

Minutes of Partnership Meeting

Venue	Monkton Community Hall
Date and Time	14.30 Wednesday 14 th January 2009
Approved by Chair	

In Attendance

Community Sector:-

Pearl Llewellyn (Chair); Margaret Hart; Bev Stephens; William Rees; Angie Meredith; Ald Dillwyn Davies

Voluntary/Business Sector:-

Dot Lloyd (Monkton Voice); Pauline Waters (Monkton Priory Church Mother's Union); Liz Jenkins (Priory Farm); Vanessa John (PAVS)

Communities First Support Team:-

James Roach John (Co-ordinator); Maria Jenkins (Secretary)

Absent

Community Sector:-

Nicola Cowan; Tracie Batchelor; Keith McNiffe

Voluntary/Business Sector

Alison Beaumont (Monkton Spar); Haven Credit Union

Statutory Sector:-

Pam Owen (Health Challenge Pembrokeshire); Mark Edwards (PCC)

I. Apologies

Community Sector:-

Michelle Ferrier

Voluntary/Business Sector:-

Michelle Bateman; Audrey Thompson

Statutory Sector:-

Sinead Henehan (PCC); Alison Rogers (CSP); Jayne Kemsley (JCP)

2. Acceptance of Minutes

The minutes of the previous meeting were proposed by Maggie Hart as a true version of the events, and seconded by Bev Stephens.

3. Matters Arising

- i) Referring to point 3 of Matters Arising Alderman Davies queried if the recycling facility would be screened. The Chair said it would.
- ii) The Co-ordinator said he was due to meet with Alex Jenkins (PCSO) tomorrow and he and the team have met with Alison Rogers of the Community Safety Partnership. Alison believes there has been a breakdown in communications as a result of Sally Thompson leaving the role. The Co-ordinator confirmed he has had no communication with the Neighbourhood Watch group.
- iii) The Chair said the paperwork for the past three-year European funding element of Springboard had been signed off but due to omissions, needs to be signed again.

4. Correspondence

- i) One item received from Springboard – an application to the C1st Events Fund. The Chair agreed to postpone for discussion under Finance later on the Agenda.
- ii) The Secretary confirmed she had not had a reply from Angela Burns regarding the invitation to attend a Partnership meeting.
- iii) William Rees referred to the proposed housing development in Monkton. As no Members raised objection to Mr Rees' letter to the Planning Dept. opposing the development, the Co-ordinator would now write indicating the Partnership's full support of Mr Rees' letter. William added that Housing Minister Jocelyn Davies was due to attend the area. Minister for Sustainability and Housing, Jane Davidson is attending Monkton School tomorrow for the Fair Trade Event.

The Co-ordinator added that the Fair Trade Flag was due to arrive in Pembroke Town Hall tomorrow, but had changed to arrive at the School.

5. Constitution

Final amendments have been made to the Constitution for agreement at today's meeting, to be taken to the AGM for adoption. Alderman Davies raised further concerns regarding the document. One concerned the use of the word 'provision' on page 1 (bullet point 6), and proposed it be changed to 'promotion'.

Alderman Davies proposed the acceptance of the Constitution pending the one amendment, and that the document will be brought to the AGM for the new Partnership to agree. All Members were in agreement. Members also agreed that

the other concerns raised by Alderman Davies would be considered in the annual review of the Constitution.

6. Outcomes Fund

The Co-ordinator distributed information from the Assembly. Some areas have submitted Expressions of Interest but none have covered Pembrokeshire. Partnerships can apply for 50% funding which includes both C1st Funding and Convergence Funding with Partnerships sourcing match funding for the other 50%. Will look at possible projects post AGM.

Match funding can come from partners including Local Authorities, charitable trusts, and the Private Sector. William Rees said there is a danger that Pembrokeshire County Council will offer match funding on a project that they are obliged to fully fund. The Co-ordinator added that all projects must link into the Action Plan and full discussions will be held.

Vanessa John referred to page 2 of the notes and asked for clarification on whether each area has the potential to receive the £300,000 quoted or if the amount is shared among all areas.

Action Point: Co-ordinator to clarify the above point with the Welsh Assembly.

7. Finance

i) The Secretary received a further 2 applications to the Events Fund as the meeting commenced, in addition to the one mentioned under Correspondence. The latest budget spending figures were given out.

1. **Springboard** – application for £120 for a Valentine Craft session on 11 Feb. Would cover tutor costs at £80 and course materials at £40.

William Rees and Bev Stephens declared an interest and left the meeting. All voted in favour of the application.

2. **Monkton Priory Church** - £75 for a quiz night on 14 Feb. Would cover provision of food and raffle and quiz prizes. Members of the Church committee declared an interest. Maggie Hart proposed to accept the application, seconded by Angie Meredith. All voted in favour.

3. **Monkton Priory Church** - £150 for a Murder Mystery night on 23 Jan. To cover food and raffle prizes. Members of the Church committee declared an interest. Angie Meredith proposed to accept the application, seconded by Maggie Hart. All voted in favour.

ii) The Co-ordinator said the Evaluation meeting of the Village Fayre will be called after the AGM, during which plans need to be put in place for the 2009 Fayre. Budgets will be cut considerably next year and this needs to be taken in to account.

iii) Re-issued feedback forms to recipients of the Events Fund have not been returned. Groups, including members of the Partnership are not complying with the terms and conditions of the Fund regarding monitoring and evaluation.

iv) The under-spend in utilities was queried. The Secretary said this is an on-going issue in that the bills are being picked up by the Co-op in Manchester. Despite requests, there has been a problem in getting the bills re-routed to 5 Tenby Court, although there are sufficient funds when the problem comes to being resolved.

v) Vanessa John asked if the Finance Officer could submit the correct accounts at the AGM.

vi) There was a query over Communities First funding the Mother's Union trip to Ammanford in November 2008. The Secretary said that retrospective funding could not be granted, although groups within Monkton could apply to the Partnership in advance.

8. Any other business

i) Chevron has submitted their nomination form for re-appointment as an Honorary Member onto the Voluntary/Business Sector. Chevron asked if nominations from the Sector could be made at the meeting.

Proposed by Liz Jenkins of Priory Farm and seconded by Dot Lloyd of Monkton Voice.

ii) The Co-ordinator explained that Members of the Community Sector wishing to re-stand are not obliged to hand in their forms. Nominations may be proposed and seconded on the night of the AGM. It was intended for the forms to simplify and expedite the process, so that Officers may then be elected at the AGM. Alternatively, Officers may be elected at the first meeting of the new Partnership. Each current Member has these two options. Amendments regarding the election of Officers can be made to the Constitution.

Action Point: All Members to receive a copy of the amended and signed Constitution after the AGM.

It was confirmed that only residents or those with an interest in Monkton are eligible to become Community Members of the Partnership, as outlined in the Constitution.

iii) The Secretary had a call from Chris Morris of Pembroke Dock who has a black and white photocopier available free to a community group in Monkton. Members suggested contacting the Swifts.

iv) Dylan Hurley's last working day was confirmed as 31 March. All Members are welcome to attend a leaving celebration.

v) Vanessa John issued the latest PAVS training programme.

9. Date and time of next meeting

2.30pm Wednesday 11th February at Monkton Community Hall.

With no further business, the meeting closed at 4.10pm.