



East Suffolk
Community
Partnerships
Bringing ideas to life

Beccles
Bungay,
Halesworth
& villages

Beccles, Bungay, Halesworth and villages Community Partnership

Chair: Councillor Judy Cloke (East Suffolk Council)

Vice-Chair: Councillor Caroline Topping (East Suffolk Council)

East Suffolk Councillors:

Councillor Elfrede Brambley-Crawshaw

Councillor Alison Cackett

Councillor Judy Cloke

Councillor Tony Goldson

Councillor Sarah Plummer

Councillor David Ritchie

Councillor Caroline Topping

Suffolk County Councillor:

Councillor Peggy McGregor

Partnership Organisations:

Local Town and Parish Councils

Suffolk Constabulary

Great Yarmouth and Waveney Clinical

Commissioning Group

Community Action Suffolk

Business Community

Youth Community

Environment

Members of the **Beccles, Bungay, Halesworth and villages Community Partnership** are invited to a meeting to be held remotely via Zoom, on **Monday 14 June 2021 at 6.00pm**

This meeting will be broadcast to the public via the East Suffolk YouTube Channel at

<https://youtu.be/NPPS1L1Bebg>

Agenda

Pages

1 Welcome and Apologies

To receive apologies for absence, if any.

		Pages
2	Notes To agree the Notes of the Community Partnership meeting held on 22 March 2021.	1 - 7
3	Rural Proofing To receive a presentation by Sarah Mortimer, Community Action Suffolk.	
4	Feedback from the Community Partnership Board on 7 June 2021	
5	Small Grants Scheme To receive a verbal update from the Communities Officer on the second round of funding.	
6	CP's Priorities To consider the CP's priorities and possible projects for the 2021/22 municipal year.	
7	Terms of Reference To receive and note the revised Terms of Reference.	8 - 10
8	Core Membership To review the agreed Core Membership of the CP and consider any changes.	11 - 12
9	Appointment of Vice-Chairman To appoint a Vice-Chairman for the 2021/22 municipal year.	
10	Date of Next Meeting To note that the next meeting will be held on 20 September 2021.	

Filming, Videoing, Photography and Audio Recording at Partnership Meetings

The Council and members of the partnership may record / film / photograph or broadcast this meeting. Any member of the public who attends a meeting and objects to being filmed should advise the Democratic Services Team (in advance), who will instruct that they are not included in any filming.

If you require this document in large print, audio or Braille or in a different language, please contact the Democratic Services Team on 01502 523521 or email:

democraticservices@eastsoffolk.gov.uk



The national Charter and Charter Plus Awards for Elected Member Development
East Suffolk Council is committed to achieving excellence in elected member development
www.local.gov.uk/Community-Leadership

Beccles, Bungay, Halesworth and villages Community Partnership

Action Notes of the Meeting held remotely via Zoom on Monday, 22 March 2021 at 6.00pm

Core Membership:

ESC Councillors – Cllr J Cloke (Chairman), Cllr A Cackett, Cllr T Goldson, Cllr D Ritchie, Cllr C Topping.

SCC Councillors

Town and Parish Councils – G Catchpole (Beccles Town Council), S Collins (Bungay Town Council), A Dunning (Halesworth Town Council), C Ellis (Shadingfield, Sotterley, Willingham and Ellough Parish Council), B Matthews (Wissett Parish Council), B Prior (Bungay Town Council), W Summerfield (Worlingham Parish Council).

Partnership Organisations – F Bedding (Community Action Suffolk), E Healey (Halesworth Volunteer Centre), P Love (Access Community Trust).

Others present – S Carter (Democratic Services Officer), S Halsey (Communities Officer), N Rickard (Head of Communities).

In attendance – S Kenward

Item	Discussion
1.	<p>Welcome and Apologies</p> <p>The Chairman of the CP, Councillor Judy Cloke, welcomed everyone to the meeting and set out a few housekeeping points to assist with the smooth running of the meeting. The Chairman reminded those present that the meeting was being broadcast live on the Council's YouTube channel.</p> <p>No apologies had been received.</p> <p>The Chairman welcomed to the meeting Beryl and Caroline from Wissett and Shadingfield, two of the CP's rural parishes. She also welcomed Sam Kenward, the new Communities Officer who would be replacing Stuart Halsey. He was attending the meeting this evening to meet everyone before starting his new job on 19 April.</p> <p>The Chairman advised the CP members that Stuart was leaving his current role for a promotion on a two-year secondment. Stuart would be working more in the</p>

	<p>south of the Council's area. The Chairman offered congratulations and thanked Stuart for his input, enthusiasm and support in carrying the CP and its projects forward. He would be missed.</p>
2.	<p>Notes</p> <p>The Notes of the meeting held on 1 February 2021 were agreed as a correct record, subject to the attendance of Cllr T Goldson being noted under ESC Councillors and not SCC Councillors.</p> <p>ACTION: Sarah Carter</p> <p>In response to a question, the Democratic Services Officer advised that whilst Cllrs Goldson and Ritchie were also County Councillors, they were on the CP in their role as a District Councillor.</p>
3.	<p>Feedback from the Community Partnership Board on 1 March 2021</p> <p>The CP received a report which provided details of the progress and outcomes of the CP Board meeting on 1 March 2021.</p> <p>The Chairman was happy to take the report as read unless members of the CP had specific questions. The Chairman highlighted the fact that one year on £247,951 had been committed to projects across all eight CPs. By working in partnership, total project costs across all CPs amounted to just over £604,000 with combined funding; that was quite an achievement.</p> <p>The Head of Communities reported on the success of the Grandpads which had been provided to older people who were isolated and had no IT or wifi. Some were still available and if CP members knew anyone who would benefit from a Grandpad, they should get in touch with Stuart or herself. Similarly, with the EAST bags, or goodie bags, there were some left over from other areas and these were now available. The Communities Officer advised that if anyone was interested, he would sort out how to get them out to those isolated or lonely people identified by the CP members or perhaps arrangements could be made for collection from Riverside.</p>
4.	<p>Small Grants Scheme</p> <p>The Chairman reported on the successful Small Grants Scheme and confirmed that £3,726.00 remained out of the initial allocation of £10,000, full details of which had been published with the Agenda papers. The Chairman advised that Ditchingham Men's Shed had not been able to use the grant for the application that had been</p>

	<p>submitted, so the offer had been withdrawn and the £400 put back into the available pot of money.</p> <p>The £3,726.00 would be carried forward to the next financial year.</p>
5.	<p>Halesworth Community Bench</p> <p>The Chairman invited Emma Healey from Halesworth Volunteer Centre to provide an update on progress with the 'Meet us at the Bench' project.</p> <p>Ms Healey reminded the CP of discussions that had taken place prior to lockdown and the original proposal for the wellbeing bench to be placed on the Millennium Green. Since then, further discussions had taken place and it was now proposed that the bench would be placed in the town park which would be easily accessible to all in the town. There was no firm timescale for installation of the bench as the proposal was to be considered by the Halesworth Town Council for final approval.</p> <p>Ms Dunning from Halesworth TC confirmed that there were ongoing negotiations with the ESC regarding the location of the bench in the park and she confirmed that the CP's contribution would be match funded by the Town Council.</p> <p>The Communities Officer advised that an Outcome Proposal Form would need to be completed, submitted and agreed prior to the end of the financial year, or the money would be lost. He confirmed that he would make contact with Emma and Annette outside of the meeting to follow up.</p> <p>ACTION: Stuart Halsey</p>
6.	<p>New Projects Task and Finish Group</p> <p>Ms Healey reported back on the meeting of the Task and Finish Group, during which the Group had discussed the range of options put forward.</p> <p>At the last meeting of the CP, Bungay had put forward a mental health initiative and that proposal had received a buy-in from Beccles and Halesworth Town Councils to work alongside each other. That would focus on this year's funding.</p> <p>The Task and Finish Group had considered other projects and ideas as follows:</p> <p><u>Clinks Care Farm</u></p> <p>Focussing on the aftershock of lockdown of wellbeing, obesity, long Covid, to improve physical and mental health and wellbeing. It had been agreed further information was required and this could be brought back to a future meeting.</p>

	<p><u>Norwich Football scheme for the over 55s</u></p> <p>It had been agreed that it was not the right time to pursue idea with the county still being in lockdown. The proposal could be considered in the next financial year and how the scheme could run post-Covid.</p> <p>Councillor Topping advised she and Councillor Bramley-Crawshaw were using money from their Enabling Budgets to support this project.</p> <p><u>Transport</u></p> <p>The final topic was transport which was important to all communities, particularly in the rural areas. East Suffolk Council had commissioned a review of transport so it would be wise to hold back from making any decisions on projects until the outcome of the review was available. With that in mind and the fact that people were likely to be able to travel safely once restrictions were lifted, it was agreed to hold off committing funding until the new financial year.</p> <p><u>Mental Health Friendly Town</u></p> <p>Each of the three towns supported the mental health initiative in partnership with Access Community Trust. £5,000 would be allocated to each town and the scheme would also provide bespoke training and support and help deal with the Covid impact on mental health.</p> <p>The Head of Communities welcomed the proposal as it fitted in well with the CP's priorities and the mental health issues that needed to be addressed in current circumstances. She confirmed that the CP Board had set aside funding for transport and the decision of this CP to hold off was sensible until the outcome of the transport review currently being undertaken was known.</p> <p>The Chairman thanked Emma for a very comprehensive report and confirmed that an Outcome Proposal Form would need to be completed for the £15,000 remaining in the CP's budget for the Mental Health friendly Town initiative and approved before the end of the financial year.</p> <p>ACTION: Stuart Halsey</p>
7.	<p>Forward Planning for 2021/22</p> <p>a) Potential Projects for 2021/22 Funding</p> <p>The Communities Officer advised that a further £25,000 was available in the next financial year commencing 1 April and the CP might wish to consider projects to bring forward. In addition, the Small Grants Scheme was so successful, another round of grant applications was being proposed. The £3,726 was being carried</p>

forward and that could be rounded up to £10,000 or have another £10,000 added to the pot. The CP was reminded that the pre-election period was starting on Thursday that week so a scheme would have to be announced in the next couple of days or after the election in May.

The CP welcomed the proposal for another small grants scheme and had detailed discussions over the time and the amount. It was noted that such schemes could take up to 60 days from launch to considering the applications, however, the Communities Officer explained that the CP could set its own turnaround time.

The Head of Communities proposed that a pre-launch statement could be issued now with a launch date in May so that organisations would have time to think about what they might wish to focus on. This was supported.

The Communities Officer reminded the CP that there was the ring-fenced money of £500 for the three town for Summer Activities which had been held over due to Covid. In addition to running a small grants scheme now, the CP might wish to run a further grants scheme in the Autumn.

Taking into account the CP's views, the Chairman proposed that a pre-launch statement be issued now, the Small Grants Scheme commence on 10 May 2021 to run for 4 weeks offering grants between £500 and £1,000. An appointed Group could meet before the next CP meeting in June to report back on applications. It was further agreed for £10,000 to be added to the pot from finance available in 2021/22.

It was agreed the Small Grants Panel would comprise:

Fran Bedding, Community Action Suffolk
Graham Catchpole, Beccles TC
Phil Love, Access Community Trust/Suffolk Family Carers
Beryl Matthews, Wissett PC
Wendy Summerfield, Worlingham PC
Councillor Judy Cloke
Communities Officer (Sam Kenward)

It was further agreed to allocate an additional £10,000 to the Small Grants Scheme from the 2021/22 financial allocation.

ACTION: Chairman/Communities Officer

The Democratic Services Officer was requested to send the pre-launch press release out to the CP members and all parishes in the CP's area giving them advance notification of the Small Grants Scheme.

	<p>ACTION: Sarah Carter</p> <p>b) Connected Communities</p> <p>The Communities Officer reported on the Connected Communities scheme which involved various partners and aimed to support the over 65s who were potentially isolated or lonely. It was an EU funded project and the successful County Council bid was delivered by Suffolk Family Carers. The scheme operated in three areas; this CP's area; Carlton Colville, Kessingland and Southwold CP area; and further south in Framlingham, Wickham Market and Melton. There were community connectors on the ground supporting older people on a range of issues and giving practical, helpful, non-judgemental advice and helping people to decide what they would like to do to improve their health and wellbeing.</p> <p>The Communities Officer explained that there was 10,000€ available to be spent on local projects in the financial year which ran from January to December. A steering group of local representatives from Statutory and VCS organisations, who meet every couple of months, have already agreed funding to support many worthwhile projects aimed at older people. This included the production of an information brochure providing information for the communities, delivery of Forest Schools to encourage people to get out and about, St Luke's Church in Beccles had received money to help support their lunch club deliveries with money for packaging and volunteer mileage and the Rural Coffee Caravan had also been financially supported.</p> <p>The Communities Officer was bringing this to the attention of the CP so as to avoid duplication of projects and funding and a link to the website would be provided in the notes of the meeting: https://suffolkfamilycarers.org/community-based-teams/communityconnectors/connected-communities/</p> <p>Following a meeting with Community Action Suffolk, the Chairman referred to the rural proofing that was being undertaken and she agreed to share the papers with the CP.</p> <p>ACTION: Chairman/Sarah Carter</p>
8.	<p>Date of Next Meeting</p> <p>It was noted that the meetings would continue on Mondays at 6.00pm. Members of the CP agreed dates for their meetings for the 2021/22 year as follows:</p>

	<p>14 June and 20 September 2021 10 January and 28 February 2022</p> <p>The Democratic Services Officer confirmed that meeting invites would be circulated in due course.</p> <p>ACTION: All – diary note</p> <p>The Chairman thanked everyone for attending and participating in the meeting.</p> <p>Stuart Halsey, Communities Officer, expressed his thanks for everyone’s support over the last few years. Everyone had been an inspiration, really helpful, put in hard work and provided him with plenty of support. He hoped that everyone would welcome Sam and support him in the same manner.</p> <p>Sam Kenward advised that he had known Stuart for a number of years through the Waveney Youth Council and he thanked the CP members for allowing him to meet them this evening.</p>
--	--

The meeting concluded at 7.07pm.

East Suffolk Community Partnerships - Terms of Reference

Community Partnerships (CPs) are an innovative way for the Council, partners and communities to work together to 'bring ideas to life' by taking a local approach to local priorities, following the creation of East Suffolk Council (ES), with larger wards and fewer (55) Councillors.

1. Form and Membership

- 1.1** There will be eight Community Partnerships (CPs), covering the whole of the ES Council area, based on groupings of communities, and using the ES ward boundaries as the building blocks. A plan showing the area of each CP is attached to these terms of reference. The CPs will report to the CP Board and the ES Cabinet.

- 1.2** The core voting membership of each CP will be drawn from the following pool dependent on the priorities of the CP (which means that each CP's membership will vary as some sectors or individuals may not be included as voting members, although they could be included as non-voting interested bodies/people):
 - The ES Councillors for the CP area (between 4 and 14 Councillors)
 - The Suffolk County Council (SCC) Councillor(s) for the CP area (to sit on whichever/however many CPs best fit their SCC Division)
 - 2 representatives (from each Town Council in the CP area)
 - A representative from at least one Parish Council/Meeting for each of the individual ES wards within the CP area
 - A representative from Suffolk Police
 - A representative from Great Yarmouth and Waveney CCG or Ipswich and East Suffolk CCG (whichever serves the CP)
 - At least two representatives from the Voluntary, Community and Social Enterprise sector (VCSE) nominated and supported by Community Action Suffolk
 - At least one representative from the business community
 - At least one representative from the youth community
 - A representative from Lowestoft Rising, Leiston Together or Felixstowe Forward, in the CPs covering Lowestoft or Leiston or Felixstowe.
 - At least one of the core members to be a 'rural champion' – representing and championing the views and needs of rural communities

- 1.3** Core voting members of the CP will be expected to;
 - live, work or trade in the CP area,
 - have sufficient authority to speak for their organisation/partnership and
 - report back to their organisation/partnership on the activities of the CP.

- 1.4** The quorum for any meeting of the CP will be a minimum of 6 voting members of the CP. The membership of the CP will be reviewed annually in May, following the District or County Council elections (where applicable). If there is not a quorum present at each meeting of the CP, it will not be able to make any decisions at that meeting.

2. CP Principles

- Involve local councils, public services, communities, voluntary sector organisations and businesses in planning and delivering joined up services that meet local needs
- Make the best collective use of our assets and resources
- Base decisions on data and intelligence about local places
- Identify, understand and address deprivation, disadvantage and hidden needs and consider how CP decisions impact on both rural and non-rural areas
- Champion, represent and influence on behalf of East Suffolk and the eight Community Partnerships

3. Role of the CPs

3.1 CPs will:

- a) focus on cross cutting issues for which no one organisation is solely responsible
- b) hold an annual CP workshop, ideally including representatives of the wider community of the CP area to set or confirm the priorities for that CP, which are based on local data and knowledge
- c) develop an annual work plan to address the CP priorities for the coming year, and support delivery of the ES Strategic Plan
- d) address the CP priorities and identified gaps in service provision using a solution-focussed and problem-solving approach
- e) monitor and adapt their agenda in response to emerging issues affecting the CP area or a wider area in ES, including issues raised through Youth Voice and other sources of community intelligence
- f) report quarterly to the CP Board, and annually to the ES Cabinet, on progress against their priorities, and provide such other verbal/written reports to other organisations or partnership bodies, as requested.
- g) develop proposals for expenditure against the annual budget of £25,000 per CP and seek authorisation for actual expenditure from the ES Cabinet Member for Communities
- i) bid for additional funds from the ES Strategic Budget and from other external sources in order to deliver the priorities of the CP
- j) create Task & Finish/Working Groups as required to explore specific issues/priorities in greater detail
- k) conduct or commission research into policy or service delivery issues affecting the CP area
- l) actively support and send representatives to participate in the CPs Annual Forum
- m) ensure that all decisions have given due regard to the direct and indirect impacts on rural areas

4. Chair and Vice Chair of CPs

4.1 Each CP will be chaired by an ES Councillor for the CP area, appointed by the Leader of East Suffolk Council. This Councillor will (a detailed Job Description is available);

- fulfil this role until such time as they are replaced by the Leader of East Suffolk Council
- sit on the East Suffolk CP Board
- provide a strong sense of purpose and direction to the CP
- drive the CP's annual work programme
- work alongside a range of Officers including the Communities Officer, Communities Manager and other Communities Team members, Head of Communities and the Partnerships Manager.

Updated: April 2021

- 4.2 The Vice Chair will be elected annually by the members of the CP and will deputise for, and take decisions on behalf of, the Chair in their absence.

5. Meetings of the CPs

- 5.1 CP Meetings will be by invitation but held in public and their style will be inclusive and interactive. Wherever possible they will be organised to problem solve (for example workshop style) rather than as formal meetings.
- 5.2 The “Municipal Year” for CPs will align with the financial year so will run from April to March and meetings will normally be held at least three times each year, although additional meetings may be called by the Chair as necessary, on at least five clear working days written notice. Task and Finish Groups may be established in order to progress Community Partnership business between CP meetings.
- 5.3 The dates of each CP Meeting will be agreed in advance by the CP and they will be held at a suitable venue within the CP area or remotely using video conferencing facilities.
- 5.4 Any member of the CP may request that an item be included on the agenda for a meeting. The meeting papers will be sent out by electronic mail (or post if necessary to those without internet access) to all members of the CP no later than five clear working days before the meeting.
- 5.5 Agendas and action points arising from each meeting will be recorded and published on the Community Partnership pages of the ESC website.

6. Voting

- 6.1 The aim at each CP meeting will be to reach decisions by a consensus with all core voting members of the CP being eligible to vote, and each will have one vote, indicated by a show of hands. The Chair of the CP will determine when there is no consensus and therefore an issue should be put to the vote. However, it is suggested that any funding matters should generally be voted on formally with core voting Members stating their vote verbally. Whichever method is used, a majority vote of those present and voting will prevail. The Chairman of the CP will have a casting vote.

7. Financial Accountability

- 7.1 The ES Council will operate as an accountable body for the eight CPs and the CP Board. The budget for each CP will be allocated against agreed priorities (unique to each CP) and clear criteria (the same for all eight CPs) which will be agreed at the first meeting of the CP each year. These are designed to ensure that this funding is not used for purposes beyond the ES Council’s powers, or the law, and that projects supported align with the ES Council’s Strategic Plan.



Beccles, Bungay, Halesworth and Villages Community Partnership

Core Membership 2021 – with voting rights

Name	Representing (A-Z)
Cllr Judy Cloke	CP Chairman
Phil Love	Access Community Trust
Eric Sewell	Apollo Youth Centre
Cllr Gillian Birrell	Beccles Town Council
Cllr Graham Catchpole	Beccles Town Council
Cllr Sue Collins	Bungay Town Council
Cllr Bob Prior	Bungay Town Council
Fran Bedding	Community Action Suffolk (CAS)
Cllr Elfrede Brambley-Crawshaw	ESC Ward Councillor for Beccles and Worlingham
Cllr Sarah Plummer	ESC Ward Councillor for Beccles and Worlingham
Cllr Caroline Topping	ESC Ward Councillor for Beccles and Worlingham
Cllr David Ritchie	ESC Ward Councillor for Bungay and Wainford
Cllr Alison Cackett	ESC Ward Councillor for Halesworth and Blything
Cllr Tony Goldson	ESC Ward Councillor for Halesworth and Blything
Annette Dunning	Halesworth Town Council
David Thomas	Halesworth Town Council
Emma Healey	Halesworth Volunteer Centre
Amanda Sear	Norfolk and Waveney CCG
Kathryn Ellis	Norfolk and Waveney CCG
Caroline Ellis	Shadingfield, Sotterley, Willingham and Ellough PC
Wendy Summerfield	Worlingham Parish Council
Beryl Matthews	Wissett Parish Council

**A pool of other representatives who may be invited to attend future CP meetings,
depending on priorities etc:**

Name	Representing (A-Z)	
Debbie Blowers	Secretary, BACT	
Rev Rich Henderson	Beccles, St Lukes Church	
Rev Jane Held	Assistant Curate Blyth Valley Team Ministry	
Rev Ian Byrne	Rector of the Bungay benefice and Assistant Minister The Saints Benefice	Now retired
Sammie Charlesworth	Community Connector, Connected Communities Suffolk Family Carers	
Marie Webster-Fitch	ESC Economic Development	
Phil Gore	ESC Environment	Now retired
Daniel Wareing	ESC Green Print Forum	
Julia Howell	HACT Ltd	
Brian Hand	HACT Ltd	
Cllr Peggy McGregor	Suffolk County Council for Beccles Division	
Nick Aitken	Suffolk Police	
Mark Jackson	Suffolk Police	
Jackie Ball	Thirst Youth Group in Beccles	

Support for the Community Partnership Meetings:

Name	Representing (A-Z)	Email Address
Sam Kenward	ESC Communities Team	sam.kenward@eastsuffolk.gov.uk
Sarah Carter	ESC Democratic Services Team	sarah.carter@eastsuffolk.gov.uk