

TREETON PARTNERSHIP

Minutes of the Capacity Focus Group Meeting held on Monday 12th May 2004 in the Reading Rooms

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

1 Apologies

Kathryn Thornton (Member).

2 Minutes of last meeting and matters arising.

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

Gordon attended the Committee Skills course held on the 25th March 2004.

The situation with regards to additional administrative support had moved on. A bid had been written to South Yorkshire Key Fund for a Global Grant of nearly £10000. Nic had included details of this in his manager's report for the May Trustees' meeting, as they would have to make a decision as to whether or not they wished to continue down this route. The funding bid also include an amount to allow for Partnership News to be produced professionally on a bi-monthly basis and distributed to every house in the village. It was hoped that this could be done through volunteers but as a back-up it was agreed that if the bid was successful, there would then be 5 members of the Partnership staff who should be able to distribute it between them in about 3 hours. Nic also stated that the production would be co-ordinated with Community News so as not to clash with distribution times. He also stated that as it was going to every house it would just contain Partnership material – again so as not to clash with Community News.

3 The Village Survey

Nic reported that at this present time, there had been 414 surveys returned – a response of some 32.4%. Of these, 389 had already been input to the computer. Nic stated that he had come to the conclusion that he did not really want to report back at the A.G.M for the following reasons:-

- A few more surveys were still due to be returned. Mick stated that he had struggled to get much response due to the fact that he was unable to collect in the evening. Nic had written a short article for Community News asking for any remaining surveys to be delivered to the Reading Rooms.
- Certain reports (Medical Centre, Police etc.) should be completed and discussed with relevant parties prior to general publication. It was agreed that the Children & Young people's section could be dealt with as a completely separate exercise.
- Analysis of data was going to take some time. Also there would be a lot of action points/projects come out of the results. Nic was hoping that when the results were

published (perhaps in the first edition of the new Partnership News), that we could also publish our future plans ie what we were going to do as a result of the survey.

4 Focus Groups

The fact that we had to review the role/nature of the Focus Groups was discussed. It was agreed that at the trustees meeting, this would be presented as a fairly quick discussion on the current situation. This was due to the fact that we would perhaps have to re-look at the situation once the results of the village survey had been analysed eg new groups may e required, existing groups may have to take on additional roles etc.

5 Capacity Building Initiatives

Nic stated that the display boards had been prepared for the A.G.M but that he would update them further if he had time. It was suggested that if possible, Nic could write out to those people who had requested further information on the Partnership, to invite them to the A.G.M.

Nic mentioned that he would raise the issue of the Gala at the trustees meeting to see who might be prepared to man the Partnership display.

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 set after the results of the survey were available.