

ONE Haverhill Board Meeting

MEETING MINUTES

7th December 2016 10:30am

Haverhill Arts Centre

Present:

| | | |
|-----------------------------|--------|---|
| John Mayhew | JM | Chair and Haverhill Chamber of Commerce |
| Henry Wilson | HW | Vice Chair and REACH |
| Colin Poole | CP | Town Clerk |
| Councillor Alaric Pugh | CllrAP | Cabinet Member for Planning & Growth, St Edmundsbury Borough Council |
| Councillor Anthony Williams | CllrAW | Haverhill Town Council |
| Councillor Betty McLatchy | CllrBM | Haverhill Town Council |
| Councillor David Roach | CllrDR | Mayor of Haverhill |
| Councillor John Burns | CllrJB | Suffolk County Council |
| Councillor Pat Hanlon | CllrPH | Haverhill Town Council |
| Councillor Paula Fox | CllrPF | St Edmundsbury Borough Council |
| Dave Gooderham | DG | ONE Haverhill PR Consultant |
| David Ruddy | DR | West Suffolk College |
| Inspector Danny Cooper | DC | Suffolk Police |
| Jason Andre | JA | Samuel Ward Academy |
| Jon Eaton | JE | Community Action Suffolk |
| Lizzie Cocker | LC | Families and Communities Officer, St Edmundsbury Borough Council |
| Lois Wreathall | LW | Head of Primary Care, W Suffolk CCG |
| Michael Attwood | MA | Locality Officer, Suffolk County Council |
| Philip Sullivan | PS | Director of Operations and Deputy Chief Executive, Havebury Partnership |
| Rosanne Kilbourn | RK | MENTA |
| Alisha Jenkins | AJ | Minute taker, Haverhill Town Council Apprentice |

Also in attendance: Four Members of the press and public

| Item | | ACTION |
|------|---|--------|
| 1. | <p><u>Welcome, Declaration of Interest, Apologies</u> JM welcomed everyone to the meeting. Apologies were received from: Ian Gallin - Chief Executive, St Edmundsbury and Forest Heath Councils Nick Keeble - Haverhill Arts Centre Manager Sarah Howard MBE - Suffolk Chamber of Commerce Jacqui Singleton - Samuel Ward Academy Alison Blackwell – Abbeycroft Leisure Ellie McCarthy - Building Community Capacity Officer at Suffolk County Council</p> <p>declaration of interests: LW – Also a trustee for Abbeycroft Leisure</p> | |
| 2. | <p><u>Minutes Matters Arising:</u> Directory for the board members: The first draft of the directory has been made and sent out to everyone; a few adjustments have been made and will be resent out along with the next meeting minutes. Representation: Cllr PF is representing St Edmundsbury Borough Council not Haverhill Town Council. Task Groups: PS is not part of the Crime and Anti-Social Behaviour task group. Information on health groups: Collection of data is underway but remains work in progress. Youth strategy survey: The survey has officially been closed but the link was not received by JB. The numbers of young people taking the survey was lower than expected.</p> | |
| | <p><u>Financial overview:</u> CP advised the board that sufficient funds remained to fund the core costs of the partnership in this financial year. He was going to review the expenditures to provide a definitive figure for the next meeting, for 2017/18. £10,000 of funds was earmarked for ONE Haverhill Partnership priorities. The remaining ONE Haverhill grant funds following the recent round of awards is £19.00. [post meeting correction]</p> | CP |
| | <p><u>Grants Update:</u> DR reported to the board that there are a lot of organisations that exist within the Haverhill area that the grant panel didn't know of but he felt that the grants money was fairly spent to benefit the people of Haverhill. The panel ring-fenced some funding to rerun the Junior Signpost Group and to start a Job Club for young people. Some organisations have been asked for further information, which unless received will mean that they will not be able to receive the grant itself and those funds will return to the grant pot. Funding was given for Community Action Suffolk to run courses on writing grant applications for voluntary organisations, as Haverhill is under-achieving in making successful funding bids. Two spaces on this course are reserved for the Town Council, to create a resource all groups can access for help.</p> | |

| | | |
|--|--|---|
| | | |
| | | |
| | <p><u>Apprenticeship Awards:</u> The second annual Apprenticeship Awards last month was very well received. There were 60 employers and apprentices in attendance. Thanks go to Sanofi for hosting of the event – they did an excellent job. The process of attracting nominations will be reviewed as some categories attracted relatively few entries. Cllr JB advised that he is the administrator for the Haverhill UK Facebook page and would be happy to advertise for nominations to future Apprenticeship Awards. JM reported that 180 apprenticeships opportunities have been created since the ONE Haverhill partnership’s Youth Skills Project started and that a regular report goes to the Town Council, which manages it. He has asked for that report to come to the Board also.</p> | <p>DG to note</p> <p>CP</p> |
| | | |
| | <p><u>Future Funding Strategy:</u> JM reported on proposals to make ONE Haverhill Partnership better shaped to attract external grant funding into the partnership. The new business plan will be a vital document in attracting ‘big’ funding from the government or via the LEP, but there are other funds we may be able to access for specific parts of the business plan. Two proposals to facilitate this were put forward.</p> | |
| | | |
| | <p><u>a) Proposal to rename ‘Terms of Reference’ as ‘Constitution’:</u> The Board voted unanimously to rename the ONE Haverhill Partnership Terms of Reference as ‘Constitution’ instead, to enable that term to be used when making funding applications.</p> | |
| | | |
| | <p><u>b) Request to Town Council to maintain a dedicated Bank Account in the name of ONE Haverhill Partnership:</u> JM explained that he would like to ask if the Full Town Council meeting on the 13th December would agree to open a bank account called ‘ONE Haverhill Partnership’. This would be a Town Council account managed, with the same signatures and controls, as the existing accounts it holds. The purpose of this is to enable payments to be accepted in the name of ONE Haverhill Partnership. CP confirmed the account would still be under the Town Council’s audit regime at no additional cost.. The Board voted in favour of this request being made. Haverhill Town Council representatives on the Board abstained to avoid conflict of interest at the Town Council meeting.</p> | <p>CP</p> |
| | | |
| | <p><u>Update on Website:</u> The Ops Group has commissioned a transfer of the website from the current platform which can only be edited by the web design company that maintain it to a new CMS platform, PageCloud, which DG and Town Council staff can edit. This will avoid the constant drain for editing charges and is being done now whilst funds remain to enable this work to be afforded.</p> | |

| | | |
|--|--|--|
| | JM asked that board members take the opportunity after this meeting for their photograph to be taken for the site, if required | |
| | | |
| | <p><u>Public Issues Arising</u></p> <p>a) Michelina Partridge introduced herself as Financial Capability Coordinator for the Citizens Advice Bureau. She would be happy to share the information CAB has gathered to assist task groups in identifying social and community groups within the town.</p> <p>b) Mr D Wendell said that he would like to have an 'information station' in town that would display all the relevant information in the area.</p> <p>c) Hannah Mirsky thanked DG for support he provides her on behalf of ONE Haverhill Partnership.</p> | |
| | | |
| | <p><u>Private Session</u></p> <p>JM Thanked the press and public for attending and explained the next session would be in private to allow free comment on task group proposals and to discuss the PR Contract.</p> | |
| | | |
| | <p><u>a) Proposals from Task Groups</u></p> <p>JM invited each task group representative to update the Board on the proposed objectives for the priority theme their task group had been working on. The updated task group templates will be appended to the minutes. CP asked that all the partners take back to their organisations proposals for adopting those objectives that are a natural fit for them to lead, or provide funding support for. This is vital to ensure that the resulting business plan has deliverable objectives.</p> | ALL Board Members to seek buy-in from Partnership members |
| | | |
| | <p><u>b) Extension of PR Contract</u></p> <p>The Board agreed that PR remained a vital ingredient in keeping ONE Haverhill partnership successful. The residents of Haverhill need to be able to know what the Partnership is doing and be able to access an up-to-date website. Equally, potential funders won't fund bodies for which they cannot find information online or news reports about what they have achieved. It was agreed to extend the contract with DG to 3 days per month.</p> | |
| | | |
| | <p><u>Meeting Closed</u></p> <p>JM declared the meeting closed at 12:30pm.</p> | |
| | | |
| | <p><u>Date of Next Meetings</u></p> <p>3rd March 2017 8 June 2017 20th September 2017 6th December 2017</p> | |