites in the main ring is needed.

5. **Policies & Procedures.**

All Big Local areas agree to follow the policies and procedures of their LTO where relevant to the project. Sophia has reviewed the WCAVA policies and distributed a list to the board

with a priority ranking and suggested that the board works through the documents and formally adopt the WCAVA document or decide if they need to write their own where the WCAVA document is not applicable. In order to progress this it was proposed that perhaps 20 minutes of each board meeting was dedicated to this for the next few months.

Sophia asked that different board members took responsibility for one or more documents and became the point of reference for those topics. Sophia suggested that the Social Media policy be the first one to be reviewed and distributed a copy to each board member. Sophia was asked to email the board all of the essential documents for them to read and to either contact Sophia with questions or bring them to the reviews at the relevant board meeting. Sophia to keep track of when the WCAVA documents were updated and inform the board of any changes. **AP July 2019 #3**

## **6. Finance.**

Jim distributed copies of the finance report up to the end of May. The board had also been emailed copies of the six month spend report recently submitted to Local Trust.

## **7. Ansley Action group.**

Kelly gave an update on the proposed defibrillator in Ansley Village. Due to the ribbon nature of the housing in Ansley Village it has been proposed that two defibrillators are installed, one at Croft Mead and one at the Village Church Hall. NWBC would be willing to maintain the Croft Mead unit and Ansley Parish Council the one at the village hall. The group have received several quotations and are proposing to use Arley Medical Services as the supplier. Kelly requested the Partnership Board's approval of the purchase of two defibrillators. All board members present agreed the purchase.

There was a discussion on other possible locations for defibrillators around the area.

The marketing sub group was asked to design a suitable sign/plaque to be used for the defibrillators and other items that had been purchased with funds from Big Local. **AP July 2019 #4**

## **8. Transport.**

Jim has been in touch with WCC regarding the pilot bus fare project that had previously been discussed in 2017 but had not come to fruition, however funding was still included in the new Plan. There is now a new Managing Director at Stagecoach Midlands who is willing to have a discussion about this sort of project. Trevor expressed an interest in attending the meeting. Jim to advise the PB members of proposed meeting dates. **AP July 2019 #5**

[Jean felt unwell and she and Leigh made their apologies and left the meeting]

## **9. Youth sub group update and spend approval.**

Sarah had sent the Partnership Board with a funding request for a portable youth kit for use at outdoor activities around the villages. All board members present agreed to the purchase. A question was raised as to where it would be stored.

The proposal from Sarah for a residential youth trip was debated but it was felt that the proposed cost per child was too much for families with several children. The board asked that Sarah investigates a less costly alternative or is there some way the young people could do some fund raising towards the costs to make it more accessible to families.

Sophia asked for the board's approval of Sarah's final summer activity program that she had slightly changed from the previous submission but the overall cost was still the same. All board members present approved the program and the associated spend.

**10. Community Chest / Asset Fund.**

Sophia is currently revising the application forms and feedback forms. In order to ensure fairness to applicants all requests for funding must use the same application process / forms.

**11. Plan Review.**

Sophia reminded the board that the Plan review meeting was on Saturday 13<sup>th</sup> July 10:00 am to 3:00pm. Gill asked that board members review what had been delivered from the first year of the current Plan in preparation for the session.

**12. Partnership Board training.**

Already covered in Matters arising.

**13. Workers Report.**

Sophia and Kelly asked for some clarification from the board as to what the board required to be included in their monthly reports. A reports style similar to that used by Sarah was requested.

**14. Action list review**

**15. Any other business.**

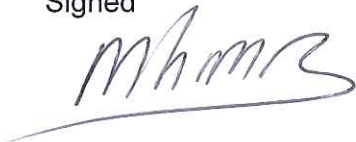
Gill reminded people about the Big Local Connects in Nottingham on 13/14<sup>th</sup> September and to sign up if they wished to go. She also mentioned a new Big Local learning cluster on the environment that was taking place in Lincoln on July 19<sup>th</sup> if anyone wanted to sign up.

Also Local Trust has a new program coordinator who would like to come and meet the group to hear about what we do and how things are going.

**Meeting closed at 9:00pm.**

**Date of next meeting – 7:00pm Monday 5<sup>th</sup> August at Ansley Village Hall.**

Signed



Dated

5/8/19.