



**East Suffolk
Community
Partnerships**
Bringing ideas to life

**Melton
Woodbridge
& Deben
Peninsula**

Notes of the remote Meeting held on Wednesday 21 April 2021

Core Membership present: Cllr James Mallinder (Acting Chairman), Cllr Rachel Smith-Lyte, Cllr Kay Yule

S Ward (Community Action Suffolk), K Fortmann (Campsea Ashe PC), H Hughes (Hollesley PC), J Peters (Blaxhall, Boyton and Sudbourne PC), Cllr John Pilgrim (Boyton PC), Cllr Alan Porter (Melton PC)

Others present – K Abbott (Clerk), J Catterwell (Communities Officer), Cllr J Cutting (Blaxhall PC), S Halsey (Integrated Partnership Manager), N Jenner (Communities Support Officer), J Mullett (Health Projects Officer), N Rickard (Head of Communities), C Rutherford (Just 42), Kevin Wegg (Funding Manager)

Item	Discussion
1.	Welcome and Apologies for Absence Apologies were received from Samuel Gilkes (Suffolk Police)
2.	Notes of the meeting held on 3 February 2021 The notes were received and confirmed as a correct record.
3.	Update from the Community Partnership Board 1 March 2021 The Acting Chairman referred to the written update published with the agenda and highlighted certain points contained within. He welcomed the total amount of funds which had been allocated and praised what he said was an excellent and exciting initiative. The update report was noted.
4.	Presentation on Grants The Partnership received a presentation by Kevin Wegg, Funding Officer which provided a high-level overview of the grant application process and summarised things to consider when establishing a small grant scheme.



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	<p>The Acting Chairman thanked the Funding Officer for an excellent and useful presentation.</p>
5.	<p>Grants for 2021/22</p> <p>Julia Catterwell, Communities Officer, provided a summary and sought the Partnership's views on the allocation of unspent, launch dates for the next round, etc. It was noted that some £4000 of funds from the previous year remained unallocated. The impact of the pandemic and the fact that some applications had not met the required criteria were noted as the reasons for this underspend.</p> <p>ACTIONS:</p> <ul style="list-style-type: none">• It was proposed and agreed that unspent small grant funds (c£4000) be rolled into the new annual figure (£25,000) to be awarded to projects which met the required criteria, primarily against the two identified priorities of the Partnership, but with some flexibility to consider other projects on their individual merits• It was proposed and agreed that the next round of the small grant scheme would open on 26 April 2021, close on 1 June 2021 and the Panel would meet to consider applications on 16 June 2021. It was felt that this timing would allow any summer projects to be facilitated in good time.• It was proposed and agreed that some funds be held back from the first round to enable a second round of small grant funding to be conducted.• It was proposed and agreed that any unsuccessful applicants would be sign-posted to other funding opportunities.
6.	<p>Funding Summary</p> <p>The Partnership was referred to the summary of funding which had been published with the agenda.</p> <p>The update was noted.</p>
7.	<p>Update on Community Partnership funded projects</p>



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	<p>The Communities Officer also summarised projects funded by the other Partnerships against their own identified priorities. The Partnership was referred to the virtual walk initiative and that, if it wished to do something similar, the costs would be reduced as the publication licence had been purchased.</p> <p>The update and potential ideas for future consideration were noted.</p>
8.	<p>Update on Task and Finish Groups</p> <p>The Communities Officer stated that, when the CPs were initially launched, it had been planned to initiate a Task and Finish Group for each priority. However, the pandemic had impacted on these being able to get underway and embedded.</p> <p>The CP was advised that it was proposed to resurrect meetings of the Task and Finish Group, two or three times a year, and to involve in the membership those outside the Partnership, including voluntary groups, to help identify suitable projects. The Communities Officer said she would arrange these meetings and members of the Partnership were welcome to attend.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • It was suggested and agreed that the Communities Officer try and engage with the East Suffolk Youth Priority Group which was due to next meet on 30 April. • It was agreed that any further suggestions for membership of the Task and Finish Group would be forwarded to the Communities Officer. • It was agreed that the Communities Officer would proactively seek other such groups, make contact, and seek their engagement.
9	<p>Any other business</p> <p>(i) <u>Terms of reference</u></p> <p>The revised generic terms of reference for all Partnerships were received and noted.</p> <p>(ii) <u>Review of the membership</u></p>



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	<p>It was agreed that new members needed to be encouraged. It was agreed that any suggestions for new members would be sent to the Acting Chairman.</p> <p>It was agreed that Caroline Rutherford of Just 42, present, be added to the membership.</p>
10.	<p>Date of the next meeting</p> <p>The next suggested date was 2 June 2021. As this fell in half-term it was suggested that this be moved to late June or early July.</p> <p>It was also requested that meetings alternate between a 4pm start and a 6pm start. It was further agreed that the next meeting would commence at 4pm, the one after at 6pm, and so on. This arrangement to be reviewed by the Partnership later in 2021.</p> <p>Following the meeting, a new date of 7 July 2021 at 6pm (remotely) was arranged.</p>

The Meeting concluded at 5.20pm