



East Suffolk  
Community  
Partnerships  
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Leiston  
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## Notes of the remote Meeting held on Monday 9 November 2020 at 3.30pm

### Present:

ESC Councillors: Cllr T Cooper (Chairman), Cllr J Bond, Cllr J Fisher, Cllr T-J Haworth-Culf

SCC Councillor: Cllr R Rainger

Town and Parish Councils: Cllr J Cusack (Middleton PC), Cllr M Fellowes (Aldeburgh TC), Cllr J Findlay (Saxmundham TC), Cllr L Hill (Leiston TC), Cllr M Schedrin (Friston PC), Cllr H Ward (Theberton & Eastbridge PC), C Rinder (Deputy Town Clerk, Leiston TC)

Partnership Organisations: S Cuthbert (Leiston Good Neighbour Scheme), D Eastman (IP17 GNS), B Gaunt (Flagship Housing Association), S Mortimer (Community Action Suffolk), A Parke (Access CT),

Others present: L Bennett (ESC, Community Partnerships Manager), Z Botten (ESC, Communities Officer), J Thain (Leiston Change Manager), K Abbott (ESC, Clerk to the Community Partnership)

Item	
<b>1</b>	<b>Welcome and Apologies for Absence</b>
	Apologies for absence were received from Cllr Stephen Brett (Theberton & Eastbridge PC) who was represented by Cllr Hilary Ward.  The Chairman welcomed Cllr Julian Cusack (Middleton PC) and Becki Gaunt (Flagship Housing Association) to their first meeting of the Community Partnership.
<b>2</b>	<b>Election of a Vice Chairman</b>
	There being no nominations for the position of Vice Chairman received at the meeting on 29 September 2020 the Election had been deferred to this meeting. The Clerk, as requested, had emailed the role descriptions, clarity on who could be nominated and who could nominate etc., to the membership.  The Clerk sought nominations for the position of Vice Chairman in accordance with the Terms of Reference.



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	<p>Cllr Haworth-Culf was nominated by Cllr Cooper, seconded by Cllr Rainger. There were no other nominations. Cllr Haworth-Culf was declared Vice Chairman. In accepting the position, Cllr Haworth Culf indicated that she would serve as Vice Chairman until the end of the current financial year.</p>
<b>3</b>	<b>Notes of the previous meeting of the Community Partnership</b>
	<p>The notes of the meeting held on 29 September 2020 were received and confirmed as a correct record.</p>
<b>4</b>	<b>Grants Proposal Scheme</b>
	<p>The guidance document and application forms had been sent to the Partnership on 5 October 2020; these were summarised by Zoe Botten.</p> <p>It was proposed that the Partnership's Scheme would be launched in early January 2021 and remain open for some 4-6 weeks for applications to be submitted. A Funding Panel would be established and meet later in February to determine which applications might be successful in receiving either total or partial funding allocations. Applications would be considered if they complied to the set criteria. The Scheme would also be 'advertised' on the East Suffolk Council website to encourage applications.</p> <p>Cllr Haworth-Culf asked if the proposed timeline allowed sufficient time to allocate the funds before the end of the financial year. Zoe Botten replied that if funds were committed before the end of the financial year the allocation could, if necessary, be a little delayed. However, she said she anticipated a quick turn-around.</p> <p><b>ACTIONS:</b></p> <ol style="list-style-type: none"><li>1. That, once open, the membership of the Partnership prompt local parishes to submit applications (<b>All</b>)</li><li>2. The documents and proposed timelines were received and noted.</li></ol>
<b>5</b>	<b>Parish Council representatives</b>
	<p>Cllr Bond welcomed the new representatives to the meeting and said that their involvement, contribution, and time were greatly valued.</p> <p>Cllr Cusack thanked Cllr Bond and the Partnership for the invitation to become a member. He requested that all new members receive documents to help bring them up to speed.</p> <p><b>ACTIONS:</b></p>



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	<ol style="list-style-type: none"><li>1. That the <b>Clerk</b> would send the Partnership's terms of reference, objectives, the outcomes from the workshops, latest communications etc., to all new members. (These were emailed on 10 November 2020)</li><li>2. That <b>Di Eastman</b> would seek a representative from Benhall PC, if possible.</li><li>3. That, where possible, the membership encouraged currently unrepresented parishes to identify their Councillors to join and actively participate in the Partnership's objectives (<b>All</b>)</li></ol>
<b>7</b>	<b>Task and Finish Groups' applications</b>
	<p>The notes of the of the meeting of the Task and Finish Group on social isolation and loneliness held on 25 September 2020 together with an application for a grant of £12,000* for a Community Art Project had been published with the agenda. The application was summarised by Sharon Cuthbert on behalf of the Task and Finish Group.</p> <p><i>*The breakdown for this was provided within section 3 of the application.</i></p> <p>The Community Partnership discussed the application, and, in summary, the following points were made:</p> <ul style="list-style-type: none"><li>• That a title for the project be identified as soon as possible to aide promotion of the Project</li><li>• That the possible exhibition, after March 2021, be linked, if possible, to the 175th anniversary of the market hall in Saxmundham</li><li>• That the breadth of the project might be expanded to include other art forms, such as musical links, creative writing, photography, woodwork etc. It was noted that other groups already had poetry and photography projects so there needed to be coordination to avoid duplication.</li><li>• That all parishes and community groups within the Partnership's area be advised of the project and invited to be involved</li></ul> <p>Cllr Fellowes welcomed the proposal and praised it as an excellent example of engagement at a very difficult time. Cllr Fellowes asked about the governance that would be applied to this funding, if approved, by the Project. Sharon Cuthbert said that a small steering group would be established to oversee the project's delivery. In terms of the governance for the allocation of the grant, it was confirmed that all proposals, if approved by the Partnership, would be submitted to the Council's Funding Team which would ensure criteria had been met and undertake the "checks and balances" required for public money before forwarding the approved proposal to the responsible ESC Cabinet Member to endorse. This was all part of an auditable process.</p>



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	<p>The application was formally proposed by Cllr Hill, seconded by Caroline Rinder and by unanimous consensus of those present, it was agreed that the project be awarded £9,000 and the remaining £3,000 in the next financial year, if required; this latter figure would be ring-fenced. An exhibition to be held in the 2021/22 financial year</p> <p><b>ACTION:</b> That Sharon Cuthbert provide additional detail to the January meeting of what the project would include and offer to participants (<b>Sharon Cuthbert</b>)</p> <p>Zoe Botten advised that the other Task &amp; Finish Group, led by Emma Ratzer, would meet in December, and would bring its proposals to the Partnership at its January meeting.</p>
<b>8</b>	<b>Any other business</b>
	<p><b>Dementia Project</b></p> <p>A project proposal had been raised at the September meeting by Joanne Thain and it had been agreed that a written application would be provided to this meeting. Unfortunately, this had not been published with the agenda and so it was not possible to discuss it at the meeting. However, there was a need to consider the proposal before the meeting in January and so the Chairman proposed that an extra meeting be arranged on Tuesday 1 December 2020 to receive the application for the dementia project only. This was agreed.</p> <p><b>Community Partnership Board</b></p> <p>Cllr Fellowes raised a concern that the Community Partnership Board (CPB) did not meet in public and its minutes were not in the public domain. The Clerk was asked to raise this with the Clerk to the CPB and to seek a response be sent to Cllr Fellowes (this was completed on 13 November by the CPBs Clerk).</p>
<b>9</b>	<b>Dates of the next meetings</b>
	<p>An extra meeting would be held on Tuesday 1 December 2020 at 4.30pm, as agreed at item 8 above.</p> <p>The next scheduled meeting would be held on Monday 11 January 2021 at 3.30pm</p>