



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

**Melton  
Woodbridge  
& Deben  
Peninsula**

## **Notes of the remote Meeting held on Wednesday 21 October 2020**

### Core Membership present:

ESC Councillors – Cllr Chris Mapey (Chairman), Cllr Ray Herring, Cllr James Mallinder, Cllr Rachel Smith-Lyte; Cllr Kay Yule

J Lily-Peters (Blaxhall PC Clerk), Cllr J Pilgrim (Boyton PC), S Connick (Community Action Suffolk), Cllr H Hughes (Holesley PC), Cllr A Porter (Melton PC), M Backhouse (Orford & Gedgrave PC), P Simper (Ramsholt PC Clerk), H Heelis (Rendlesham PC Clerk), Cllr C Page (SCC), Cllr A Reid (SCC) Cllr M Sutton (Woodbridge TC), C Fortmann (Campsea Ashe PC Clerk), S Gilkes (Suffolk Constabulary), Cllr C Page (SCC)

Others present – K Abbott (Clerk), L Bennett (Partnerships Manager), J Catterwell (Communities Officer), S Gill (Groundwork), N Jenner (Communities Support Officer)

Item	Discussion
1.	<b>Welcome and Apologies for Absence</b>  No apologies for absence had been received.  The Chairman welcomed all present to the Meeting and invited everyone to briefly introduce themselves.
2.	<b>Election of a Vice Chairman for the Community Partnership</b>  The role description and an outline of the nomination and election process had been sent to the Community Partnership in advance of the meeting.  The Chairman invited nominations.  Jo Lily-Peters nominated Cllr James Mallinder. This nomination was seconded by Cllr Alan Porter.  Claus Fortmann nominated Cllr Rachel Smith-Lyte. This was not seconded.  There were no other nominations and so Cllr James Mallinder was duly elected as the Vice Chairman.



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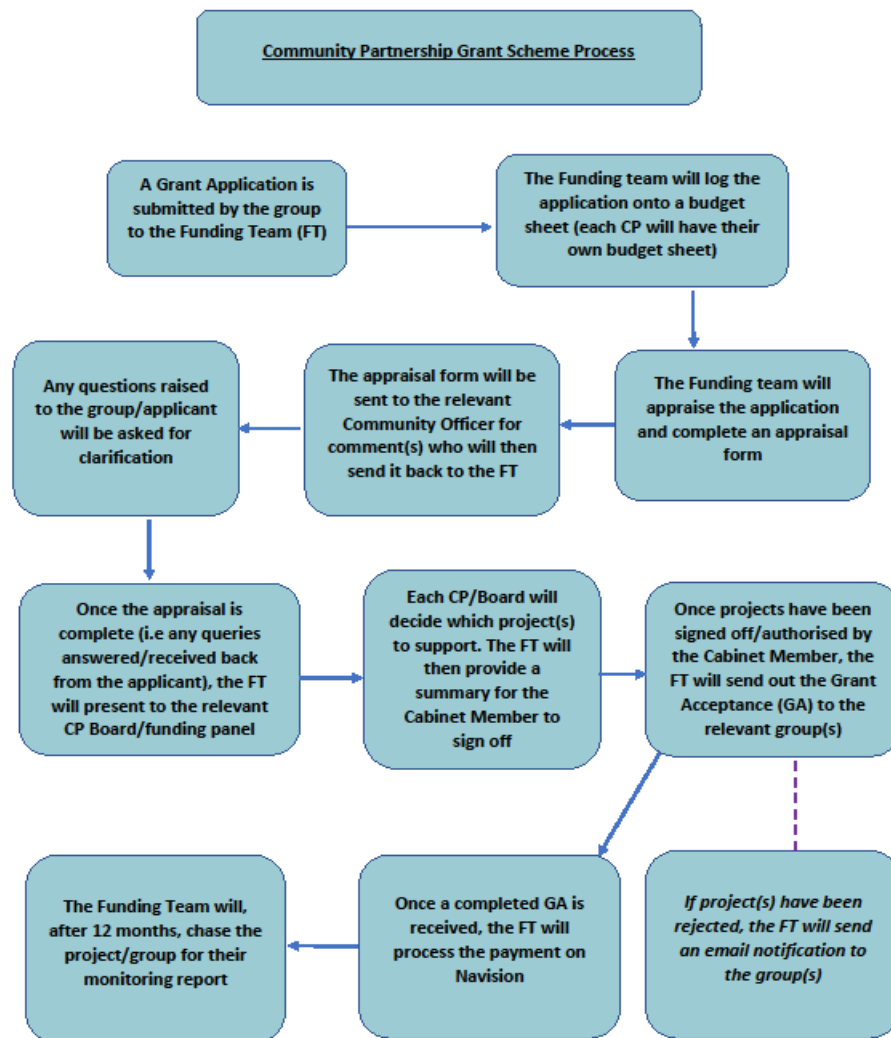
3.	<p><b>Notes of the previous meeting of the Community Partnership held on 20 August 2020</b></p> <p>The notes were received and confirmed as a correct record.</p>
4.	<p><b>Update from the Community Partnership Board held in September 2020</b></p> <p>A written report on the outcomes from the Board meeting held on 7 September 2020 had been published with the agenda.</p> <p>Luke Bennett, Partnerships Manager, summarised the report and highlighted the key points.</p> <p>There were no questions on the report.</p> <p><b>ACTION:</b> The report was received and noted.</p>
5.	<p><b>Grants Scheme</b></p> <p>Ben Porter, Funding Manager, was unable to attend the meeting. Nicola Jenner, Communities Support Officer, provided the update and a short presentation to explain the grants scheme. In summary:</p> <p>The Community Partnership was shown an internal flow chart diagram of the Grants process (<i>see below</i>) used by the ESC Funding Team to administer the process. The Community Partnership was asked to agree when the Grant Scheme would go live and how long it would be open. Also being produced was a template, guidance, and application forms. It was noted that the Funding Team would undertake a short appraisal of each application as it was received. The Community Partnership was also advised that it could delegate decisions to the Grants Panel made up of its members and that this would be convened once the application window had closed and appraisals had been completed.</p> <p>Applications from between £250 - £2500 could be made to each grant scheme.</p>



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	<p><b>ACTION:</b></p> <ul style="list-style-type: none"><li>• It was agreed that this Community Partnership would have a 6-8-week window for applications and appraisals</li><li>• That a Grants Panel be established and meet first in December 2020</li><li>• That the Grants Panel be comprised of Councillor Mapey, Julia Catterwell, Councillor Smith-Lyte, Councillor Page, Claus Fortmann and Sam Gilkes</li></ul>
6.	<p><b>6a Village Hubs Grant Scheme Outcome Proposals</b></p> <p>A copy of the Outcome Proposal Form had been published with the agenda. The application sought £10,000.</p> <p><b>6b Youth Engagement Opportunities and Services</b></p> <p>A copy of the Outcome Proposal Form had been published with the agenda. The application sought £15,000.</p> <p>It was confirmed that all applications would be sent to the ESC Funding Team who would check they met the required criteria etc. Once that was completed, the applications were sent to the responsible Cabinet Member to consider. Therefore, the allocation of public money was subject to an audited process and governance was applied.</p>
7.	<p><b>Date of the next Meeting</b></p> <p>Wednesday 18 November 2020 at 4pm</p>

The Meeting concluded at 4.35pm