**Partnership Meeting**

**Notes**

**29th April 2020,**

**Online Zoom Meeting**

**7:00pm – 8:50pm**

1. **Present:** Beth, Stuart, Jayne, Brenda, Matthew, Sarah, Laura, Robert, Helen, Vander, Adrian

**Apologies:** None

1. **Notes from April’s meeting:** Read and approved
2. **Conflicts of interest:** none
3. **LTO – St George’s finance update** – Partners were asked to look at the spend report that had been circulated. There have been issues around Local Trust releasing funds which caused concern. Helen is going to ask Local Trust what the minimum remaining spend amount would need to be before they are prepared to release more money. The Partners thought that this should be £35,000.
4. **Matters arising from previous Partnership**:
5. **Website**- Beth circulated Stuart’s spreadsheet which included the three quotes that he had collated. Stuart will put £900 from the Legacy Organisation budget towards the migration and creation of the new website. The Partners agreed that it would be best to go with i4Media as this was the best cost and convenient due to them working in the same building as Big Local. This was proposed by Matthew and seconded by Adrian.
6. **Citizen’s Advice Bureau Proposal**- As agreed, Beth spoke to CAB to clarify the area of benefit and ensure it is benefiting our area. A revised proposal was circulated. It was asked that they provide data of who is accessing the services and how many people, based on postcodes. This was proposed by Vander and seconded by Jayne.
7. **Activity packs**- Brenda thanked Vander for researching other suppliers for printing. A local supplier had now been sourced which cut the cost by half to £32 per 500 sheets. This would come to a total of £2,890 for 45,000 sheets and £400 for stationery. Sarah suggested providing a craft activity for the children every week so that they have something to make too. £3 per child was agreed. The total cost was expected to be around £4,000. This was proposed by Sarah and seconded by Vander.
8. **Covid-19 Support update**:

a) **Online Forum** – The weekly meetings are working well to connect local organisations and doing what we set out for it to do. There was concern around lack of vitamins as people aren’t going outdoors or eating enough fresh fruit. Beth to contact Starting Well to find out more about this. Helen suggested that we promote the success of this on Workplace – Beth to create a post.

b) **Food Books** – Beth informed the Partners that we had 500 of the food books left and asked how the Partners felt about handing some to local schools who could refer families that would find them useful. A discussion was had around providing food packages for the families based on the items in the book, it would cost £15 per week for 6 weeks. Brenda suggested contacting the Co-op to see if they would fund this for a number of local families. Beth to get in touch with Co-op.

1. **Changes to the grants committee** –The grants committee propose that it runs differently in light of COVID-19. If people have an emergency, they can put a request in and the committee are able to react quickly and meet on a more frequent basis. This was proposed by Adrian and seconded by Jayne. Matthew agreed with this also.
2. **A.O.B**

**Confidential Support** – Brenda discussed the need to support Partners, particularly in light of the pandemic and was concerned that not everyone may have access to resources to feel connected, such as a laptop. It was proposed that confidentially any Partners who are struggling without access to a laptop can contact her and one will be provided. This was proposed by Brenda and seconded by Vander. Sarah thought that we should be offering assistance and support from a mental health point of view too. Vander suggested that we should look at either running a mindfulness course or mental health first aid course for the Partnership when restrictions are eased.

**Legacy Organisation**- Stuart has been regularly contacting Companies House but is failing to get a response. Stuart has circulated his work schedule so Partners are aware of what he is working on over the next few months.

Matthew has been attending Community Matters networking meetings who are advising on grants that we can apply for. Stuart to liaise with Matthew on this.

The Partnership agreed to meet again two weeks from now. The next meeting will be **Wednesday 13th May** via Zoom at 6pm.