



**Development Manager's Update  
Lisa Meaney March 2020**

**UPDATES**

**Funding**

- VE day celebrations, £500

Granted to Wycombe Marsh Environment Group following email consultation to the partnership.

- Community Fridge £10000

This is currently in process with members of the team.

**Other notes:**

Khepera has complained about the way their grant application was handled. Madeline and I have offered to meet Khepera to discuss.

Carol has expressed an interest in developing the grant funding process – see staff below.

**Grant Finance**

I have asked Tony to request underspend of £19,400 allocated to Grants in previous draw down periods be moved into the current one.

**First Saturday Breakfast**

Whilst a number of people have said they will volunteer to take this event forward this has not yet been confirmed.

**Staff Roles**

**Vicky Baptiste's social media contract has been reviewed** as agreed before Christmas and she is now focused on managing the website and increasing community use of all out comm's channels via Slack. I have introduced Vicky to the workings of the Website.

**Carol and I met to reflect on her first month as Administrative Assistant**

Carol expressed that she could see how her training in coaching could benefit applicants. Carol could coach people that have applied to think their projects through more clearly and help people who have an idea but not the confidence / skills to apply, to develop these. We talked about developing a much clearer and standardised process of discussing applications, that compliments the formal administrative side.

Carol and I agreed that consulting on how funding is dealt with could be part of the forward 5 yr plan consultation.

### **Volunteers**

Rebecca Bennett has begun volunteering and is focused on Social Media and organizing voluntary delivery of The Mayfly.

### **The Mayfly**

We are considering postponing the printing of the Mayfly until late March for an April delivery. This would set an April / July / Oct / Jan rhythm.

This will work better with our consultation timeline and means that the winter Mayfly will be delivered in January, rather than December giving it a longer shelf life (The Christmas edition last year was redundant within a couple of weeks).

### **Planning the next 5 yrs**

Maddy and I met to draft up interview / survey questions – these are attached for comment. Nabeela was unfortunately unwell.

Please save these dates:

**Tues 17<sup>th</sup> March** Coaching Training venue TBC

**Saturday 16<sup>th</sup> May** Marsh Community Planning event. All day - The Wrights Meadow Centre

**Saturday 6<sup>th</sup> June** Micklefield Community Planning Event. All day -Proposed venue: Ash Hill School field in a marquee.

I have looking back through the financial records to the beginning of the project to compile a summary of our expenditure for publication in The Mayfly and on-line.

**SEE SENSE CHECKS**

### **Cinema**

The cinema event will take place on Saturday 19<sup>th</sup> September 2021

### **Insurance**

The answers to questions raised by Eric at the last meeting re: Insurance are below

**Deep fat frying** – If you are not doing any deep fat frying, you are not responsible for insuring the fryer itself, or the building it is in, then the deep fat fryer at the venue you use is not relevant to our policy.

**Excluded activities** – You will not be covered for any claims that arise in connection with the stated activities. You will see that Ageas lists the activities that they will not insure under any circumstances, as well as some that they will only cover if you are using the services of a professional supplier.

**Personal Accident** – We have contacted Ageas regarding the use of the word “defect” in the Personal Accident section of the SOF, so we’re now just waiting for their response, I will get back to you on this as soon as I can.

**Health and Safety Policy** – Your health and safety policy should take into account all staff (employees, volunteers, contractors etc.) and service users who you are responsible for, as well as anyone else who could be affected by your activities. With regards to vulnerable adults and young people you should have a written protection policy (AKA a safeguarding policy) that is complied with and reviewed annually.

**Hiring a hall** – This policy insures your activities across the UK, it is not restricted to a single location so you can hire alternative venues as needed. If you took up Buildings or non-portable Contents cover these would be for a fixed address, but Public and Employers Liability has no such limitations.

**Food safety** – When providing and serving food you have a responsibility to make sure it is safe for consumption, not contaminated and not harmful to health. The environment in

which food is prepared must be clean and hygienic, and those preparing the food must also maintain appropriate standards of cleanliness and hygiene. You should have food safety management procedures in place - Useful advice can be found via this link:

<https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>

**Legal Expenses** – Ageas does not provide Legal Expenses cover on this policy, so we have an add-on policy scheme with *DAS Legal Expenses Insurance Company Limited*, who are a specialist in the field. The add-on policy will cost **£45.84**, and will run alongside with the main policy and renew at the same time.

### **Finances**

Tony and I have met to update the financial records – please see attached summary. The Local Trust end of draw down report will be due in the next few weeks.

### **Micklefield Community Centre**

I have a meeting at the Centre on Wed 4<sup>th</sup> in the evening and will update you at the partnership meeting.

### **Olympic Way**

Annie and I met with Richard Glaister and Hayley Scarlett from Homegroup. Richard is the Regeneration Manager and Hayley is the Community Development Manager. We spoke this about Olympic Way where Phase 4 which included a community building is paused. The path down from Olympic Way is also closed indefinitely for H+S reasons as a result of the demolition work that has taken place. The residents are walking through the woods all the time to get to schools etc.

Richard and Hayley are trying to sort out youth activities for the young people living at Olympic Way and were keen to use our comms streams to advertise.

They also agreed to promote The Mayfly through the Homegroup mailing list.

We also talked about:

The construction of a decent woodland path from Olympic Way involving the residents in this, to combat this indefinite isolation and also build connection to nature and confidence of the Olympic Way community to enjoy it. (This is something the community have been asking for years, and seems more vital than ever now given the closure of the path and community facilities)

Training a volunteer from Olympic Way to drive a minibus (possibly CR's) and to bring residents to events in Marsh and Micklefield.

### **Local Trust**

The Local Trust visit by Georgie Burr to M+M to discuss Climate Emergency was cancelled as no partnership members were available – partly my fault for arranging at short notice.

Georgie Burr is keen to visit when partnership members are available or as part of our community consultation events.

## **SENSE CHECKS**

What do the team think about holding the Micklefield consultation event in a marquee at Ash Hill School? There may be cost implications to this.