

# TREETON PARTNERSHIP

## Minutes of the Capacity Focus Group Meeting held on Monday 15<sup>th</sup> March 2004 in the Reading Rooms

**Attendance:** Gordon Payne (Trustee), Nic Marshall (Development Manager), Catherine Cooper (Administration Officer), Kathryn Thornton (Member), Mick Fellowes (Community Development Worker).

### 1 Apologies

None.

### 2 Minutes of last meeting and matters arising.

It was agreed that the minutes of the last meeting were a true record.

Gordon said that he would be attending the Committee Skills course due to be held on the 25<sup>th</sup> March 2004 in the Reading Rooms from 9.30am – 4.30pm.

The training course on recruiting volunteers - awaiting Christine France.

The draft of the Village Survey had been sent out with the papers for the next Partnership meeting.

Mick had included a further request for volunteers for the Gala Committee (stating that it was only one hour a month) in his "Addition" to Community News.

Nic had written to all people on the Basic Food Hygiene Course and arranged a meeting for 31<sup>st</sup> March 2004 to discuss the catering arrangements for the A.G.M.

### 3 The Village Survey

The draft village survey was discussed in some depth. Two additional questions from Alan Isaacson were agreed subject to approval at the trustees meeting. Changes to the main body of the survey discussed at the health focus group were approved with the exception of the removal of 4.5. It was agreed that this should be amended to read:-

"Do you have enough information on children's vaccinations including MMR?"

With regards to the ethnicity question at the end of the survey, it was agreed that this be replaced with three questions:-

"Please state your nationality", "Please state your ethnic group" and "Please state your first language".

The section at the back of the survey for young people was then discussed. The changes recommended by the Health Focus group were accepted, but it was agreed that further changes were also required:-

- The section should only be completed by people over 12, not over 10. Kathryn felt that as a parent, she would feel unhappy at 10 year old completing this section.
- The form should state who will be contacting the young people ie. school nurse.
- For confidentiality, the forms should be returned to the school nurse. The way to ensure this was to include a recognizable envelope with each survey that would be passed unopened to the school nurse.

Timescale – it was agreed that we should try to get the Village Survey completed in time to present results at the A.G.M. It was agreed that this was a tight timescale and depended on recruiting enough people to deliver and collect the surveys. Mick agreed to help Catherine and Nic collate the information at the time, possibly using an Access Database.

#### **4 Social Audit**

Gordon highlighted various sections of the social audit that were the responsibility of the Capacity Focus group. It was agreed that the group would identify these and together with the results of the village survey would attempt to come up with a first draft of future projects required

Various aspects of sustainability were discussed and it was agreed these would be raised at the trustees meeting.

#### **5 Capacity Building Initiatives**

Nic mentioned that he had broached the subject of additional funding for a part time admin assistant with Objective 1. The idea was that the person could assume specific responsibilities around PR and marketing. Gordon said that he would like to see the role remain generic on paper at least such that the new person and Catherine could cover each other's jobs when required – awaiting a response from Objective 1.

Nic mentioned that when the review of the Focus Groups takes place, he would be suggesting that the Capacity Focus Group becomes the Capacity and Sustainability Focus Group, taking on responsibility for looking at long-term sustainability of the Partnership, taking account of the wishes of the trustees.

#### **6 A.O.B**

It was agreed that there was no further business at this time.

#### **7 Date of Next Meeting**

It was agreed that this would be Wednesday 12<sup>th</sup> May 2004 at 4.00pm in the Reading Rooms.