

**Draft Minutes of the meeting of the Fa’side Area Partnership**

**13th December 2016, 7-9pm, Loch Centre, Tranent**

Quorum 8

**Chair**

Bill Laird, Chairperson of the Fa’side Area Partnership (BL)

**Members and substitute members present**

Cllr Jim Gillies (JG)

Cllr Shamin Akhtar (SA)

Cllr Donald Grant (DG)

Cllr Kenny McLeod (KM)

Elizabeth Hutchison, Vice- Chair, (EH)

Fiona Dugdale, Tranent & Elphinstone Community Council (FD)

Joan Ramsay, Tranent & Elphinstone Community Council (JR)

Pauline Megson, Ormiston Community Council (PM)

Scott Glynn, Tranent and District Sport Clubs (SG)

, Pencaitland Community Council (RA)

Margaret Scott, Tranent West TRA (MS)

Mark Ormiston, Ormiston West TRA (MO)

Debbie Middlemass, Support from the Start (DM)

**Others in attendance**

Simon Davie, Area Manager – Fa’side, ELC (SD)

Lorna Maclennan, Business Support Administrator, ELC (LMac)

Mark Urwin, Active Schools ELC (MU)

Kay Pollock, Home Start East Lothian/SFTS (KP)

Steven Wray, Support from the Start (SW)

**Apologies**

Robert McNeill, Tranent & Elphinstone Community Council (RM)

Phil Summerfield, Pencaitland Community Council (PS)

Maureen Cuthill, Macmerry & Gladsmuir Community Council (MC)

Douglas McNeill, Macmerry & Gladsmuir Communtiy Council (DM)

Nikki Neighbour, Ross High School Parent Council (NN)

David Forrest, Tranent & Elphinstone Community Council (DF)

Alan Bell, Recharge Youth and Community Facility (AB)

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|  |  | **Key discussion points** | **Action** |
| **1** | **Welcome** | BL stated that the meeting was quorate.  BL welcomed everyone to the Loch Centre. Given a range of new faces round the table BL asked everyone to introduce themselves. |  |
| **2** | **Apologies** | These were noted. |  |
| **3** | **Minutes June Meeting** | Minutes of the June Meeting were approved with Donald Grant and Shamin Akhtar proposing the minutes. | **All** |
| **4** | **Matters Arising** | There were no matters arising. |  |
| **5** | **Outcomes form members on discussion paper – re AGM business** | Item 4: Annual General Meeting Business (Please refer to Appendix One, previously circulated paper).   1. **Clarity on how we meet out AGM requirements as an Area Partnership.**   There was a discussion on this matter and the consensus of the meeting was to separate the Annual General meeting into two parts, thus having an Annual Public Meeting where members of the Public can see what the Area Partnership has achieved during the year, in terms of projects etc and a Annual General Meeting, which will take place prior to the public meeting where we deal with the business aspect of the AGM i.e. clarification of membership and any elections (for Chair and Vice Chair). LM to make the necessary changes to our Standing Order to reflect the changes   1. **Community Chair and Vice Chair.**   There was a discussion about extending the periods in office for both posts. Members was agreed that we should have elections in June 2017 for both posts. *This means we will be seeking nominations prior to our meeting in June 2017.*  There was a discussion about seeking a Gender balance. Consensus was that this is what we should seek however realise this will not always be possible, as it depends on those willing to stand. We agreed to make the following changes to our Standing Orders ‘Fa’side Area Partnership wishes to actively encourage female representation when considering taking on any of the roles available within our partnership. Where possible and if there are sufficient candidates from all genders, when elections arise we shall seek a gender balance in our Community Chair and Vice Chair roles’. LM will make the necessary changes to our Standing Orders.   1. **Confirmation of members and substitutes from groups and organisations**   It was agreed that all that LM would seek clarity from members and their substitutes following our Spring meeting who their representatives would be. Groups and organisations agreed to provide this information prior to the Partnerships Annual General Meeting, so at the meeting this information would be clear. It was recognised that for Parent Council Reps this might not be possible due to school start dates however these reps would confirm any changes following their initial meetings in September of each year. LM to formalise in our Standing Orders.   1. **Membership and Substitute packs for organisations and groups**   There was a show of hands of who still required folders. These who had not received the folders were given out at the meeting. The acceptance form will be sent via email or post as soon as possible to those members and substitutes still to return them.   1. **Clarity of role and purpose of Members and Substitutes**   Some forms have been received. Everyone will be sent a form, if they have already sent in it can be ignored. The forms can be brought to the next meeting on the 10th January 2017.   1. **Groups/Organisations support to sub groups and links to partnership**   SD highlighted the need for volunteers for our Sub groups. He noted that at present we are relying on the same ‘few’ members and was concerned about their capacity.  Members were asked to discuss this with their groups and consider if there are people within their own groups who have an interest in the following area:   1. Active travel – promoting walking, cycling, running and horse riding (and all forms of active travel). Currently looking at an audit of our core paths. 2. Health and inequality – possibly considering reforming as an older people’s group. 3. Tranent town centre regeneration group – to be convened by Paul Zochowski. 4. Community Facilities sub group – looking at our community resources across all our villages and Tranent. 5. Community Food and nutrition group – looking at our community resources and gaps we have in provision. 6. Scrutiny sub group – a group to review applications that we receive for financial or in kind support and to look at our processes for considering such applications.   SD also noted that another area partnership is considering running a training session on area partnerships and the role of members. SD advised that we could run such a session for members if there was interest. SD asked members to discuss this offer with their groups and provide their answer at our next meeting in January 2017.   1. **Proposals on feedback from Public meeting to the wider community**   SD will provide the feedback for members to consider. Given the volume of business we need to get through on 13th December SD will send this on separately following the meeting. SD did note that the same level of responses were not received in evaluations linked to the number of people present.   1. A reminder was given to all members and groups that free training has been put together through ELC CLDS staff and a link to the training is attached. Please consider if your group or members would benefit from any of the attached free training.   Training calendar from CLDS <http://viewer.zmags.com/publication/4e93f228> | **Action: LM**  **Action: All**  **Action: LM**  **Action: LM/All**  **Action: LM/All**  **Action: LM/All**  **Action: All**  **Action: All** |
| **6** | **Membership/ renewals for Fa’side Area Partnership** | * **New applications for membership**   Alan Bell could not be at the meeting but SD raised this matter on Alan Bell’s behalf. Recharge would like to become a member of the Area Partnership in light of the Youth Reference Group being set up through the Partnership and the range of community activity they are supporting for the whole of Fa’side Area. The consensus was to support this application and SD will confirm with AB that Recharge are now a co-opted member of the partnership.   * **Faith Representative** -Erica Wishart, Minister for Tranent Parish Church would like to become a member of the partnership. This was discussed and it was agreed that it would be better to have a faith representative who could act as a conduit for all faith groups in the area. SD would go back to Erica and discuss the partnerships view. In principle if faith groups agree then the partnership would be delighted to welcome Erica as a co-opted member. | **Action:- SD**  **Action:- SD** |
| **7** | **Membership Packs** | This was addressed in the Annual General Meeting Business. |  |
| **8** | **Evaluation of 2015/16 Projects** | Papers were sent out to all members. The projects that were supported last year are listed below. Evaluations have been sought for the projects. Most of the projects have come back with very positive feedback. There was a few which SD will approach to get evaluations from.   * Gateway signage project (cairns/sculptures) - still to be completed. * Gateway signage project (additional roads) - still to be evaluated. * Gateway signage (new costs for roads) - still to be evaluated. * EL on the move – Active Travel * Disabled Go Website – this evaluation is still outstanding. SD to seek clarity from Rebecca Spillane. * Tranent & District Sports Club – volunteer * Fa’side Family Fireworks * APOGI - wall * Support from the Start * Raising teens with confidence * Cooking resource * Breastfeeding group * Recharge Bike project * Notice Board - Agreed in principle – Project still to be completed but progressing. SD to seek update from T&DSC/TECC * Streets Ahead Tranent – Transport   Members discussed the evaluation for each project and were satisfied that each met the parameters of their application. All applications that were discussed were signed off. Those in red will be tabled at a future meeting. | **Action:- SD** |
| **9** | **Educational Initiative and attainment fund** | * **Summary proposal paper**   SD highlighted the summary paper previously circulated and noted that we had two applications for post. SD indicated that if supported there could be ongoing financial commitment to these posts and this would have an impact on our overall budget. SD also advised members that although our budget was secured the financial settlement from the Scottish Government to ELC was expected to be severe. SD cautioned members that our budget like others could come under scrutiny and given that the Scottish Government were seeking to ‘ring fence’ education allocations from the block grant then we needed to be aware that we could lose some or all of this budget in the future.  Members expressed some concerns about committing to projects in excess of a year, although were mindful that to make a difference in early years would require in more than one years support in this area.   1. **Tranent Summer Lunch Club 2017 -** This is a basic application asking Fa’side Area Partnership to consider running a summer lunch club based in Tranent. The reason for doing so is to ensure that we engage with our most hard to reach and most disadvantaged families and more importantly make sure their children have at least one meal per day during the summer break.   This project was discussed (papers were previously circulated) and was agreed in principal. The biggest hurdle is having one of the schools to host the project. This is to be investigated and hopefully either Sanderson Wynd or St Martin’s Primary School will host the club. SD to discuss with schools. As an alternative if this is not possible, it was agreed that SD could consider approaching CLDS and hosting it at Tranent Town Hall or in the Community Centre at Elphinstone (given Elphinstone’s recent drop into the bottom quartile in SIMD areas).   1. **Support from the Start**. Kay Pollock, Home Start East Lothian/SFTS Fa’side Chair went over the first proposal, outlining the post which was for a Support from the Start Worker who would be working 28 hours per week (papers previously circulated).   The focus of this post will be one to one work completed with parents and families (although signposting and engaging with with other organisations will also form part of the post holders responsibilities). The post holder will work with families in the first 1001 days.  There was a discussion around the post and it was agreed to support it with the following caveats: i/ the funding was granted to support the post on a years rolling contract ii/ there would be biannual evaluations completed to make sure the project was delivering what was stated in the application (KP offered more regular reports for members if required). If members have concerns with the post or the progress being made then we can agree to withdraw our support.  SD to sign off the paperwork with KP regarding the post.   1. **Homestart** – KP advised that this application is for a Homestart worker who will support volunteers who will work with families from the transition between home to nursery and nursery to primary school. The worker will be part of a national programme being piloted by Homestart called Big Hopes Big Futures. The post holder will be working 35hours per week.   There was a discussion around the post and it was agreed to support it with the following caveats: i/ the funding was granted to support the post on a years rolling contract ii/ there would be biannual evaluations completed to make sure the project was delivering what was stated in the application (KP offered more regular reports for members if required). If members have concerns with the post or the progress being made then we can agree to withdraw our support.  SD to sign off the paperwork with KP regarding the post.   1. **Recharge** – One of the organisations focuses and indeed its main function is to work with young people aged between the ages of 11-25 in the Fa’side area.   Previously the partnership agreed to devolve £1,000 per annum to a youth forum as seed funding to help our young people deliver projects within the area plan. To help develop this, we agreed to create a ‘youth reference forum’ populated by our young people across the ward.  Members reflected they received an excellent presentation by youth managers from Recharge in June on this subject.  This application seeks to provide resource to Recharge who will carry out outreach work in the area to try and secure volunteers from each of our communities to create a youth reference forum.  The consensus was to support the application. SD to convey to AB that we have approved the application and would require regular updates on the progress of the project. Also, if it was possible and appropriate for young people to attend future partnership then this would be welcomed. In addition, if young people wanted to get involved in any existing groups such as community councils or tenants and residents associations then this to would be welcomed.  SD to sign off the paperwork with AB regarding the post. | **Action: SD**  **Action: SD**  **Action: SD**  **Action: SD** |
| **10** | **Approval of minutes - November** | Minutes of the November Meeting were approved with Jim Gillies and Shamin Akhtar proposing the minutes. |  |
| 11 | **Matters Arising** | **Boundary Changes** – There has been no further feedback from ELC. DG stated that a report was to go to the Full Council next week. There was a discussion around this area and it is hoped that there will be more information in the new year.  **Traffic Modelling** – BL will ask an ELC colleague to give a demonstration at one of the future meetings.  **What’s on East Lothian** – RA asked how the statistics for this application are. LM stated that she had statistics which were given to the Dunbar & East Linton Area Partnership which she would pass on. SD agreed to circulate the statistics to our partnership. | **Noted**  **Action: BL**  **Action: LM** |
| **12** | **Area Manager’s update** | SD asked members if they had any queries on his current Annual Plan? No questions arose.  SD advised that he would seek to send an evaluation from the Annual Meeting and the new Annual work plan (draft) prior to our next meeting on the 10th January 2017. | **Action: SD** |
| **13** | **AOCB** | LH stated that she had attended a meeting re ‘in bloom’. It was hoped that a group could be set up to achieve ‘Tranent in Bloom’ but after the insight to the amount of work and commitment required to get to a high standard, it was thought that a smaller version would be carried out in the hope to get more people involved.  SA noted she had met with CARS project for Tranent lead, Lucy Schofield. Lucy has been working on the windows on the Civic Square. SA wondered how members could be kept up to date on how the project was progressing. SD confirmed he was meeting Lucy early in the new year and would consider this point and feedback to members.  SD told the meeting that LM was a finalist in Council Worker of the Year and although not successful in achieving the award, it was great to be nominated. Members showed their appreciation by a round of applause and thanked LM for all her hard work, effort and commitment. | **Action: SD**  **Noted** |
| **8** | **Date of Next Meeting** | Tuesday 10th January 2017 – Trevelyan Hall, Pencaitland 7-9pm |  |
| **Proposed Meetings for the year** | | There was a discussion around the date in May, due to elections. It was agreed to leave the meeting date as is, as changing it was proving more difficult. Hopefully some of the elected members would be able to come to the meeting in May especially as this would be the last meeting for some members. |  |
|  | | Tues 7th Mar |  |
|  | | Tues 2nd May |  |
|  | | Tues 27 Jun |  |
|  | | Tues 5th Sept |  |
|  | | Tues 7th Nov – Annual Meeting |  |
|  | | Tues 14st Nov |  |

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