



MARSH AND MICKLEFIELD BIG LOCAL
Notes from meeting held on 1st April 2021 / 7pm

Our Values: Responsive – Proactive – Organised – Involved – Responsible – Communicative – Ambassadors

Present: **Partnership team members:** Maddy Howe (Chair), Matt Knight (Vice Chair), Eric Meek, Rebecca Bennett, Rachel Pike, Anil Khosla, Shanthi Wortman, Jenny Davies.

Wider support group: Jean Peasley. **Locally Trusted Organisation:** Tony Speight (Chiltern Rangers).

Big Local Rep: Helen Garforth. **Staff team** Lisa Meaney (Development Manager) Carol Rickwood (Admin)

Apologies: Partnership team members Riaz Ahmed, Marcin Kurowski, Ian Morton.

Wider support group Elaine Mendy, Wendy Bull, Annie Baughan

Style of Meeting - what kind of Partnership meetings do we want to have?

It was stressed by Maddy that we do not want to go back to the old style meetings where everyone sat around a table in formal committee style meetings once a month for two hours or more dealing with detailed business. While there is clearly a place for some more formal business meetings from time to time there was also an ambition to trial much more open and inclusive Partnership meetings along the lines of the First Saturday Breakfasts, which were held during 2019.

A lengthy discussion followed with various ideas and suggestions for example:-

- Decision only meetings plus 1st Saturday B'fast, involving community to bring vibe of partnership meetings with key purposes and ideas.
- A meeting including members of the wider support group joining but then leaving when confidential matters discussed
- Need for transparency, screen private/confidential matters.
- Add to Mayfly brief news and link to website so community can read what is going on. Point was made that this is already happening with news on the Mayfly and minutes posted on the website.
- A request that there is a need to clarify who was on the Partnership and who was in the wider group before deciding on style of meeting/s.
- It was noted there seemed to be three types of meetings needing to be held to cover various aspects of the partnership and wider community.

Actions? Further discussion/decisions needed

Potential roles for Team Members with reference to Job/Task Matrix enclosed with meeting papers.

Helen took up the lead to clarify the relationship between the Partnership, LTO and staff team. Most Big Locals have staff to make it all happen with the support of the Big Local Rep.

Having presented a diagram to show the relationship between the three, there were concerns that it might be more helpful to find out in more detail what roles were covered by the LTO, partnership and staff. From that there would be a clearer understanding of what roles were left or could be taken on by the partnership members. Although this had been set out in the table circulated for the meeting it was clear that not all members found this helpful and needed clearer demarcation.

There followed a lengthy discussion/comments on this agenda item for example:-

- Clarification of existing roles and who does what.
- Carry out induction for new Partnership team members.
- Explain LTO's legal role and responsibilities.
- Comments that a separate meeting or meetings need to be held to discuss/decide how to

- move forward without it becoming too complicated.
- One comment was that the table had been clear and useful and two people said they did complete it.

As this item was running over time it was decided a further meeting/s needed to be held to decide on next steps.

Partnership Development

Shelby Herrington Opportunity

<https://www.herringtoncoaching.com/>

It had been explained that Shelby had been commissioned to provide some coaching for the previous Partnership team on managing effective consultations but that this had been overtaken by the effects of the pandemic. It was therefore suggested that we might use her expertise to provide some coaching for the new team on team building and working effectively together.

Actions? Further meeting/discussions and dates to be arranged
Conversation with Shelby Herrington as to possibly coaching the team and what might the extra cost, if any, would be.

Funding update

Royal British Legion – PA system. Marcin was not present to update on his latest conversation with Sarah Sturt but the funding for the marquee had been agreed and the offer sent and accepted.

Actions? Await Marcin's update

Proposal on Funding Cycle

This was discussed and it was agreed that for Community Chest applications, (under £500) any three partnership members could assess and approve or decline an application.

It was stressed that the information on these applications should be shared by the small group considering them at the Partnership meetings.

For amounts over £500 / Community Investment Fund (CIF) there were concerns that a quarterly funding cycle could be too long for applicants to wait for a decision to be made. It was agreed instead that:

- The 1st of each month will be advertised on the website as a monthly deadline for CIF applications. (The partnership can then be notified of which applications have come in at the partnership meeting)
- CIF applications will normally be responded to within 6 weeks of the 1st of each month. (There may be months with no Partnership meeting being held e.g. August due to holiday commitments).

The funding process was discussed briefly and it was decided to continue with this until the new Partnership team had a chance to experience it when changes could be made if that was wanted.

Actions? To publicise/advise applicants of new timescale for applications – Lisa

Project Development Managers Update

Attached for information. Please read beforehand and submit any questions to Lisa in advance of the meeting.

Questions had been received from Jean Peasley and answers circulated to all in advance of the meeting. Questions from Rebecca Bennett had been received too late for a response before the meeting and would be answered when Lisa returned from leave on Wednesday 14th April.

Actions? As detailed above

Date of next meeting / confirm Chair

To avoid the date of the council elections on 6th May meeting is moved to the 2nd Thursday in May 13th at 7 pm