



Framlingham, Wickham Market and villages Community Partnership

**Action Notes of the Meeting held remotely via Zoom
on Thursday, 18 March 2021 at 6.00pm**

Core Membership:

ESC Councillors – Cllr C Poulter (Chairman), Cllr M Cook.

SCC Councillors – Cllr A Nicoll

Town and Parish Councils – D Chenery (Wickham Market Parish Council), J Cross (Great Glemham Parish Council), I French (Wickham Market Parish Council), M Hine (Framlingham Town Council), K Jones (Ufford Parish Council), A Revill (Hacheston Parish Council).

Partnership Organisations – C Abraham (Community Action Suffolk), J Healey (Green Print Forum).

Others present – S Carter (Democratic Services Officer), J Catterwell (Communities Officer), N Jenner (Communities Officer) K Wegg (Partnerships Funding Officer).

| Item | Discussion |
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| 1. | <p>Welcome and Apologies</p> <p>The Chairman of the CP, Councillor Carol Poulter, welcomed everyone to the meeting and made a few introductory comments to assist with the smooth running of the meeting. She reminded everyone present that the meeting was being broadcast live via the Council's YouTube channel. In addition, the Chairman advised that any matters to be agreed would be by consensus rather than a formal vote.</p> <p>Apologies for absence had been received from Councillor S Burroughes (ESC), J Jones (Framlingham Town Council) and L Bennett (ESC Partnerships Manager).</p> |
| 2. | <p>Notes</p> <p>The Notes of the meeting held on 21 January 2021 were agreed as a correct record.</p> |



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| <p>3.</p> | <p>Feedback from the Community Partnership Board on meeting 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 advised she was pleased with the success and achievements that had been completed in the first year of operation of the CP.</p> <p>There being no specific questions, the CP noted the report.</p> |
| <p>4.</p> | <p>Community Partnership Projects / Funding</p> <p>a) Funding Summary as at 4 March 2021</p> <p>The Communities Officer gave a short presentation explaining how the CP’s financial allocation had all been assigned. The summary slide showed the allocations leaving £3,510 for a Small Grants Scheme which was to be approved by the Funding Team. It was understood that Great Glemham would be getting their bench soon and there had been lots of interest in benches throughout the area. Updates on the funding to the Youth Groups and Outreach Work were currently awaited.</p> <p>The Communities Officer advised that pictorial feedback would be provided at the next meeting of the CP. She thanked the CP members for their involvement and support in getting the funding for the projects and also for getting things up and running.</p> <p>b) Small Grants Scheme</p> <p>The Chairman welcomed Kevin Wegg, Partnerships Funding Officer, from the ESC Funding Team to the meeting, who gave an overview of the Small Grants Scheme.</p> <p>The Partnerships Funding Officer explained the grant application process via a step-by-step guide. An application would be received, logged and appraised by the Funding Team, shared with the Communities Officer and once any queries had been answered by the applicant, the project would be presented to a Panel appointed by the CP. Projects that were supported would be summarised for the Cabinet Member for Communities, Leisure and Tourism and on approval, the Funding Team would send out notification of grant acceptance to each of the groups. Payment would be processed and the Funding Team would, after 12 months, seek a monitoring report. If any project applications were rejected, the Funding Team would notify the groups accordingly. Alternatively, an application might be deferred pending the answer to supplementary questions which the</p> |



Funding Team would facilitate. Upon receipt of the answers, the Panel would then cast a 'virtual vote' on whether to accept or reject the application.

The CP discussed how easy it would be to access funding for projects within the relevant criteria and noted the initial step was to complete an Outcome Proposal Form, signed by the Chairman, passed to the Funding Team and then authorised by the Cabinet Member for Communities, Leisure and Tourism.

The Partnerships Funding Officer responded to questions and confirmed, with regard to values, grant amounts could range from £250 to £2,000, as set by the CP. Any groups within the CP area could apply. It should be noted that the self-employed did not qualify as such, unless they had an organisation who would act as an accountable body for the money, for example, a community organisation/town or parish council. Grants could not be paid into an individual's bank account.

The Democratic Services Officer advised that the guide would be published on the website with the Agenda papers.

ACTION: Sarah Carter

With the pre-election period due to start the following week, the Vice-Chairman of the CP proposed that the Small Grants Scheme be launched immediately and the Council's Communications Team could issue a press release in the next few days. The application process could be open for several weeks and a Panel would need to be appointed to review the applications. The Small Grants Panel would comprise the Chairman of the CP and the Communities Officer and he sought nominations, particularly from the rural areas within the CP.

It was agreed that the Small Grants Panel would comprise:

John Cross, Great Glemham PC
Jane Healey, Green Print Forum
Marion Hine, Framlingham TC
Kathryn Jones, Ufford PC
Councillor Carol Poulter, CP Chairman
Nicola Jenner, Communities Officer

It was confirmed that the first meeting of the Panel would likely be in two months' time and that the Panel members would not be able to vote on applications from their own parishes.

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| | <p>ACTION: Nicola Jenner</p> <p><i>Note: Subsequent to the meeting, the Small Grants Scheme was launched on 19 March 2021.</i></p> <p>Project Ideas</p> <p>There was a general discussion on project ideas, the friendly/chat benches and other proposals that might come forward prior to the next meeting of the CP. The Chairman confirmed that anyone could contact her or the Communities Officer if they wished to discuss putting forward any worthy projects between meetings.</p> |
| 5. | <p>Core Membership</p> <p>The Chairman advised that consideration had been given to the under representation by some areas/parish councils and since the first meeting of the CP, people from other parishes had been volunteering to join the CP. In addition, the Communities Officer had created interest whilst visiting the parishes in the CP's area, particularly in the Kelsale and Yoxford Ward, and it was hoped to achieve further recruitment from the voluntary and community sector groups.</p> <p>In accordance with the CP's Terms of Reference, which were currently under review with the Head of Communities, the CP could review its membership on an annual basis. It was therefore proposed that representatives from the following join the CP:</p> <p>Cratfield Parish Council Farnham with Stratford St Andrew Parish Council IP17 Good Neighbour Scheme (Byrony Peel) Wickham Market Good Neighbour Scheme (Dick Jenkinson)</p> <p>ACTION: Nicola Jenner/Sarah Carter</p> <p>The Communities Officer reminded the CP members that young people were one of the CP's priorities and it was hoped the Task and Finish Group previously appointed could look at that priority and report back to the CP's meeting in July.</p> <p>ACTION: Nicola Jenner</p> <p>Cllr Nicoll questioned the fact that Campsea Ashe was within the CP that covered Melton, Woodbridge and Deben peninsula; it seemed illogical and unhelpful and would make sense for the boundaries to be coterminous. Councillor Cook</p> |



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| | <p>confirmed that he had previously raised this issue, in that CP boundaries should be coterminous with Ward boundaries.</p> <p>The Chairman confirmed that the eight CP boundaries had been fixed and was an issue that would need to be raised with the Partnerships Manager/Head of Communities.</p> <p>ACTION: Sarah Carter to contact Luke Bennett/Nicole Rickard</p> |
| <p>6.</p> | <p>Dates of next meeting</p> <p>Members of the CP agreed that meetings would continue to be held on Thursdays at 6.00pm and agreed dates for the meetings of the CP for the 2021/22 year as follows:</p> <p>1 July and 7 October 2021 13 January and 24 March 2022</p> <p>The Democratic Services Officer confirmed that, by fixing those dates, it would not preclude any extra meetings that might become necessary and which would be arranged if required. 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> |

The meeting concluded at 6.47pm.