



**Big Local Eastern Sheppey Partnership Meeting Minutes
Monday 9th October 2017**

7.00pm at 5th Sheppey Scout Hut, Dicksons Walk, Eastchurch

Present:

Partnership Members

Paul Leacock (Chair & Leysdown Resident), Mark Brown (Vice Chair & Bay View Resident) (MB), Lynd Taylor (Warden Resident) (LT), Lee-Anne Moore (LM), Pauline Wenham (Treasurer and Leysdown Resident), Christine Taylor (Warden Resident) (CT), Sharon McNaboe (Warden Resident) (SM) and Malcolm Pamplin (Leysdown Resident) (MP)

Residents

George Heath (Bay View Resident) (GH)

Other Members

Paul Murray (Oasis Academy) (PM), Christine White (LTO) (CW), Sandy Hammock (Administrator) (SH), Jim Boot (Big Local Rep) (JB) and Sean Leacock (Project Coordinator) (SL)

1. Welcome, Apologies and Introductions

PL welcomed everyone to the meeting. Introductions were made by all members. Apologies were received from Ivor Gough and Daniel Perriam. LM will be late joining the meeting due to other commitments.

2. Conflicts of Interest

These will be stated when relevant.

3. Minutes - Accuracy

Minutes were agreed to be an accurate record of the previous meetings. **PW proposed and MB seconded, vote carried by partnership.**

Notes from closed sessions on 14th August and 11th September were also discussed if an accurate record. MP advised that his name was missing off the minutes for 14th August; MB will arrange to update 14th August and bring these notes to be agreed at the next meeting. 11th September closed meeting notes were agreed to be an accurate record, **LT proposed and PW seconded, vote carried.**

Action 16 – MB to update notes from 14th August 2017 closed meeting session and will be agreed at meeting in December.

Preparation for Annual General Meeting was on 25th September 2017, notes were agreed to be an accurate record of meeting. **MP proposed and SM seconded, vote carried.**

4. Matters Arising

No.	Action	Update
1	Beaches Children Centre	Discussed under Project Worker Update

2	Summer Playscheme	Discussed under Project Worker Update
3	Water Feature	MP put proposal to Leysdown Parish Council and they are in favour of the idea, Swale Borough Council (SBC) (Daniel Gooch) are not in favour of the proposed contractors to complete the work, unless we can find another contractor but are very supportive of the idea. No costings available at present, but will chase for these. PL asked if MP can go back to SBC for details of an approved contractor. MP will report back at December Meeting.
4	Working with the Older Community	Discussed under Project Worker Update
7	Website	MB advised a list that Lewis is still working on to update the website and has set Lewis a deadline that it needs to be fully updated including training for SL & SH by the AGM.
9	Public Consultation	JB had sent out the project brief proposal to members and PL asked that it be agreed so can be sent out asap to potential organisations. MP proposed, LT seconded, vote carried. JB, SL & SW will start sending out to organisations.
10	Logo	Discussed under Project Worker Update
11	Activity Club	IG not present at meeting. Moved to December meeting
13	Community Land Trust (CLT)	Delivery of surveys is now complete. LT had given in an invoice for work complete. JB emailed a press release to partnership; PL asked if all are in agreement for this to be sent out - MP proposed, LT seconded, vote carried. Find out what the closure date is and receive feedback from surveys.
14	Annual General Meeting	PL is unable to attend 13 th November. SH advised the venue has been booked. Proposed to change to 20 th November 2017 – MB proposed, SM seconded, vote carried. Partnership members have until 31 st October to put their proposal forward for officer positions and include a brief to send to SL, ballot papers will be sent out after this date to partnership members to vote and this will be handed to SL & SH at arrival to AGM. A form has been designed that local residents need to fill in should they have any questions for partnership members during question and answer session and will be given out as residents arrive to complete and hand back before the meeting starts. SH to change date with venue and advise partnership members. SL suggested that it would be better to have AGM after end of year rather than November, it was agreed to discuss this at the meeting in December.
15	Income received	CW advised that SL is in the process of opening a NatWest bank account online in the name of Big Local Eastern Sheppey. SL needs agreed how many signatories to be on account, proposed to have CW & SW from LTO and SM & PW from partnership, with two signatures required for cheques etc. – MP proposed, LT seconded, vote carried.

5. Project Workers Update

- a) Beaches Children Centre - project will be starting w/c 16th October, but they no longer require SM to help.
- b) Summer Playscheme - SL had contacted Sheerness Times Guardian but has not seen any reports in this week's paper.
- c) Working with the Older Community - SL emailed out to partnership results of the questionnaire that was sent out. Over 70 responses were received and they could pick

more than one option. Coach trips, Concerts and Community walks came out as top three suggestions. SL had been in contact with Chalkwell Coaches and they advised that if we had enough people for one of their day trips, they will arrange a minibus to collect from Eastern Sheppey and take them to the coach pick up point. MP pointed out that Sheppey Wheels do cheaper trips. It was also discussed to look at Line Dancing and SL gave out a project brief for Community Walks with Geoff Rambler. CW suggested a sub group from the partnership to look at options in more detail. MP, SM, MB & SL agreed to be on sub group. PL proposed that sub group has £1,000 to agree a proposal to start before December meeting. **PL proposed, LT seconded, vote carried.**

- d) Supporting Local Schools – SL attended Friends of Eastchurch School (FOES) meeting on 4th October and explained to them about the budget available of £15,000. SL had received a proposal for climbing equipment for the nursery at All Saints site at a cost of £4,002.26, this does not cover installation as the caretakers at the school will be installing. Partnership asked what have St Clement site asked for, SL explained he has not received any proposal for that site other than the community chest application. PL asked SL to email proposal from FOES to partnership to look at and make a decision at December meeting. SL to advise FOES that they would like the budget of £15,000 to be split equally over each site.

Action 17 – SL to contact FOES and inform them that budget needs to be split equally over each site and decision on proposal will be made at December meeting.

- e) Logo – Different designs had been emailed out to partnership. These had been designed by a friend of SL at no cost, as Recognition Express has still not sent anything back. Partnership preferred the red triangle, with wording Big Local Eastern Sheppey in Fluffy Slacks font underneath triangle. SL to find a more appropriate plane design that is associated with our aviation history and the plane to be inside the triangle, bring the design to December meeting.

LM joins the meeting at 8.07pm

- f) Duke of Edinburgh's Award programme (DofE) – SH met with Scouts District Commander Melvin Wilson and Karen Leonard, Kent DofE Field Officer. Kent DofE is very supportive in us working with Explorer Scouts (ES) on the island. ES have two members of staff that will help with DofE training and one of them is Lowland Leader qualified. We would also have use of their equipment for expeditions and their indoor shooting range in Minster, Archery range at Shellness and also run our own expeditions from Bexon Lane scout camp. Training would be done once per month in Eastern Sheppey, possibly Scout hut in Eastchurch and the ES would need to do there volunteering within Eastern Sheppey. Proposal would be that we get people from outside the area (ES) to complete their DofE with us on the condition that training and their volunteering is done in Eastern Sheppey. ES would need to pay full cost towards expeditions but Eastern Sheppey residents would be funded by Big Local Eastern Sheppey. **MP proposed, LM seconded, vote carried.**

6. Local Trusted Organisation (LTO) Update

CW advised that monitoring had been sent back to Local Trust so awaiting the next tranche of monies, PL advised he has not seen a copy of this. Redundancy money for the workers has now been put aside. 3 month probationary period is coming up for SH and suggested partnership members that done the interviews, PW, MP & LT to action this, SL to help too. LTO has a form that can be used and a convenient date to be arranged. Accounts sheet was handed round to partnership members. PL asked for a summary for all the community chest funds that have gone out, CW to arrange details for this year.

Action 18 - Summary of all the community chest funds that have gone out this year to be sent to partnership.

7. Dog Walking Park – Community Incorporated Organisation (CIO)

PL wants to get the Dog Walking Park of the ground and for this to be a CIO. Will need at least three people to become Trustees and suggested that partnership members that live in Leysdown, if they want to. PL suggested we could have dog shows to bring in an income. MP asked if we

have support from the council, PL advised that after speaking to Gordon Henderson, he would help support us obtaining the land if we become a CIO for the dog park. Leysdown Parish Council is not interested in supporting this project. PL, MB, LT, MP and PW agreed to be Trustees and SL will start the CIO application and arrange to send out paperwork for trustees to sign.

8. Community Chest Ratification

MB declared a conflict of interest regarding the Tutored Art Group and left the meeting before discussing their application. LM declared a conflict of interest regarding FOES and left the meeting before discussing their application. MP declared a conflict of interest regarding Leysdown Over 60's Club and left the meeting before discussing their application.

Applicant	Amount Applied	Purpose of Award	Resident Panel Decision	Amount Panel Recommends	Partnership decision and amount awarded
Paradise Club Darts Team	£650.98	18 team tops (Mixed team and men's team), Dart board surround, light, scorer & hockey.	Agreed to cost of team tops but recommend has sponsored by Big Local Eastern Sheppey on tops and suggested they apply again for other items.	£360.00 plus extra cost for sponsorship on tops	Agreed to £360.00 plus extra cost for sponsorship on team tops to include sponsored by Big Local Eastern Sheppey written on them. MP proposed, LT seconded, vote carried
Leysdown Over 60's Club	£750.00	4mx8m Pop Up Gazebo – Will have BLES logo put on. To be used at Easter Bonnet, Victorian Fare and Christmas Carol Service on The Spinney. Have been nominated for The Queens Award for Voluntary Service.	Agreed to full amount, no issues.	£750.00	Agreed to full amount of £750.00 but must be our new logo. MB proposed, PW seconded, vote carried
Warden with Leysdown WI	£500.00	Paying for extra speakers and transport costs. Community involvement events. Leaflet printing costs. Special Christmas event is being planned for local residents.	Agreed to full amount, no issues.	£500.00	Agreed to full amount of £500.00 subject to publicising funding from Big Local Eastern Sheppey. LT proposed, MP seconded, vote carried
Eastchurch Garden Society	£750.00	Computer & Projector for training, exhibitions & admin. IT Training. Speakers & Educational Trips.	Agreed to full amount, no issues.	£750.00	Agreed to full amount of £750.00. PL proposed, PW seconded, vote carried
Tutored Art Group	£750.00	Tutor costs and art equipment to include table cloths, canvas boards and paper.	Agreed to full amount. Panel recommends that group has an Open Day to showcase work.	£750.00	Agreed to full amount of £750.00 subject to publicising funding from Big Local Eastern Sheppey. PW proposed, MP seconded, vote carried
Friends of Eastchurch School (FOES)	£750.00	Amount towards erecting a wooden fixed gazebo at Leysdown site to provide shade and a cool place to sit in the summer as well as provide wind shelter. School only currently has one 3mx3m gazebo that has to be shared with over 200 pupils.	Agreed to full amount, no issues.	£750.00	Partnership did not agree and to advise FOES to request funding through supporting local school fund. MB proposed, MP seconded, vote carried
1 st Eastchurch Rainbows	£676.00	Use to be a Rainbow group in Eastchurch, but closed due to lack of numbers. There is now a need for a new group. 1st year's insurance, 1st terms hall rent (6 weeks) and equipment to include glue, paint, paper, sport equipment and flag. Once the girls have been attending for a few weeks their sub money will cover hall rent etc. going forward and will be self-sufficient after initial set up cost.	Agreed to full amount, no issues.	£676.00	Agreed to full amount of £676.00. LM proposed, CT seconded, vote carried

SH to send out letter to each applicant advising them of the outcome of their application. SH advised has updated the community chest application form and will email to partnership. Once monies spent, send out monitoring forms.

9. Big Local Activity Club (BLAC)

Currently two members of staff are being paid to run the club and going forward this is unlikely to change if BLAC is to continue. Unable to discuss lowering age of group due to IG not being present, this will be discussed at December meeting.

10. AOB

- a) PW asked that as we were refused a noticeboard in Eastchurch by the Parish Council, could we ask IG if we can have one on the scout hut. SL advised that IG has been given permission for one on Dickson's Field and we can only advertise leaflets that are A5.
- b) PL asked if we can have a Perspex cover made for the flag map that was designed and used at Leysdown Carnival to stop the flags being moved. This map can then be taken to the AGM and other events to be used as a visual aid. **PL proposed £300, LM seconded, vote carried.**
- c) PL announced that he had received notification from Local Trust that every Big Local will be receiving on their next plan, further funding on top of the £1 million of £105,000.
- d) PL asked if the partnership would want a Christmas Meal. SL advised details available at The Shurland. Partnership members agreed would be a great idea and that partners are welcome too, partners to pay full cost and partnership members no cost. **MP proposed, PW seconded, vote carried**
Action 19 - SL to send details of the menu to members and book table.
- e) JB needed to raise concern of a report on the conduct of a partnership member, regarding the Housing Needs Survey and its distribution. The issue concerns LT and that the estimate for delivering the Housing Needs Survey was not given to LTO before the work was completed and LT also included a flyer for his company when the survey was distributed. JB read out the code of conduct that all partnership members have signed and explained the point that has been breached, point 3 of the code of conduct is – I will not personally gain materially or financially from my role as a member, nor will I permit others to do so as a result of my actions. LT was given the opportunity to explain what happened and apologised for any wrong doing and that he did not receive any financial gain but felt disappointed that someone had raised a concern. LM explained that it is not LT business and is in fact LM and her husband's business. CT also pointed out that no one would have delivered them for £250. JB asked LT, LM and CT to leave so the partnership can discuss in a closed meeting what action they would like to take on this matter.
- f) JB has been asked by LT a suggestion in changing the voting rights on partnership, currently residents can attend for three consecutive meetings and ask to become a partnership member, but that would be open to non-residents as well as residents with a 51% majority of full time residents and change it to qualified individual. Partnership agreed not to change the current voting rights.

Open meeting closed at 9.05pm.

Next Meeting is AGM at The Paradise Club, Leysdown.