

MINUTES OF THE HOLT AREA PARTNERSHIP BOARD MEETING
Wednesday 23 March 2011
Meeting Room, Feathers Hotel, Holt

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

The Chairman welcomed everyone to the meeting.

1. Apologies for absence:

Apologies were received from Beverley Cosse and 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 12th January 2011:

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

4. Matters Arising from the above meeting:

Harry Bruford reported that an application was anticipated for a development of 15 affordable housing in Bodham.

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

5. HAP Relocation:

The Chairman complimented the new accommodation situated within Holt Library.

Philip High confirmed that he had thanked Estelle Bowden at NNDC for accommodating HAP within the Tourist Information Centre (TIC). Lara advised that a formal letter of thanks had been sent to Jane Wisson and Estelle Bowden and HAP staff had also sent a "thank you" card to the Holt TIC staff.

6. NNCP Restructuring and impact on LAPs:

Robin Combe updated the Board regarding the restructuring at the North

Norfolk Community Partnership Board (NNCP). There were tremendous pressures on finances, including the use of second homes funding. A review of Local Area Partnerships (LAPs) was to be commissioned to look at current systems and structures. The Review was expected to be carried out during April and report back to the NNCP in May.

Colin Kemp queried the employment of consultants for the NNCP review. It is not yet clear who will be appointed. Lara Williamson referred to the Scrutiny Review carried out last year. The Scrutiny Committee's report (recently received from the NNCP) was non-specific and individual feedback to LAPs had not been received.

Robin Combe advised that the North Norfolk Local Area Partnership Association (LAPA) was well represented by its Chair, Mark Danson-Hatcher (also Chair of Poppyland Area Partnership), who was lobbying on behalf of LAPA's interests.

7. Finance Update:

Budget Statement: 1 April 2010 – 31 March 2011

Deborah circulated copies of the Budget Statement for the financial year ending 31 March 2011. Figures for the fourth quarter (January – March 2011) were projected but some adjustments had been made to take account of recent activity. Allowing for additional expenses anticipated in April, the end of year figure was expected to be in the region of £6k.

Colin Kemp asked for clarification regarding:

- expenditure of professional fees during the year ended 31 March 2011. Deborah clarified that the projection included two accounting periods, but agreed to report back with a breakdown of projections/costs incurred;
- the length of notice period in the accommodation agreement with the Library. Lara Williamson agreed to report back.

Available Funds: 23 March 2011

The Board noted the funds available to HAP on 23 March 2011. Deborah confirmed the invoice for the TIC accommodation had been received that afternoon, after the Statement had been prepared. Therefore funds currently available at the Bank were in the region of £8k.

Reserves Policy

Lara Williamson read out a draft Reserves Policy for consideration by the Board. It was proposed that HAP allocate a month's running costs, with any additional costs due to ceasing operational costs.

Deborah suggested that the Policy referred to the NNCP's "letter of comfort",

which confirmed that the NNCP would set aside a contingency for LAPs in the event that funding ceased. Additionally LAPs had also been assured that a six month notice period would be given of funding withdrawal or reduction to allow liabilities to be met from in-year LAP core funding (the NNCP reserve would only be used in exceptional circumstances). In the absence of these commitments, Deborah commented that she would be recommending a contingency reserve figure representing at least two month's operational costs.

Lara Williamson agreed to circulate the draft Policy to Board members for comment.

Draft Budget projection: 1 April 2011- 30 September 2011

Deborah presented a "first draft" projection for the forthcoming six month's from 1 April 2011. Funding had been confirmed for six month's only on the basis of 2010 frozen allocations. The budget and expenditure position for this period would need careful monitoring and review during this period.

In the event that funding continued beyond September 2011, the Board would need to review the affordability of current expenditure levels to ensure HAP continued to maintain sufficient reserves.

Deborah agreed to monitor and report back to the next Board meeting, when it was hoped that there would be more clarity about future funding arrangements.

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

Community Chest

Lara Williamson updated the Board following a recent request for assistance with funding Gresham village Primary School pupils to attend a workshop at the Salthouse Exhibition project in July 2011. The request from North Norfolk Exhibition Project had been received by Poppyland Area Partnership, who had approached both Holt Area Partnership & Upcher Area Partnership for assistance, as the children lived within all three areas. The request was circulated to HAP Board members on 17 March and HAP agreed to fund £75 from its Community Chest budget (Poppyland would be contributing £125 and Upcher would be contributing £100 towards the workshop).

Deborah circulated an updated Community Chest summary position, indicating a balance of 0.40p.

8. Co-ordinator's Update Report:

Lara highlighted work undertaken since the previous meeting contained in the

Co-ordinator's Update Report. The NNCP had agreed to fund £25,000 towards the cost of the Holt Vision project. HAP continued to provide administrative support to the Stakeholder group which had met on 14 March. Two working groups had been convened to develop action plans and Lara had agreed to lead on the Community and Wider Economics Group which was due to meet on 6 April. Di Dann, Clerk to Holt Town Council, had convened a working group to take forward the Heritage, Conservation and Urban issues that will be meeting on 5 April.

Nigel Tompkins, Chair of Holt Vision Group, was keen to encourage further representation on the Community group. Board members were encouraged to contribute and join the working group. Colin Kemp had a prior commitment on 6 April, but Lara agreed to liaise with Nigel Tompkins regarding CK's potential involvement with the Holt Vision project.

Lara updated the Board regarding other initiatives, including:

- HAP had attended a further meeting of the friends of Holt Hall
- The Coordinator had received an invitation to speak to the Holt Chamber of Commerce AGM
- HAP were invited to the launch of the Holt Society's First Impressions booklet that HAP had helped to fund
- Domesday Plaque: HAP had supported a local artist for help with finding funds for a Domesday Plaque in Holt
- Community Bank: HAP had organised a joint event with Holt library and Norfolk Credit Union in February
- The Solar Lighting in Melton Constable was likely to be replaced in Melton Street to resolve conservation issues
- Lara had attended training on Social Impact measurement which was followed up a diagnostic session attended by both Deborah and Lara.

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

9. AGM:

Venue

Lara advised that a provisional booking had been made at Holt Hall for the HAP AGM on Tuesday 24 May at 6.30 pm. The cost of the venue hire was £100.00p including refreshments. The Board confirmed their agreement to the arrangements.

Nomination Process

Lara read out the 2010 notice (copied below). The Board confirmed their support for a similar notice to be issued to promote nominations for HAP Board at this year's AGM. Notice had already been included in HAP Spring newsletter due out in next edition of Holt Chronicle and a reminder notice

(with below included) to be issued as a press release at the end of April.

“Nominations are sought for people interested in becoming a Board Member for the Holt Area Partnership. This partnership of Holt and its surrounding 20 parishes is looking to recruit new members from the area who are keen to increase their support for the community by taking on this voluntary role. Members will need to already be active within their communities, whether through business or parish councils or other voluntary or community groups as the idea of the Area Partnerships is to maximise the potential of working together to achieve greater results for the community. The main themes supported by the area partnerships are focussed on bringing sustainable social, economic and environmental benefits to the area. Board meetings are usually bimonthly.”

It was noted that there would be two vacancies on the Board, and that the NNDC would be nominating a member following the local elections in May.

Robin Combe advised that he would be standing down as Chairman at the AGM, although he was willing to continue to serve as a member of the Board.

Speakers

Lara suggested that Holt Hall be invited to speak at the AGM on local projects. This was supported. Lara agreed to look into inviting one other speaker and report back to Board members.

10. Any other business:

Lara confirmed that she intended circulating the letters inviting stakeholders to pay a fee to HAP, with the AGM notices. The £10 subscription fee would run from 1 April 2011 for one calendar year, or part thereof. Income received would be placed in the Community Chest fund to be available for local projects. The Board agreed to the arrangements.

It was noted that the North Norfolk Business Forum was running an event at the Woodlands Holiday Park on 31 March 2011, as a follow up to the Simply Outstanding event held in Hunstanton on 2010. Board members were welcome to attend.

Emma Cletheroe was pleased to report that copies of the Holt Chronicle & Holt Times were now available in Edgefield garage.

On behalf of the Board, Harry Bruford, Vice Chairman thanked Robin Combe for his hard work and commitment as Chairman of the Holt Area Partnership. Robin Combe thanked members for their support during his terms of office.

Brian Metcalfe updated Board members regarding the new play area for Aldborough. It was hoped that the project would be completed on time by 31 March 2011.

Philip High reported that he had overseen the CRB checking process for both Lara Williamson and Deborah Shearly. All checks had now been completed satisfactorily and filed securely. The CRB checks had also been reviewed by the Library manager.

11. Date of Next Meeting: AGM, Wednesday 25 May 2011 at Holt Hall.

Deborah agreed to circulate the minutes of the 2010 AGM to Board members for information.