

Minutes of Partnership Meeting

Venue	Monkton Priory School
Date and Time	2.30pm, Wednesday 20 th February 2008
Approved by Chair	

I. Apologies

Community Sector:-

Bev Stephens; William Rees; Tracie Batchelor

Voluntary/Business Sector:-

Michelle Bateman (Swifts); Phil Thompson/Alison Kavanagh (Chevron)

Statutory Sector:-

Sally Thompson

Invited Guests:-

Phil Perry; Dillwyn Davies

In Attendance

Community Sector:-

Pearl Llewellyn (Chair); Keith McNiffe (Vice Chair); Alison Beaumont; Gillian Duncan; Michelle Ferrier

Voluntary/Business Sector:-

Audrey Thompson (Community Hall); Dot Lloyd (Monkton Voice); Brenda Hancock (Haven Credit Union); Pauline Waters (Monkton Priory Church Mother's Union); Liz Jenkins (Priory Farm); Vanessa John (PAVS); Julie Rice-Harvey (Clouds); Julian Guard (Clouds)

Statutory Sector:-

Jayne Kemsley (Jobcentre Plus); Peter Stock (PCC); Sinead Henehan (PCC)

Guests:-

Pat Smith; Angie Meredith; Di Clements (Carms West & South West Cons)

Communities First:-

James Roach John; Dylan Hurley; Liz Cook; Maria Jenkins (Secretary)

Absent

Community Sector:-

Kerry Dewbridge; Nicola Cowan

Statutory:-

Pam Owen (Health Challenge Pembrokeshire)

Addendum – Sally Thompson notified the Secretary that she wished for it to be mentioned that she had submitted apologies via email to the Secretary for the meeting on 28 November 07. The email arrived at 2.20pm although the team were preparing at that time for the meeting to start at the School.

-The Chair said that two members who would arrive late wished to be present for the General Meeting when the Constitution was to be discussed. She therefore enquired among Members if it would be acceptable to commence with the second part of the agenda – the Partnership Meeting. All were in agreement.

-The Chair said that she had received a letter from Monkton Voice stating that due to the absence of the Monkton Voice representative (Dot Lloyd) for the first part of the meeting, Angie Meredith is appointed as that representative pending Dot's arrival.

-The Chair added that William Rees had informed her that an inspection was taking place at the School and that he would enter the meeting and introduce the Inspectors.

Partnership Meeting

b) Acceptance of Minutes

The minutes of the meeting on 28 November 07 were proposed by Jayne Kemsley as a true record of the events, and seconded by Audrey Thompson.

c) Matters Arising

Liz Cook said that it was queried why Ben Probert had not attended the Music workshops. It was never the case that he was to attend. He was invited but he had declined because of other commitments.

Jayne Kemsley asked if there had been a resolution regarding the instruments. Liz Jenkins responded that she had sent a letter to the Assembly after the meeting although it was not possible for her to answer the questions raised at the meeting. She added that she would raise the subject later in the meeting but that there needed to be a consensus to the questions raised.

The Chair referred to page 2 and asked if the second representatives for both Clouds and Credit Union still applied. Maggie Hart replied that it did not apply to Clouds. Brenda Hancock said that she remained a second rep. for the Credit Union.

d) Correspondence

At this point William Rees entered the room with the inspectors. After a brief pause the meeting recommenced.

The Secretary said 3 letters had been received

1. Letter from Juliet Rossiter, Deputy Head at Monkton School thanking the Partnership for agreeing to fund their Christmas discos and prize Bingo.
Action Point: The Chair asked for a letter to be written from Communities First to Ms Rossiter with best wishes for her pending retirement.
2. Letter from Chevron (read aloud by the Chair) expressing regret that they are no longer able to sit as Members on the Communities First Partnership due to an increased internal workload. They still wished to support the work of Communities First and proposed to sit as an honorary member. Peter Stock moved that Chevron be invited to sit as an honorary member, with a unanimous vote taken in favour of the motion.
Action Point: Letter to Chevron informing them of the decision.
3. Letter from Alderman Dillwyn Davies in response to a letter from the Secretary regarding possible extension of membership of the Partnership. Keith moved that the letter be discussed later at the General Meeting, under the point 'Review of Constitution'.

f) Village Fayre

The Co-ordinator said that following on from the last meeting the topic of the Village Fayre was open for discussion. The Chair asked Members to come forward to spearhead the Fayre.

Di Clements suggested that it could run in conjunction with an event such as Fish Week or a Council-led event. A Member suggested that Monkton Voice take on the responsibility of the Fayre and Di Clements said that a representative is required from all organisations in Monkton to form a group. Keith said he could offer his time immediately after May 1st.

The Co-ordinator added that a group must form as a condition of the funding but that it is not required that the group is constituted. Another community organisation can hold funds on the group's behalf. Peter Stock enquired if each group in Monkton would be prepared to submit a name of a representative so that a group may form. Sinead Henahan asked what support the team are able to give. Liz Cook replied that the team will help in any way. The idea is for the community to take over the running of the Fayre but help most certainly is available. The Secretary

added ways in which the team can help including use of office facilities and links to stationers/printing firms etc. With no responses forthcoming Liz Cook asked Members if they felt they wanted a Fayre in Monkton this year and added that the general consensus was that the 2007 Fayre was good, with people visiting from outside of the area. She said that bookings have already been made. The Chair read aloud an evaluation of the 2007 Fayre and said that a sum of approximately £500 was being held by Monkton Voice, which was raised last year. The Secretary stated that as the date of the Fayre had already been set at 5 July 08 she had entered it into the Pembrokeshire Events and Festival Guide for 2008 as the deadline for submissions was January.

Pat Smith said that Communities First had assisted Monkton thus far and it was time for the community to offer more help. It is not appropriate to rely on the team. Liz Jenkins added that she and other Partnership Members have been involved from the start yet they have been criticised for being members of too many groups. It is time for other people to come forward including those new to the Partnership to take on these activities. Angie Meredith said that it seems the reason the Village Fayre is being discussed today is because people do not have the time to attend other meetings, yet because of funding requirements it cannot be discussed at Partnership meetings, and Members are being told a group must be formed.

Keith McNiffe proposed that all Members go away to think about their involvement in the Fayre and contact the Co-ordinator if interested, within 14 days. If there are not enough people the power is given to the Chair to make a decision. The motion was seconded. The majority voted in favour.

Action Point: All Members to act as above.

g) Action Plan

All members had received the Action Plan document some time ago with 50% of Members responding to joining an Action Group. The Team has looked at each theme and identified new people and organisations to approach. Members who have not signed up were asked to come forward.

Alison Beaumont gave an update on Monkton Neighbourhood Watch. They are a constituted group applying for funding for a community safety board to be placed by the Spar. Also looking for funding for signs to be distributed throughout Monkton. Sally Thompson is backing it. Hoping for two co-ordinators in each road and work is well under way. Three-monthly meetings are planned but there will be much communication along the way.

The Chair queried with the Co-ordinator whether a gay/lesbian group could be involved in Communities First. She had been approached by somebody to ask the question and asked if it was possible to approach a gay/lesbian group to become involved. The Co-ordinator said that it is not appropriate to approach a particular group but that everybody can be involved in Communities First.

The Chair then recommended to revert to the 'General Meeting' and discuss the Constitution.

General Meeting

a) Review of Constitution

Vanessa said everybody had received a copy of the Constitution and it was previously discussed that a few Members would meet to look at the membership criteria and the need for clearer guidelines. PAVS can support the process. A few interested people are needed to get together for 1 hour to introduce the proposed changes and bring back to the full Partnership. The other issue is with regard to extending the membership and it must be considered if the need remains. With Chevron having resigned there is potential for people to move about.

Jayne Kemsley said she thought there would be a vote taken today. Alison Beaumont said that Carl John had left the Spar but she was unsure if anyone could replace him, therefore a seat might be released. Liz Jenkins added that there remains the need to extend the membership as there is no place for certain community members to join. Vanessa John said it was possible for William Rees to move to a different sector, also the Family Centre could move to the Statutory Sector. She added that as PAVS have no voting rights she could sit in an advisory capacity therefore releasing a further place.

Pauline Waters stated the community was very badly let down at the AGM and Communities First has lost those people who were not voted on. More community members are needed to sit on the Partnership therefore an extension is necessary. The Constitution has no meaning, particularly as the role of Treasurer was dropped. Pearl added that two of the people not voted on have since said they do not wish to return to the Partnership. Alison Beaumont stated that there were in fact 5 people who did not get voted on at the AGM. If, at the 2008 AGM there are 10 people not voted on, where does it all stop. There will always be those that are disappointed. Angie Meredith passed the Chair a letter received from the Secretary regarding the possible extension of the Partnership, which was read aloud.

Peter Stock said the formula across the Communities First board was very different and even the Llanion and Monkton Partnerships differ. Llanion recently held a very good AGM. Sinead Henahan added it would be useful to bring some good examples of how other Partnerships work.

Pauline Waters said that had she been given the correct information prior to the AGM she would have brought her family along and wiped the floor with regard to the voting. The process was not done properly, and was a hash.

It was queried if there were currently seats to fill. The Co-ordinator said the Community membership could not be increased, and the only way was to extend the whole membership. Currently the maximum membership is 24 and with Chevron having essentially moved, one seat is released under Voluntary/Business. PAVS are also able to step down.

Maggie Hart said that she had not gained a seat but should have, due to a problem with the count. She also stated however, that it was not a problem as far as she was concerned.

Alison Beaumont and Gillian Duncan said they had both been voted on but asked the Chair to accept both their resignations and commented that the meeting was appalling.

Alison Beaumont and Gillian Duncan left the room. Various members including the Chair also left the room.

The meeting recommenced on the Chair's return.

Pauline Waters said we only want two people back on. The Chair added that she attended the Llanion AGM with two others and it was run well. She said she had been informed by another Member that she should not have attended. Pat Smith queried the difference between the Monkton and Llanion AGM and Constitution. Vanessa John said Chris Johnes of the CFSN had already provided example constitutions from other Partnerships and that no one size fits all.

Keith McNiffe proposed that the vote either take place, or not. If there is a vote in favour of increasing the membership then all this stops. Thirty is the number of seats and as there have been resignations there will be many seats available. Jayne Kemsley seconded the proposal. A vote was taken and the majority voted in favour of increasing the membership.

Action Point: To write to all those concerned inviting them to accept the invitation to join the Partnership.

b) Member Training

Vanessa John said CFSN support is now reduced but the Communities First team could help to deliver the training modules. To be discussed when there is a full representative of the Partnership.

Action Point: To be placed as first item on the Agenda for the March Partnership meeting.

The meeting reverted to the Partnership meeting.

Partnership Meeting (continued)

h) Finance Update

Maria Jenkins passed around the latest finance report. Sinead Henehan requested that the figures not be presented in graph format in future.

The underspend in 'Events' and 'Publicity & Marketing' was queried. Maria Jenkins explained under 'Events' money is committed as she is awaiting invoices concerning the money awarded to community groups for Christmas events. Regarding 'Publicity & Marketing' the majority of the budget has been committed with the March edition of M:Life and printing costs of the Achievements document and the Community Engagement Strategy.

i) Project Update

Apologies were given from both Tanyard and Springboard. Updates will be provided at the next meeting.

j) CFSN Update

The Team prepared a small file for each Member with information regarding the CFSN conference they attended in October. Remarks to be put to the next meeting.

k) Date, time and venue of next meeting

The Chair said that some Members are unable to attend in the afternoons. Consideration will be given to alternating the times between the evenings and afternoons. As the Co-ordinator is not available in the evening for the March meeting it will be held as planned at **2.30pm at Monkton School on Wednesday 19th March.**

l) Any Other Business

-Keith McNiffe said that a major employer will be coming to Monkton to undertake a Jobsfair. Currently in talks with Jobcentre Plus and will be in touch with Communities First.

-Liz Cook said that Keep Wales Tidy had organised a clean up of the shore at Quoits Mill tomorrow at 10 am. Simon Preddy is looking for support from Partnership members and those able to attend to please contact Simon.

-The Co-ordinator said he had had a request from the Welsh Assembly to address the Communities Next Consultation and to also look at the Substance Misuse Strategy. Small A5 copies of the Communities Next document are available to collect from him.

-Liz Jenkins requested if she could talk with those Members not on email to gain their comments regarding the Instruments so that she may respond to the Assembly.

With no further business the meeting closed at 4.25pm.