

MINUTES OF THE HOLT AREA PARTNERSHIP BOARD MEETING
Wednesday 17th November 2010
Meeting Room, Holt Community Centre

Present:	Brian Metcalf
Harry Bruford	Pat McIntosh
Robin Combe (<i>Chairman</i>)	Robert Prescott
Colin Hipperson	Lara Williamson (<i>Co-ordinator</i>)
Colin Kemp	Deborah Shearly (<i>Administrator</i>)

1. Apologies:

The Chairman welcomed everyone to the meeting. Apologies were received from Emma Cletheroe, Beverley Cosse and Philip High.

2. Minutes of the meeting held on 16 September 2010:

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

3. Matters Arising from the above meeting:

Board Membership

The Chairman confirmed he would write to Sarah Woodrow regarding termination of her Board membership due to her continued absence at Board meetings.

Aldborough Playground Development Bid

Brian Metcalf reported that Aldborough had received confirmation that it would receive £27,500 for a new Playground through the Playbuilder Scheme. The Board was delighted to note the success of the application.

Holt Visioning Project

Lara updated the Board regarding the Holt Visioning project. The North Norfolk Community Partnership (NNCP) Board had postponed its consideration of the Holt Vision Bid until January, due to the need to consider issues arising from the Government's Spending Review at its November meeting. Therefore the Holt Vision Meeting scheduled for 15 December was postponed until late January/early February.

The meeting of the Holt Vision group held on 20 October had been well attended. Holt Area Partnership had agreed to provide administrative support for Holt Vision group meetings.

Community Chest

Lara reported that the Community Police had confirmed that the drug and alcohol initiative with the Holt Youth Project was not going ahead. The Police had asked for assistance with funding a security initiative, "dipping bells" to attach to purses to combat purse dipping. These will be distributed at community events to raise awareness of the planned sale of Personal Security items, if the High Sheriff's fund application is successful. The Board were asked for their approval to fund £50 from Community Chest Funds for this purpose. This was approved.

Deborah confirmed there was £75.31 available in the Community Chest Funds budget. Robin asked Board members to consider any other local initiatives that might make a difference to people's lives.

Directors' Liability Insurance

Deborah confirmed that she was awaiting a response from the Board's insurers for a quotation for Directors' Liability Insurance. She agreed to report back to the January Board meeting.

Stakeholders' Fee

Lara advised that the letter to parishes regarding a Stakeholders' Fee had not yet been circulated, in view of the uncertainty regarding next year's funding position. It was proposed that the stakeholder fee be delayed until the New Year, when HAP's funding position for 2011/12 is clarified. The Board agreed to postpone start date on membership until 1 April 2011.

4. Accommodation Update

Lara confirmed that agreement had been reached with the Tourist Information Centre regarding the remaining contribution towards accommodation costs for 2010/11. Robin confirmed HAP's commitment to consider any future opportunities to share premises with the Tourist Information Centre.

Lara advised that she and Deborah had visited Holt Library to discuss potential office accommodation for HAP. The meeting had been very positive and the move would achieve significant savings for HAP in accommodation costs, as well as give additional space. A co-location agreement would be drawn up in the New Year and it was proposed to move by the end of March 2011, when the current accommodation agreement expires.

Colin Kemp asked whether there would be any additional costs involved in the move e.g. alterations. Lara agreed to make enquiries and to circulate the draft agreement to the Board for comment.

The Board noted the proposed arrangements and were pleased that this would enable HAP to raise its profile with the local community.

5. Finance Update:

HAP Accounts 1 January – 31 March 2010

Following the decision to change HAP's accounting year to run from 1 April to coincide with its funding income, copies of the Accounts from 1 January -31 March 2010 had been audited. These had since been circulated to the Finance Committee before being forward to the Board for formal approval. The Board approved the Accounts.

Finance Committee Meeting: 3 November 2010

The minutes of the above meeting were circulated and approved by those present.

Deborah updated the Board regarding her enquiries into electronic banking following discussion at the September Board meeting. The options had been considered at the recent Finance Committee meeting. The Committee felt it was inappropriate to nominate a single Board member to make third party payments, as currently two Board signatories are required on such payments.

The Board did however think it appropriate to nominate a member of staff to have access to HAP's bank accounts and make internal transfers only (i.e. not third party payments). Robin proposed that Deborah should be nominated to have electronic access to HAP's Bank Accounts, as this would enable her to monitor HAPs funds more closely and to transfer money between HAP accounts, as and when required. The Board confirmed their approval to nominate Deborah in this way.

Budget Projections:

1 April 2010 – 31 March 2011 & 1 April 2011- 31 March 2012

Robin confirmed that HAP had dipped into its reserves to meet its funding obligations during 2010/11. Projections for the end of 31 March 2011, indicated a year end balance in the region of £6,000.

However it was clear that HAP would need an increase in funding for 2011/12 in order to continue to operate at a similar level. Therefore Lara had drafted a letter to the NNCP outlining HAP's case for a higher contribution of available funding. The Board approved the letter and agreed it be forwarded to the NNCP.

With regard to the budget projection for 1 April 2011- 31 March 2012, Deborah expressed caution with the projected figures and advised that numerous assumptions had been made in compiling the projection. For example:

- no increases in the current level of funding had been allowed for transport and postage;
- a reduction in marketing costs had been assumed (website set up costs);
- savings in accommodation costs had been assumed;

- a two per cent increase in salaries had been allowed for but any increase would be subject to agreed local policy.

Deborah clarified that the projection was an attempt to estimate the potential cost of HAP's running costs from 1 April 2011 according to existing arrangements and could be used as a basis for considering future savings.

Robin thanked Deborah for her work in putting together the Budget projections. The Board noted the implications for 2011/12.

Available Funds

Deborah circulated a Statement of Available Funds on 16 November 2010. The Board noted the Statement.

6. Co-ordinator's Report

Lara advised that she had recently attended, together with Robin and Philip, an event at Northrepps "*Implications of the Government Spending Review and the Big Society Agenda*". The event organised by Voluntary Norfolk, included guest speakers Norman Lamb MP and Philip Burton, Chief Executive of North Norfolk District Council (NNDC). The impact on existing local structures remained unclear, but further details were anticipated at future events to be held in December.

Local Area Partnership Chairs had been invited to a conference on 2 December organised by the NNDC and the North Norfolk Community Partnership (NNCP). A further consultation event was planned the following week which (LAP) Co-ordinators and other local stakeholders were invited to attend.

Lara highlighted recent Government press releases concerning the Big Society agenda. The Board noted the need to keep abreast of new strategy in a fast changing environment to maximise future opportunities.

Lara circulated a summary list of projects and programmes advanced and supported by HAP during 2010. The Board were pleased to note HAP's achievements to date.

Lara highlighted items from her report:

- promotion of Holt Hall by supporting the establishment of a "Friends of Holt Hall" group;
- promotion of the Community Bank, including loans for the cost of fuel;
- fuel poverty event to be held in December, supported by Norfolk Rural Community Council;
- sourcing of a laptop for Holt Community Centre.

Brian Metcalf highlighted the lack of local support on the BT website for the local exchanges to improve local Broadband speeds. Lara agreed to add a blog and link to the HAP website to help promote the campaign to improve local Broadband speeds.

7. Any other business:

Lara highlighted the Information, Advice and Guidance service for people out of work e.g. help with CVs. This was available at Holt Children's Centre on Tuesdays each week.

Lara asked the Board to consider an invoice for contribution of £10 /month towards her home Broadband expenses, including unlimited Broadband and landline telephone calls. The expenses were incurred whilst working from home but would be reviewed in March 2011, subject to new accommodation arrangements. The Board approved the expenses.

Deborah advised that the Briston Community Centre had confirmed that their new playroom (refurbished with assistance from Community Chest funds) was available as a venue for the next HAP Board meeting on 12 January 2011. It was agreed to confirm the venue for the next Board meeting.

**8. Next Meeting: Wednesday, 12 January 2011 at the
Play Room, Briston Community Centre,
The Recreation Ground, Hall Street, Briston, NR24 2HZ**