



**Big Local Eastern Sheppey Partnership Meeting Minutes**  
**Monday 13<sup>th</sup> June 2016**  
**7.00 pm at 5<sup>th</sup> Sheppey Scout Hut, Dicksons Walk, Eastchurch**

**Present:**

**Partnership Members**

Paul Leacock (Chair & Leysdown Resident) (PL), Andy Booth (Vice Chair & Eastchurch Resident) (AB), Daniel Perriam (Eastchurch Resident) (DP), Mark Brown (Bay View Resident) (MB), Lee-Anne Moore (Warden Resident) (LM), Sharon McNaboe (Warden Resident) (SM), Ivor Gough (Eastchurch Resident) (IG) and Lynd Taylor (Warden Resident) (LT)

**Residents**

Sandy Hammock (Minute Taker & Warden Resident) (SH), Pauline Wenham (Treasurer & Leysdown Resident) (PW) George Heath (Bay View Resident) (GH), Christine Taylor (Warden Resident) (CT) and June Heath (Bay View Resident) (JH)

**Other Members**

Paul Murray (Oasis Academy Sheppey) (PM), Jim Boot (Big Local Rep) (JB), Sean Leacock (Project Co-Ordinator) (SL), Sarah Williams (Swale CVS/LTO) (SW) and Jo Burt (Swale CVS/LTO) (JoB)

**Apologies:**

**1. WELCOME AND INTRODUCTIONS**

PL welcomed everyone to the meeting. Introductions were made by all members.

**2. CONFLICTS OF INTEREST**

AB declared an interest in item 10 and will leave the meeting for the remainder of this item once he has given his presentation.

**3. MINUTES - ACCURACY**

All agreed to be an accurate representation of the meeting.

**MATTERS ARISING FROM MEETING ON 13<sup>th</sup> June 2016**

No.	Action	Update
1	Crèche provisions for Training Programme	SW advised it is difficult to work out if we need this as we will not know how many will require this until they book. It will work out approximately £60 per session for two crèche workers. The children centre also advised that the crèche cannot be in the same room as the training and this may cause a problem with the village halls. We could not have training with crèche facilities at the Scout Hut as there is not the space, but could use Eastchurch village hall and the House project, if both rooms are available, we are unable to use Beaches Children centre as they will not hire a room out

		to us to run the training programme and have another room for the crèche. The qualified crèche staff are provided by Children's and Families Ltd.
2	Deliver findings regarding a website.	PL passed this over to MB to discuss in more detail. MB advised that the Website sub group have received three quotes ranging from £455 to over £1500 for the same package. MB advised that the partnership need to decide on the name for the website as they want the website to be up and running as soon as possible. This will also include a contact page, which will link to project worker, who can then forward on the information to the partnership. PL suggested 'BLES', SW suggested 'Eastern Sheppey' and AB suggested 'Big Local Eastern Sheppey'. It was voted by the partnership on 'Big Local Eastern Sheppey'. MB asked which company he should go to for the website and it was decided that MB should contact Appofy and the website will be <a href="http://www.biglocaleasternsheppey.org">www.biglocaleasternsheppey.org</a> . AB suggested that we pay 50% now and the balance once the website is up and running.
3	Agendas for the coming year	PL said that he went to Big Local learning and networking event: Thinking about a separate organisation and was very interesting, but if we want to look at taking on bigger projects and becoming a charity it may take up to a year, but will allow us to be able to obtain funding. SW proposed that if we want to take any larger projects forward then we need a legal structure and suggested a smaller group is set up and meets to discuss this and bring back a proposal to the partnership at the next meeting or meeting in September. SW suggested the structure should be charitable company (limited by guarantee) or charitable incorporated organisation (CIO) that gives you charitable purposes and the ability to be limited which reduces your liability. PL added that the liability can be set at possibly £1.00 to which SW advised unless you are fraudulent or negligent. JB advised that this works best where you have a significant project to add some real momentum, as people get more excited about building a structure around a big project. SW proposed that the group has one partnership member from each area; PL suggested that the current group for Year 3, 4 and 5 Big Local Plan could discuss this. but this group currently has no Eastchurch representation. AB said he would be willing to help this group and that he would be interested as what other Big Local groups have done. PL will email suggested dates to MB, LT & AB to arrange a date to meet and discuss the legal structure.
4	Cycle Hire Scheme	AB reported that the findings are not sustainable and therefore his recommendation is to not continue with this project. PL advised that this project will be stopped.
5	Project plan with start, middle, end and milestones, so if anyone does want to join in at any point,	SW advised that they were asked to produce a Project Plan. SW advised that this has been emailed out to everyone and handed out a copy of this to each member, each project would have its own plan, and so the partnership could see how far each project is and could possibly help with

	they will know exactly how far the project is	<p>particular actions and do something towards helping the project. This plan has been adapted from the commissioning checklist that we had in 2014, where we was looking at commissioning external projects like the Cycle Hire Scheme, so has been adapted to fit any project that we are delivering in Year 2. AB stated that it is a superb document and covers everything that was previously spoken about and asked for, but AB queried line 10 on the document as text seem to be missing, SW will have another look at the document. SW asked if the action for implementation has been covered for all thirteen projects and PL and AB agreed it has.</p> <p><b>Action 5: SW to look at the document to clarify what text should be at line 10 and amend as necessary.</b></p>
6	Re-design DofE Poster	SH advised that this was completed and a copy emailed to MB, who advised was happy with the new design.

## 5. PROJECT WORKERS UPDATE

- 1) Participatory Budgeting Event – SL advised that JoB will discuss this in more detail. JoB handed out the PB event flyer with guidance notes to all members. The flyer has been given to local shops, organisations and village halls to display the flyers and so far four groups have expressed an interest to apply. We need a minimum of five groups to proceed with this event. An article has been placed in the Sheerness Times Guardian and JoB has also been on local radio to promote this event. MB queries how the voting works if the first group only has ten people voting in the audience, then the following group there are twenty people voting, how will this voting system work. SW & JoB advised that voting members have to be there by 10am, anyone that turns up after this time, will not be allowed entry into the event. AB asked who will be the compare for the event and SW asked who they would like to compare? No one came forward from the partnership at this time to compare. SW advised that this is the Partnership event and that they should decide. Partnership queried the time and the fact that groups and the public have to be there from 10am until 3pm. LM advised that it doesn't clearly state this on the flyer. SW & JoB advised that the general public have to book for catering purposes and the hall capacity and that people cannot just turn up on the day. AB and PL advised they will be there on the day to help. SW asked the partnership that if we have enough money to give to all the groups on the day, if the partnership would consider cancelling the event and just giving the money to the groups. AB and PL said that they do not like that suggestion and that they should consider with the PB event. The Big Local Eastern Sheppey 'Big Cheque' will be there on the day for photo opportunities. CT stated that their group is at a disadvantage as the date has changed from the when it was originally agreed and CT and LT from the Warden Bay Over 50's club will now be on holiday and the person that they can ask to come along to represent their group and do a presentation will not be able to stay for the whole five hours. SW advised CT that for their group there will be funding available through the normal Community Chest Funds and CT should speak to SL about this. IG asked if the scouts came down, would they be expected to stay all day, SW advised it would depend if they wanted to vote or not, if they wanted to vote then they would have to stay for the whole event. There is no minimum age to vote, they just have to be able to use the voting keypad. GH thanked SW and JoB on all their hard work they have do so far for this event. PW advised that she has forwarded on the original information but had not received the PB Flyer. SW will ensure the PW has these to give out. LT queried what checks we will be doing on those that are voting, to ensure that they live in the area; SW advised that they will be voting on a project that will only be happening in Eastern Sheppey and that we should not restrict people coming to the event, it should and will be open to all. AB queried publicity on the day; SW advised the local press

have been informed. SW advised the Mayor has been invited and also Gordon Henderson has also been invited but no response has been received from either as yet.

**Action 16: Partnership to decide who will compare at the PB event.**

- 2) Community Chest Funds Monitoring Form – SL advised that he has been in contact with Eastchurch Cricket Club regarding their form that they have not yet completed and has spoken to someone at the club twice and also sent three emails. A final email was sent to the club on Tuesday 7<sup>th</sup> June stating that if they did not return the completed monitoring form by 4pm on Friday 10<sup>th</sup> June, then SL will be requesting the full funds to be returned. SL has still not received any response from the gentleman concerned, so SL spoke with Big Local Trust for advice, who advised SL should try and contact a Trustee or accountant at Eastchurch Cricket Club. SL advised that he is in fact in contact with the highest person at the cricket club. SW has this afternoon sent another email to the gentleman concerned. SL also confirmed that he has received the bank statements and monitoring form from Leysdown Village Hall and the monitoring form from Leysdown Over 60's club.

**Action 9: SL to report back if response or the funds has been received from Eastchurch Cricket Club**

- 3) Community Chest Fund Applications – SL advised that he has received two old applications for the previous £500 funding rounds, one application is for a dog bin outside the doctor surgery in Warden and another for six benches in Warden. Unfortunately the dog bins are down to Swale Borough Council (SBC), so we cannot support this but SL has spoken to SBC and they will look into having one installed in this area. Unfortunately both applications are from the same individual and as AB and LT pointed out we are unable to fund individuals and the Community Chest applications are not currently open.

**Action 17: SL to contact the resident and explain we are unable to fund individuals and that the Community Chest Fund is not currently open and suggests they contact Warden Parish Council.**

- 4) Street Games – All now fully installed in Warden. Pictures are on Facebook and Twitter of residents using them. SL also advised the partnership that on the day of installation he was informed by a resident that they were being installed wrong, so SL was onsite during the installation to ensure they followed the plans as per the sign off by Danny Rumbol. Also whilst there SL was able to give out over 30-40 Big Local goody bags to residents and also spoke to children and parents.

- 5) Benches – Warden Parish Council has been contacted three times to get a copy of the minutes, still no response, so we cannot move forward with this item until we have these. PL suggested we write to the Chair of Warden Parish Council directly and request a copy of these minutes. AB suggested we give them five working days from the date of the letter to respond and if no contact is received then we remove the offer of funding for the benches. SL advised that all current benches that have been installed will be treated next month.

**Action 7: SL to write to Chair of Warden Parish Council and request a response within 5 working days, if no response then the offer of funding will be withdrawn.**

- 6) Coffee Morning – Will be every week on Tuesday mornings 10am – 11am at the Scout Hut in Eastchurch. SL and SH met with five residents and discussed what the future projects are. SL has also contacted Sheerness Times Guardian to have the coffee morning promoted. JH suggested it also be advertised on the website 'Streetlife', SL will look into this.

**Action 18: SL to advertise the coffee morning on 'Streetlife' website**

7) Dog Park – Peoples Postcode fund does not open until September 2016. SL is looking into other funding options. PL advised that Graham Tuff at Swale Borough Council gave permission through Leysdown Parish Council when PL was on it two years ago, to be able to use the land. PL has recently been in contact with Graham Tuff and he has stated that we would have to go through Leysdown Parish Council again. PL will be attending Leysdown Parish Council meeting and will ask them to agree and have it minuted that they will support us using the land as a Dog Walking Park. JB also pointed out that it may be difficult for it to be leased to Big Local Eastern Sheppey as we are not a legal entity, Swale CVS could lease the land, but this is why it would be important for the partnership to look into become a charity.

**Action 19: PL to attend and request to have the dog park minuted and agreed at the next Leysdown Parish Council meeting.**

8) Harty Flower Show – Is on 2<sup>nd</sup> – 3<sup>rd</sup> July and SL feels it would be good advertising for Big Local to be there. SL asked for any other volunteers to help him on the day and PW said she would help. SL has already booked a pitch and will take the gazebo and goody bags to hand out.

9) Leysdown Carnival – Saturday 30<sup>th</sup> July. SL is after a team of volunteers to come up with a design for the float, which he has managed to obtain the trailer from John Burden. This will be towed by PL car. GH suggested that the insurance may change. PL advised that people will be walking beside the trailer and not on it. AB asked if there is a Carnival Committee and a theme. SH advised that the previous minutes the champions for the Leysdown Carnival are PL and PW. AB suggested we give out balloons, pens etc. GH asked if there is any more news on a Marching Band, SW will look into this. SL asked who else would like to be on the Carnival Committee with PW, PL, CT, LM and IG offered to be the Leysdown Carnival Committee. PW asked about a sound system, PL advised that if we do not have a marching band, then we will find something appropriate to play. Leysdown Events Organisation (LEO) had asked for money towards a new mascot but PL advised that they still have £500 from a previous Community Chest fund for their Postcard project. SL has been in contact with Tracey Pullen-Feaver, who said she will send over the monitoring form, but SL has not yet received. PL advised that they should not have further funding unless they can prove they have spent the previous community chest funds on the Postcard Project or return the £500 community chest funds. AB proposed that we put in a formal request to have the funds back unless they can prove they have spent it, then we can look at their request for funds for the Mascot, but we will need to see proof of the Mascot.

**Action 20: Leysdown Carnival Committee consisting of PW, PL, IG, CT, SL and LM are to arrange the theme and design for the float for the carnival.**

**Action 21: SW to try and arrange a Marching Band, if no band is sourced then PL to organise a sound system to play appropriate music for the float.**

**Action 22: SL to contact Leysdown Events Organisation and ask for proof that they have spent the £500 of Community Chest Funds given last year, if they have not then we request that we have the funds back.**

10) Early Years Provision for Eastern Sheppey – SL met with Jim Duncan, Children and Families Ltd in Sheerness to discuss what he thinks are the gaps are in the market in this area. Jim Duncan has come up with a couple of ideas that are currently running in Sheerness and will research this in more detail and give to SL to discuss at the next partnership meeting. SH advised that LM was the Champion for Early Years provision, so maybe LM could help SL with this item, LM agreed.

**Action 23: Item to be tabled at the next meeting and SL to present findings.**

## 6. LOCAL TRUSTED ORGANISATION (LTO) UPDATE

SW advised that the underspend of £121.84 has been sent back to the Local Trust, the only money that has been spent from Year 2 so far is only for salaries.

## 7. RECOMMENDATIONS FROM THE LOCAL TRUST ATTACHED TO THE YEAR 2 FUNDS AND BIG LOCAL REP UPDATE

JB spoke about the offer letter from Local Trust and the conditions regarding the grant money. The key point was regarding finances and minutes and these being made available to the public. The second point was using the term representative on our current terms of reference as these miss-represents the ethos of Big Local Partnership as an unelective and informal group and the final point was voting rights being assigned to residents after they have attended three successive meetings and are willing to sign the memorandum of understanding/code of conduct. JB advised that we have met the condition regarding finances and minutes and these have been made available to the public and that he thinks that we have also dropped the term representative, but JB feels the partnership are still challenged by voting rights assigned to residents after attending three successive meetings as you already have your three people from each area and JB has had a look at the terms of reference and would like to arrange to meet up with PL, AB and SW to discuss this and make a new draft for the terms of reference and bring back to the meeting in July to discuss with the rest of the partnership. JB advised that this needs to be in place by August 2016 and that he needs to repost back to the Local Trust that this has been actioned. PL agreed that a small group needs to look at the Terms of Reference and these can be emailed out to the partnership to look at and then bring this to the next meeting. JB raised the point AB asked regarding the suggestion of other Big Local projects that required different structures to be formed and JB mentioned about the Hastings group and a redundant small Power Station site, which the Hastings group formed a Community Land Trust to require the Power Station site, which one project they are doing from this is building a cycle path through the site and then possibly community self-build homes on the site for up to 60 homes.

**Action 24: PL to arrange a meeting with JB and others to discuss the Terms of Reference and bring this back to the next meeting to be tabled.**

## 8. SUMMER PLAYScheme

SL has had contact from Sheppey Matters in asking what we are doing regarding the Summer Scheme, so they do not run projects at the same time. SL advised that it takes at least four weeks to plan the scheme, 2-4 weeks to deliver, depending on how long we decide to run the scheme and two weeks to tidy down, take back equipment and evaluate. SL proposed that there are three options we can take, 1) Commission someone to organise and deliver the project 2) SL and his team can deliver the project as they did for Easter and the Summer scheme last year 3) Bringing someone from SL's team to lead and run the project, SL could be on call and attend the scheme at registration and at the end of the day, giving SL time to continue pursuing the other projects. As SL pointed out that the Summer scheme can take up to two months to plan, deliver and evaluate. LM suggested that she can help out on some days, subject to DBS checks. LT advised that he can fully understand that during the three weeks SL attends the Playscheme that other projects will not be looked at, so LT feels that SL should ask someone from the team to take the lead and run the scheme. CT also offered to help subject to DBS checks. PL asked the partnership to make a proposal and asked are we running a Playscheme, which the partnership agreed that we will. SM also agreed with SL that is a bit much for the partnership to try and expect SL to do the Playscheme and other projects, as she knows how hard and how much time goes in to running this type of scheme and feels that if SL feels it would support him more in asking someone from

his team to run the Playscheme, then we should support this, so SL can work on the other projects. SL advised that he has someone in mind in his team that he can approach and ask to run it for him. SW asked for clarification if this person is to run or plan the scheme, SL advised this person will only run the scheme on a day to day basis for him and that SL would have arranged everything already for the Playscheme, so they would be the lead person on the day. AB pointed out that SL is the paid worker to deliver these projects and if someone else is to run these projects, then this is done on a voluntary basis and that no further remuneration for this and where does the obligation fall if something was to go wrong and that person is unable to contact SL on the day as the ability to react immediately then goes or is this just assistance for the whole thing. SL advised that this was his idea as he feels up to eight weeks is a long time to not be looking at other projects and this would give him the ability to carry on with the other projects. SL is more than happy to deliver the Playscheme, but the partnership has to be made aware that SL will not have time to move any other projects forwards during the time of the Playscheme. AB added that we already have the framework in place for the Playscheme and feels that asking for four weeks to plan the Playscheme is too long. SW advised that the partnership will therefore need to agree how much of SL time is used in planning the Playscheme and SW proposes that SL spend two days per week from 27<sup>th</sup> June until the Playscheme starts planning the scheme as the framework is in place. If two days per week is not enough, the Swale CVS does have an admin apprentice that could help support SL in the planning at a minimal cost. LT stated that this proposal sounds ok, but he still feels that SL cannot give his time to the other projects while spending four days per week running the Playscheme and feels it better that SL has someone run the scheme during the day and SL only attend for a couple of hours, freeing up SL time to continue with the other projects. AB proposes that SL contact the heads of school so we can send out a flyer to the parents asking how long the parents want the Playscheme, 2, 3 or 4 weeks and to also ask the heads of school if the sites are available. SW handed out information from Ofsted and conditions that the Playscheme has to follow in not having to be registered and advised that one condition is that we provide no more than two activities per day. PL also asked about charging a nominal fee, which SW advised we can charge. SL advised from the evaluation forms last year, parents did state that would be willing to pay a fee. AB proposed £5.00 per day; SM states that £5.00 per day is too much for this area. LT proposed £3.00 per day. Partnership voted on £3.00 per day. AB pointed out that once we send out the flyer; if we get minimal response from parents then we know that charging a fee may not work.

**Action 25: SL to contact Heads at Eastchurch Primary School to check sites are available and arrange flyer to be given to schools to send out to parents asking how long they want the Playscheme.**

**Action 26: SL to arrange for a member of the Playscheme team to run the Playscheme during the day to allow SL time to work on other projects. SL will attend the Playscheme during registration of the children in the morning and when the children are being collected at the end of the day.**

## **9. BIG LOCAL VEHICLE**

SL advised that he got four quotes on different vehicles and that the quote for a Vauxhall Zafira 7 seater car was the best deal as the seat go down inside the car to make it similar to a van and could be used for transporting equipment for the summer scheme or participants for the DofE, this quote was for £290.72 +VAT per month, this price also includes maintenance. The vehicle would be white and we would be allowed to sign write it with the Big Local logo, for comparison the same vehicle for a two week hire in August would cost £682.78. PL pointed out that the monthly cost would only allow SL to drive on the insurance, so if other partnership members wanted to be added, they could but this would impact on the price. SH asked why it would have to be a vehicle and not a mini bus, JB pointed out that only certain people depending on their licence could drive a mini bus, but everyone with a normal driving licence could drive a car and gives you more flexibility on who can drive the car. AB asks to look at the practicalities of having a car, how many

events we will be using the vehicle for this year, PL states it would be used every day at the Playscheme, carnival events, flower festival, DofE expeditions, to which AB states would equate to approximately 2 months per year at a cost of £3600 per year for a car to potentially sit somewhere for up to ten months per year not being used and would be a waste of money. SW stated that Swale CVS Trustees will not take on board a minibus and put it to go out into the community as it is too much risk as it would be the Trustees signing the lease and not anybody else, so a minibus is not an option. LT declared an interest and stated that as he runs a Taxi firm, he would at a cost, be prepared to move equipment for SL, when needed. AB proposed not to go for a sign written vehicle at a cost of approximately £300 per month and to get quotes on hiring a vehicle only when is needed, all partnership members agreed on this.

**Action 13: SL to get quotes on vehicles to hire, when needed, for each event.**

## **10. SUPPORTING LOCAL SCHOOLS AND PRE-SCHOOLS THROUGH A PARTNERSHIP FUND**

AB handed out a Memorandum of Understanding on a proposal to provide additional computer equipment to Eastchurch Primary School, this document suggests that if Big Local goes for this Big local could use the equipment when the school is not using them for any purpose we choose, AB had declared an interest in this as he is Chairman of Governors at Eastchurch Primary School. AB needed to clarify that the Local Authority (LA) does have an obligation to provide teaching materials for the school; these laptops would be in addition to those already provided by the LA. The school would provide the charging towers for the laptops. SH asked who would be liable to ensure the laptops are kept up to date, AB confirmed that it would down to the school, who will maintain them and keep them virus free. Each site would be given access to 15 laptops, so the proposal is to provide 30 laptops that the school would purchase as they are able to obtain better buying power and discounts when purchasing and AB also advised that we can have a Big Local logo vinyl sticker put on each laptop stating that they were supplied by Big Local Eastern Sheppey. CT asked JB if this is something we can do and JB confirmed that he had checked with the Local Trust and it is down to the partnership as long as Big Local funding is not replacing statutory funding and should be additional funding. MB pointed out that he feels we are spending too much money on early years which GH agreed and GH asked if the laptops could be used to teach computers to older people, which PL advised that is was agreed at the last meeting on a training plan to include IT training and the laptops could be used for this purpose. LM asked for clarification on when the partnership could use the laptops, as we would should not be using them during school time as the school would have a timetable to work towards, AB confirmed that Big Local can access the laptops out of school hours only unless already pre-agreed with the school. SW advised that we have to support this on the proposal as it gives the school the opportunity to have 30 new laptops. AB also wanted to clarify that Eastchurch Primary School is a unique site as it is one school split over two sites and no other school in Kent is like it and that that if it was classed at two schools then they would receive £150,000 per year more from Kent County Council. PL asked about VAT on the laptops and if the school is able to claim this back, AB suggests that the school purchase laptops and then gives the invoice to Big Local and this would exclude the VAT. AB then left the meeting. LT and LM declared an interest in this as their grandchildren and children attend the school, IG and PL stated that this should not apply as it does not specifically help just those children but helps all the children at the school. LM stated that she does not agree on the pre-arranged time that Big Local could use them as LM feels this is detrimental to the children's education and that Big Local should only have access to the laptops when the school is closed. PM also agreed that if they are for school use then they should only be for school use during school time and only be available to Big Local after school, weekends and school holidays. PL asked the partnership if they would agree, that even though the memorandum has been written that the partnership will not ask for the laptops during term time, which LM agreed. SW raised the issue that VCS Training may not then be able to deliver all the planned training from the agreed training plan as they do not have 8-10 laptops but only 3-4 laptops that they can used for training purposes and as we will now have an underspend of £8,000 from the Big Local Vehicle, could we look at purchasing four laptops for the partnership that could then be used for training purposes.



PL stated that this would have to be proposed after this discussion and when AB returns to the meeting. PL proposed that the clause under Eastchurch Primary School will: point 2 - At the beginning of each term a list of dates will be given that a certain number of laptops will be required by the training programme; this will be no more than 1 day in any given month be left in the memorandum, but the partnership would not act on it. PL advised that the memorandum needs to state that each site will be given 15 laptops. MB raised his concern that Big Local is being seen by the older people in the area as only helping out the under 11's, PL advised that these people are welcome to attend the partnership meeting and raise their issue here, but they could also see exactly what the partnership have done for older people in the area. PL asked for the partnership members to vote on the proposal for the laptops subject to point 2 under Eastchurch Primary School being removed from the memorandum, SM declared an interest in this proposal as she is also a Governor at Eastchurch Primary School and therefore would not be able to vote on the proposal, after a vote 5 members agreed and 1 member against, proposal carried. AB came back into the meeting and PL advised AB on the outcome of the proposal and stated that point 2 needs to be removed, AB agreed this would be amended. PL also proposed that four more laptops would be purchased for VCS Training to use for the training plan and these would be purchased by the school with their laptops and then the four would be given to VCS Training, partnership members agreed.

**Action 27: AB to arrange for point 2 under Eastchurch Primary School will: in the memorandum of Understanding be removed.**

## **11. ANY OTHER BUSINESS**

SH advised on a company that she had been contacted by regarding TiksPac bag dispenser stations at various locations throughout the borough with one being at Leysdown Football Pitch. TiksPac are working in partnership with Swale Council as the station has space for companies to purchase a media spot in order to display their company logo. The partnership felt that the cost was too much and not something Big Local would be interested in.

**Meeting closed at 9.42pm**

**Next Meeting on Monday 12<sup>th</sup> September, venue TBC**