



**Big Local Eastern Sheppey Partnership Meeting Minutes**  
**Monday 11<sup>th</sup> July 2016**  
**7.00 pm at 5<sup>th</sup> Sheppey Scout Hut, Dicksons Walk, Eastchurch**

**Present:**

**Partnership Members**

Paul Leacock (Chair & Leysdown Resident) (PL), Mark Brown (Bay View Resident) (MB), Sharon McNaboe (Warden Resident) (SM), Ivor Gough (Eastchurch Resident) (IG) and Lynd Taylor (Warden Resident) (LT)

**Residents**

Sandy Hammock (Minute Taker, DofE Co-Ordinator and Warden Resident) (SH), Pauline Wenham (Treasurer & Leysdown Resident) (PW) George Heath (Bay View Resident) (GH), Malcolm Pamplin (Leysdown Resident) (MP) and Christine Taylor (Warden Resident) (CT)

**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:** Andy Booth (Vice Chair & Eastchurch Resident) (AB), Lee-Anne Moore (Warden Resident) (LM) and Daniel Perriam (Eastchurch Resident) (DP)

**1. WELCOME AND INTRODUCTIONS**

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

**2. CONFLICTS OF INTEREST**

These will be stated when relevant.

**3. MINUTES - ACCURACY**

Were agreed to be accurate, proposed by IG and seconded by LT, vote carried by 5 partnership members.

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

No.	Action	Update
1	Crèche provisions for Training Programme	SW advised that as per the last meeting this option is too expensive to pursue. Action closed
2	Deliver findings regarding a website.	MB confirmed that we have the domain name and a prototype website has been set up. MB passed around some screenshots of the website. LT asked if there is a timeline for the website to be live, which MB confirmed is 4 weeks from now. Contract has now been signed off with Appofy and MB will arrange a meeting with AB, LM and SW to meet with Appofy to decide on website template and this

		will be emailed out to partnership to agree. JB asked who will own the domain name, which SW confirmed would be Swale CVS.
3	Year 3, 4 and 5 Big Local Plan.	PL advised that he sent out an email to partnership for ideas and is still open to suggestions. JB advised that the proposal needs to be in ideally by end of January 2017 as Local Trust will turn around and make a decision on the plan within 4 weeks. PL advised that the outline proposal will be drafted by October to bring to the partnership by December.
7	Copy of the Warden Parish Council minutes for Bench installation	PL advised that SL sent a letter to Warden Parish Council (WPC), and PL received copy of the minutes and an agreement in this month's agenda. PL attended the WPC meeting and the benches was on the agenda and the parish council members agreed on the location of the benches and that they would send a copy of the minutes with a map to PL within two weeks. WPC asked for 3 plastic benches and a copy of BLES budget. SW will send out copy of budget to WPC. Benches are approximately £600 each and there is a cost of over £3,000 for installation. LT proposed for the benches in indestructible plastic, SM seconded and vote carried by 5 partnership members subject to receiving the minutes from WPC.
11	Progress on postcard project with Leysdown Events Organisation	SL advised he has spoken to them and they have sent back a monitoring form, but for different community chest funds and not for the postcard project. SL has requested from Mary Culver a monitoring form for the postcard project, which SL should receive back within a week.
13	Move equipment for events	SL to get quotes for Man & Van or from LT when needed
14	As soon as the Year One spend has been ratified by Local Trust, the report can be published beyond the partnership	SW asked where would the partnership like it to be published and advised that they have been sent to Warden, Leysdown and Eastchurch Parish Councils. PL suggested we share it with all organisations that had Community Chest Funds, if they have email. SH suggested it be published on Swale CVS website. PL suggested a newsletter be sent out and advertise if people want a copy to contact SL who will send one out. JB agreed that it should be published on Swale CVS website under the Big Local project page. PL suggested about putting on Facebook page. SW to publish on Facebook page and Swale CVS website.
17	Community Chest Fund Applications	SL confirmed that he contacted Swale Borough Council and they will be monitoring the area over the next few weeks to see if a Dog Bin is needed and that he contacted the resident to advise them of the actions.
18	Coffee Mornings	SL advised that he has not advertised on Streetlife, which PL advised this action is for AB as he runs Streetlife for partnership, but SL has advertised on Facebook page and Twitter. SW also suggested as per LT advice, that we change the days around to try and allow more people to attend and PL suggested that we do some evenings too.

19	Dog Park	PL attended Leysdown Parish Council (LPC) meeting and asked for it to be an agenda item, which they didn't action. LPC are now saying that we need to consult with the local residents at the top of Wing Road to find out if they would be affected or offended in having the dog park behind them. SL advised that they currently have 110 signatures in support of the park.
20	Leysdown Carnival Committee	PL has looked at Risk Assessments for Carnival Floats and is quite involved and not as straight forward as previously thought. For a vehicle and trailer we would need four Marshalls around the float, but we do not have enough volunteers for this option. PL suggests we use his van with Big Local banners either side of the vehicle with a banner on the back advising people for a free bottle of water and balloon to find our stall on the spinney, when people go to the stall we ask people to email SL and on his out of office reply would be a password, which once they give us the password, they would be given the water and balloon and we would have their email address. Flyers to be designed to be given out while on route with the carnival asking people to go to the Spinney to get the water and balloon. H&L Graphic can design the flyers to go on vehicle. Water, Curling ribbon and helium will need to be purchased. £500 budget to purchase items for carnival. Proposed IG, Seconded LT and partnership vote carried.
21	Marching Band for Leysdown Carnival	SL has been in contact with a local band and if they can get the volunteers they would be prepared to attend the carnival. £100 donation was suggested. Proposed LT, Seconded IG and partnership vote carried.
22	Leysdown Events Organisation Community Chest Funds	SL confirmed that he has received the monitoring form but he has not received the receipts, so has asked them for these.
23	Early Years Provision for Eastern Sheppey	SL advised that he has been given a contact from Jim Duncan and he will arrange a meeting with this person and LM.
27	Supporting local schools and pre-schools through a partnership fund	SW advised that laptops have been ordered.

## 5. PROJECT WORKERS UPDATE

- 5.1** Harty Flower Festival – SL attended this and gave out goody bags with leaflets about summer scheme, DofE and also asked people to sign the Dog Park petition. PL advised that SL was originally only attending one day, but while at the event PL, IG, LT and MB advised SL that they wanted him to attend both days. SW raised her concern regarding this as SL is employed by Swale CVS and due to working both days at this event, SL has now worked 11 days in a row. The partnership need to be aware that SL is not managed by a committee and Swale CVS has a care of duty towards SL and in future the partnership must discuss this with either SW, JoB or AB before making their own decisions regarding SL working pattern that has not previously been agreed.

**5.2** Summer Scheme – Both sites have been contacted and the school is happy for the scheme to be held there, but due to deep cleans at both sites, the scheme will be held over three weeks from 1<sup>st</sup> August until 19<sup>th</sup> August. Leaflets have been dropped off at both sites and should be given out in book bags on Friday 8<sup>th</sup> July. Staff has been recruited and safeguarding training has been booked in. SL has been in contact with local riding stable and fishing group. SL has developed a workshop plan in art projects and science experiments so the team knows how to run the workshops on the day. SL will arrange all the training to the team to ensure they can effectively deliver these programmes. SH raised concern that there will not be enough training time allocated to ensure the team knows how to run these workshops successfully.

**Action 28: SW to meet with SL and SH to discuss concerns with training**

## **6. LOCAL TRUSTED ORGANISATION (LTO) UPDATE**

**6.1** Financial Report - only money that has been spent from Year 2 so far is only for salaries. Once the money from PB event has gone out, then financial report will be sent out. JB said that Local Trust would like to see in the financial report details of actual spend and commitment and will speak to SW about this.

**Action 29: JB to meet with SW to discuss that Local Trust would like details of commitment as well as actual spend in report.**

**6.2** Life Chances Fund, which is an £80m fund to help those people in society who face the most significant barriers to leading happy and productive lives and SW has been contacted by other Big Locals in Kent and Medway about this fund and would we consider working with the other local Big Locals and SW is meeting with them on 4<sup>th</sup> August to discuss this in more detail.

**6.3** Red Zebra Community Solutions, CVS that covers Thanet and Dover area and they are working with Unlimited/Star People have been in contact and would like to bring their roadshow across the area in November and would like us to find a venue and refreshments for them. Partnership decided that they are not in a position to accommodate it this year, but will look at this for next year.

**6.4** Participatory Budgeting Event – JoB handed out the report. 53 people attended. 34 groups had expressed an interest in applying; only 16 groups applied and attended on the day and 12 groups were successful in their applications. Total amount awarded on the day was £7615.39. PL queried the staffing costs and SW explained that there was a lot of background work to this event including venue hire, food and refreshments, printing, advertising and staff costs which involved a small team of people and not just SL in organising the event and Swale Borough Council will not do this type of event and give out less than £10,000 due to the resources of putting on the event. SW advised there are some recommendations in the report for the partnership to consider. SW will advise on actual staffing costs.

**Action 30: SW to work out Staffing Cost for PB event and report back to PL.**

## **7. TERMS OF REFERENCE**

PL spoke about the change in the Terms of Reference to agree the suggested amendment to include the partnership will: Towards the end of the existing Plan, oversee or commission the development of a new plan and the partnership aspires to balance an equal number of residential members from each of the three civic parishes. Should this balance become unequal, the Partnership will actively seek new resident members from the civic parish where there is a shortfall. Proposed MB, Seconded IG, partnership vote carried. JB also suggested that the AGM is publicly published and when do you agree changes as these are not currently in your Terms of Reference and would suggest that these are tabled for discussion at the next meeting. SH asked if there are any job roles for Membership Officer

as per the current Terms of Reference, which JB agreed would be another thing would need to be discussed as you do not currently have these.

**Action 31: Terms of Reference to be tabled for next meeting.**

## **8. DUKE OF EDINBURGH'S AWARD UPDATE**

SH advised that we currently have one participant signed up, as a direct entrant for Silver award. The Bronze Expeditions that were booked in for September and October have been cancelled as we do not have any Bronze participants. SH and SL will be visiting Warden on Wednesday to do a leaflet drop and also capture the school students as they get off the bus. We are now known as DofE Big Local Eastern Sheppey and logos have been updated. A new pilot is in place that children can now start aged 13 but must be in Year 9 at school. SM suggested emailing the Sittingbourne schools. SH also showed the training manual that has been compiled, it is still work in progress, but so far covers lesson plans and handouts for all Map & Compass, First Aid and Expedition training.

## **9. MINUTE TAKING**

Swale CVS was on trial for three months at three hours per month and this trial has now come to an end. SH who has taken on this role stated that three hours per month is not enough, as currently the last couple of meetings have been nearly three hours long and suggested that one day per month is a more suitable figure. SW said that the role would also need to be agreed as this is currently not clear. Proposal for Swale CVS to provide secretary role, including minute taking and typing up, sending out minutes to partnership and arrange agenda for next three meetings at an approximate cost of £100 per month. Proposed LT, Seconded PL, partnership vote carried.

## **10. LEYSDOWN CARNIVAL**

Discussed under Matters Arising.

## **11. ANY OTHER BUSINESS**

SW suggests that we try to finish the meeting by 9pm. PL agreed that he will aim to ensure that the meetings are finished by 9pm.

**Meeting closed at 9.46pm**

**Next Meeting on Monday 12<sup>th</sup> September, venue 5<sup>th</sup> Sheppey Scout Hut, Eastchurch**