

MINUTES OF THE HOLT AREA PARTNERSHIP BOARD MEETING
WEDNESDAY 14th July 2010
MEETING ROOM, HOLT COMMUNITY CENTRE

Present:

Emma Cletheroe
Robin Combe (*Chairman*)
Philip High
Colin Hipperson

Colin Kemp
Pat McIntosh
Robert Prescott

Lara Williamson (*Co-ordinator*)
Deborah Shearly (*Administrator*)

In attendance:

John Mullen, NNCP (Item 9)

Robin Combe, Chairman, welcomed everyone to the meeting. He introduced John Mullen, NNCP, who had agreed to meet with the Board to discuss Holt Visioning developments (Item 9).

Apologies:

1.

Apologies were received from Beverley Cosse, Harry Bruford and Sarah Woodrow.

2. **Board Membership:**

Robin confirmed the HAP Board had a vacancy for a Board member and asked members to encourage nominations through Parish Councils. Members must be from within the HAP area, but do not have to be members of a Parish Council.

3. **Minutes of the meeting held on Tuesday 11th May 2010:**

The minutes of the previous meeting were approved and signed by the Chairman.

4. **Matters arising from the above meeting:**

Bank Mandate

The Bank had confirmed the new signatories for cheques.

Aldborough Playground Development Bid

Aldborough had received confirmation of the grant for their proposed Playground Development.

5. Finance Update:

A Financial Position Statement was circulated indicating available funds on 13 July 2010.

Deborah clarified that the bottom line figure took account of the new monthly standing order for £2,000 (on 1 July), from Business Premises to Community Accounts.

Robin commented that HAP would be in receipt of the second tranche of funding for 2010/11, in September 2010.

Lara reported that the accounts for 1 January - 31 March 2010 had been sent to HAP's Accountants for audit. Following which the HAP financial year would be changed from so as to run April 2010 - March 2011.

6. Feedback on AGM:

Draft minutes of the AGM had been circulated for information. These would be considered formally at next year's AGM.

Philip High commented that the AGM had been well attended and Colin Kemp commented that it was well-run.

Robin advised that with regard to Holt Visioning, there would be an opportunity to hear further on this from John Mullen, NNCP.

7. Holt Visioning developments (item 9):

It was agreed to move to Agenda item 9.

Robin invited John Mullen, NNCP, to bring the Board up to date with Holt Visioning developments.

Holt Visioning developments

John Mullen acknowledged challenges in considering the differing proposals coming forward. With regard to infrastructure proposals for Holt (e.g. conflict between cars and pedestrians), priorities for the wider Holt area also needed to be considered. It was important to engage with the community across the Holt area and to widen the original proposals as much as possible. For example, funding proposals might include healthy lifestyles, regeneration, microenterprises/small businesses, sustainable transport plans etc. He emphasised that for the consultation process to be effective clear projects will need to be identified, so that tangible outputs can be achieved.

Board members welcomed the opportunity to broaden the process to

consider wider issues. It was felt that the project should prove positive for the area. Several Board members commented on the importance of encouraging employment regeneration in the area. In particular a wider range of employment opportunities needed to be available locally to encourage young people to stay in the area.

Consultation Process

Terms of reference for the Stakeholders' group have been submitted and considered by the new group and a second meeting is due to be held in September for the next stage of the process.

John Mullen advised that he had been informed of intentions to bring forward the planned submission of the application to earlier in the Autumn and that a revised timeline would be sent as soon as those dates confirmed.

Leverage Potential of scoping plan

John gave examples from Stalham and Fakenham, and more recently at Wells where these initial scoping plans had resulted in greater leverage of funding into areas.

Robin thanked John Mullen for attending and clarifying the opportunities and process for Board members.

8. Co-ordinator's Annual Appraisal (item10):

It was agreed to consider this item next. Lara Williamson and Deborah Shearly left the meeting.

The Board discussed a proposal to increase the Administrator's hours by an additional three hours a week from 1 August 2010 as there is a clear need for more administration time to better support HAP's productivity. The Board also discussed the review of the Co-ordinator's salary as required by the contract of employment drawn up in December 2010.

Lara Williamson and Deborah Shearly returned to the meeting.

Coordinator's Annual Appraisal

Robin expressed the Board's sincere appreciation of Lara's work and achievement since coming into post last December 2009. He advised that it was the unanimous decision of the Board to increase her salary to £25,500. pro rata of 25 hours per week, to be backdated from 1 July 2010.

Administrator: Proposal additional hours

Robin advised that the Board had also agreed to increase Deborah's hours by three hours a week from 1 August 2010.

9. Feedback on Scrutiny Committee interview:

Robin updated the Board regarding the Scrutiny interview held on 9 June 2010. HAP had been first on the list of interviews with local area partnerships and was held at an early stage for Lara's first year in post. However, the interview went well with positive feedback from the Scrutiny Panel on progress so far.

10. Decisions on Plans (item 8):

Board members were invited to consider a number of proposals arising from recent discussions with HAP staff and the Scrutiny interview.

Stakeholder Membership Fee

Lara advised that the suggestion of a Stakeholder Membership Fee had been discussed at the recent Scrutiny interview. Stakeholders were at times confused about their status within the Holt Area Partnership. For example, at the AGM some enquired and were reassured about their rights to vote.

Membership of HAP could be formalised through a flat rate membership fee, as introduced by other local area partnerships. Lara suggested that income generated could be added to the Community Chest budget to be given back as grants. Voluntary and community groups would be invited to join at a fee of £5 and would then be clear about their stakeholder role.

Emma Cletheroe advised that HAP would need to explain that the income raised would be distributed to the local community.

It was agreed that Parishes would also be invited to make a contribution, although they had voting rights irrespective of whether they chose to pay.

Deborah Shearly advised that HAP's Articles of Association should be reviewed in the light of any changes to HAP's constitution.

It was decided that the plans for a fee should be pursued and stakeholders notified.

HAP Sub-groups

The Board discussed formalising the current arrangements for considering various topics by creating a number of sub-groups. Board members were encouraged to offer their assistance (to HAP staff) in various matters.

Sub-groups and members were agreed as follows:

- Environment and Parishes: Bob Prescott?
- Finance: Robin Combe, Philip High and Bob Prescott (Harry Bruford to be contacted on his return to check his membership of this subgroup)

- Health: Emma Cletheroe, Pat McIntosh, Bob Prescott
- Housing: Philip High
- Transport: Colin Hipperson
- Website: Colin Kemp

Board members not present will be invited to join one of the sub-groups.

Exit Strategy

Lara reported that HAP had been asked to confirm its Exit Strategy, in the event that this was needed.

An Extract from the Articles of Association (paragraph 65) had been circulated to Board members. This confirmed the Board's responsibilities in the event that HAP is either wound up or dissolved.

Lara confirmed that she had received an email promising a "letter of comfort" confirming that in the event of HAP "winding up" redundancies would be paid to staff.

The Board confirmed that the HAP Exit Strategy would comprise both documents, together with paragraphs 7 & 8 Memorandum of HAP (Appendix A), and be retained on file for future reference.

Draft Action Plan

The Board reviewed the HAP Draft Action Plan 2009/10.

The following changes were agreed:

1. "Nice Place to live – Achieve over £280k cumulative funding by April 2011" this was starting from £150K that was raised by HAP by 2009. This target was revised down to £250K depending on success of Playbuilder as there was a need for realistic target in the current climate.
2. "Nice Place to live – Work with Holt Children's Centre". It was agreed that HAP had a role in supporting this initiative, but projects will be led by the Children's Centre. The Action Plan should be amended to reflect HAP in a supporting role.
3. Lara Williamson agreed to add a section on the HAP Website.

11. Community Chest grant:

Lara reported that the Holt Billiards and Snooker Club had withdrawn their bid and therefore there was £200 available to be distributed.

Board members acknowledged constraints in contributing to projects where there were statutory obligations for other organisations to provide funding. It was important that the money was only distributed with good reason.

It was agreed to distribute the funds as follows:

- NN Older People's Forum partnership events £50. contribution
- Holt Police/Safer Neighbourhood Team – Community Fun Day, on 12 September: £50 towards refreshments
- Holt Youth Project – Drug & Alcohol educational project £50;

It was agreed that the use of any remaining funds would be discussed with the Chairman and the Co-ordinator.

A summary table confirming the current position regarding previous successful bids was circulated. Most of which were underway and either completed or near completion. Sandra Craske would be submitting an invoice on behalf of the Briston Higginbottom Recreational Charity. Lara agreed to clarify timescales for the work due to be carried out to Holt CAB.

12. Any other business:

Newsletter: Holt Chronicle

Lara advised that she would like to produce another two page newsletter within the Holt Chronicle for September, along the lines of the previous one produced earlier this year. The Board agreed and approved this spend on marketing. It was noted that the deadline for copy was 23 August.

Robin asked Board members to input contributions to the newsletter.

BBC Norfolk radio

Lara advised that she had accepted an invitation to be a guest on a BBC Norfolk radio programme, arising from her personal involvement in music events (outside HAP). The programme was expected to be broadcast in August.

13. Date of next meeting: 7pm, Thursday 16 September, The Feathers.