

MINUTES OF THE HOLT AREA PARTNERSHIP BOARD MEETING
Wednesday 19 July 2011
Meeting Room, Feathers Hotel, Holt

Present:	Colin Kemp (<i>Chairman</i>)
Lindsay Brettle	Pat McIntosh
Emma Cletheroe	Brian Metcalf
Robin Combe (<i>Chairman</i>)	Maggie Prior
Philip High	Lara Williamson (<i>Co-ordinator</i>)
Colin Hipperson	Deborah Shearly (<i>Administrator</i>)

The Chairman welcomed everyone to the meeting.

1. Apologies for absence:

Apologies were received from Robert Prescott.

2. Declarations of Interest of Members:

The Chairman reminded Members of the requirement to declare an interest in any item on the agenda. No Member declared an interest.

3. Minutes of the meeting held on Wednesday 23 March 2011:

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

4. Matters Arising from the above meeting:

Philip High reported that the Independent Review of Local Area Partnerships (carried out by Mark Patchett) was due to be discussed by the NNDC's Scrutiny Committee, the following morning (20 July). Colin Kemp confirmed the date Lara Williamson advised that she planned to attend the meeting as an observer.

There were no matters arising other than those on the Agenda.

5. AGM, 24 May 2011:

Lara Williamson reported that HAP had received many positive comments and emails following the AGM, held at Holt Hall.

Colin Kemp confirmed that the minutes would be received at next year's AGM, but invited any comments on their accuracy.

6. NNCP Restructuring and Review of LAPs:

Philip High reported that following the change of Council at the NNDC, a

wider review and restructuring was being carried out. A new Localities Team combining Properties, Coastal and Pathfinder projects has replaced earlier structures – the Sustainable Communities team has been disbanded and the NNCP manager (Beatrix Ward) has left and John Mullen and Sharon Garth (NNCP) are also now part of this new localities team, headed up by Rob Young and Jill Fisher.

Philip High confirmed that the restructuring changes were due to be considered by the Council's Cabinet in September, which would then make recommendations to the full Council.

Colin Kemp said that he had received confirmation that funding for the Holt Area Partnership would continue for a further six months, at existing levels, at the NNCP meeting on 21 June. The meeting was held to consider the Independent Report carried out by Mark Patchett and was attended by Local Area Partnership Chairmen, representatives of the NNCP and NNDC and others. Various options for the future were considered at the meeting which would inform further consideration by the NNCP and NNDC.

7. Co-ordinator's Update Report:

Lara highlighted work undertaken since the previous meeting contained in the Co-ordinator's Update Report. The HAP AGM had been well attended and speakers included the Heartbeat Trust, which had some funding for installation of community defibrillators. Andrew Coles, Manager at Holt Hall gave a summary of developments, and led a guided tour around the grounds after the meeting.

The Holt Vision Project had slimmed down its priorities to those that were felt most important for Holt. A commissioning brief for consultants had been put together with assistance from John Mullen, NNCP. A positive response to the brief had been received and Colin Kemp would be representing HAP at the short-listing meeting on 4 August. Presentations and interviews were taking place on 12 August, which was open to all members of the Holt Vision Board. It was hoped to appoint consultants by mid August with a view to commencing the Project in September.

Lara advised that HAP had continued to support the development of Holt Hall Friends group. Holt Hall was seeking trustees with the view to obtaining charitable status. HAP was progressing plans for an event called "*Glad about the Glaven*" in 2012 to coincide with the weekend before the Holt Festival. It was hoped to obtain funding to put on the event through the Norfolk Coastal Partnership, who have already been approached. Robin Combe commented on the positive future plans for Holt Hall and for future collaboration with Norfolk Coastal Partnership.

Lara updated the Board regarding other initiatives contained in her report, including:

- Holt & Area Chamber of Commerce input into Holt Vision project;
- Holt Society: distribution of the “First Impressions booklet”;
- Holt Community Centre: some funding had been obtained for towards refurbishment but further funding was being sought to enable the work to go ahead; Lara has been invited to talk at the next meeting of the Community Centre Management team.
- Holt Community Bank: HAP was referring interested individuals and promoting the Bank, uptake had increased;
- Holt Festival: Lara has been promoting through distribution of the programmes and Maggie Prior reported that preparation for the Festival was proving successful with several events already sold out;
- Blogs on the HAP website continued to promote free opportunities and events;
- Lara would be attending an event “Finding and bidding for Project Funding” day to be held in September, organised by the Association of Market Towns.

It was noted that the GreenBuild event at Felbrigg would take place on 10 September. Philip High requested explanation and examples of ‘blogs’ which Lara offered to send.

The Chairman thanked Lara for her achievements on behalf of HAP.

8. HAP Action Plan, draft, July 2011:

Lara offered an updated draft of the Action Plan for the Board’s approval, she explained that the focus had to be on current projects committed to and also ideas for HAP’s future financial sustainability.

Lara then circulated a page of possible options for sources of funding for discussion. Top of the list were the two projects already embarked on: Holt Vision and supporting the Friends of Holt Hall through running the event mentioned. Both may have the potential for building in some administrative costing into future funding bids. Lara also suggested that HAP resume research into converting to charitable status as HAP objectives do fit that profile and it would increase eligibility for certain grants.

Colin Kemp cautioned that this may not be the case for state funding but he agreed that it would be worth researching what would be necessary to make the conversion and offered a possible contact who might be able to advise on the process.

Lara gave a fourth action option of HAP looking to collaborate with a number of partners on developing a plan for a community shop in Holt. Lara stressed that no partners had been approached at this stage but gave examples of

those that might be and possible funding sources. However Board members raised immediate concerns at the amount of moneys that would need to be raised, the time required to manage such a space and the fact that Holt already has a very strong independent retailers sector with local products on offer in many outlets. Board majority view was that this option would not be a route forward for HAP at this stage.

9. Finance Update:

Accounts 1 April 2010 – 31 March 2011

Deborah reported that the accounts for the year ending 31 March 2011 had been submitted to the Accountants and would be presented to the September Board meeting.

HAP Budget Projection: 1 April 2011 – 31 December 2011

Deborah circulated copies of the Budget Projection for the above period. Projected figures for the year ending 31 March 2011 included accruals/estimates for receipts due in respect of the financial year, but not paid until after the year end. This resulted in a projected balance on 31 March 2011: £7,118.91. However this figure would be adjusted using the net current assets figure on the Balance Sheet, when the Accounts were available.

With regard to the year commencing 1 April 2011, considerable savings had been achieved from careful budgeting of expenditure, including accommodation and marketing. Assuming funding continued at existing levels for a further six months, this resulted in a projected balance of £6,935.85 on 31 December 2011. However the Accounts needed to be carefully monitored during the forthcoming months to ensure that HAP complied with its Reserves Policy.

Available Funds: 19 July 2011

Deborah presented a Statement indicating the current funds available, at 19 July 2011. The Board noted the current position.

Deborah agreed to report back to the Board in September, with updated projections.

The Chairman thanked Deborah for her efforts in putting together the financial reports.

10. Any Other Business:

Lindsay mentioned that we should make an effort not to clash the Glad about the Glaven event with other local events and mentioned the National Trust 100th anniversary event in Blakeney which she believed was scheduled for August 2012.

Brian notified the Board that Heather Tamplin (who was a speaker at HAP AGM in 2010) was unwell. The Board agreed that they would like Lara to send a card on behalf of HAP. Brian also suggested Aldborough Village Hall as the venue for the next HAP Board meeting.

Maggie informed the Board about the planned Children's Literature and Arts festival to be held at Holt Hall next year. It will involve local schools and community groups. HAP offered help with promotion.

Colin Kemp described a benefit event he is organizing with a youth theatre company that will be held in Norwich Cathedral on 8 October 2011.

11. Date of Next Meeting: AGM, Wednesday 28 September 2011 at 7pm.

Venue – to be confirmed.