

APPROVED INFORMAL ACTION MINUTES

TKBVOICE COMMUNITY PARTNERSHIP THURSDAY 30th JUNE 2022 AT 6PM

Present: Community Partnership

Scott Griffin, Denise Dale, Adam Williams, Bill Darwin, Stan Barrows, Barry Griffiths, Kay Redhead, Nigel Smith, Bernice McLoughlin.

- TKBVoice – Community Connector – Helen Wilkinson
 - TKBVoice – Place Practitioner – Chris Jones (via Zoom)
 - TKBVOICE – Evaluation Consultant – Jules Davies (via Zoom)
 - TKBVoice – Sian Ellis Thomas, SET Design

 - **Guest** - Shane Wetton, Place Plan Officer, Conwy CBC
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1. Welcome and Introductions – Bill Darwin, Co-Chair of the Partnership welcomed everyone to the meeting and invited everyone to introduce themselves.

2. Apologies for Absence

An apology for absence was received from Jenny Beswick, Georgia Thomas, Alex Bytheway.

Dylan Thomas (Clerk of TKBTC and guest) was absent due to being on holiday.

3. Declarations of Interest

No declarations of interest received.

4. Review and agree Action Minutes

The Action Minutes were reviewed page by page and approved by those present at the meeting in May.

5. Appointment of Co-Chair, Vice Chair and Treasurer

Bill Darwin as Co-Chair indicated there were roles to be considered for appointment starting with the role of Co-Chair (Government members).

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Barry Griffiths nominated himself to be considered for the role of Co-Chair & spoke about his credentials for the role.

Nigel Smith nominated Kay Redhead based on her successful year as Mayor and the profile in the community as a result of this, and because of her role as a Town Councillor and her new role at County. Kay indicated that she was interested in the role but was content to defer to Barry as she had a lot on with her new role as County Councillor.

Decision – Bill asked members if they were happy to approve Barry as Co-Chair. Barry Griffiths was unanimously approved as Co-Chair.

Bill, Co-Chair, invited nominations for the role of Vice Chair. Scott Griffin expressed an interest but asked for further clarity on the nature of the role. He indicated an interest in the role but not if it involved too much bureaucracy or taking Action Minutes as he wanted the Partnership to be less bureaucratic, to have more engagement and to be more action focussed.

Helen Wilkinson, the Community Connector and consultant responsible for setting up the partnership, its terms of reference and governance arrangements said this was an excellent question. She explained the thinking behind the Co-Chair arrangements as supporting and facilitating collaboration and teamwork, and the role of Vice Chair in terms of acting as a critical friend/adviser to the Co-Chairs, deputising and developing leadership skills within the partnership as part of resilience, and sustainability. She said it would be useful for the partnership to have written role specs to provide clarity for all concerned and that this was something for the partnership to consider moving forward. But her priority at the moment was getting buy in for the key roles and supporting the Partnership in its independence in preparation for project end, when her role comes to an end.

Scott indicated he was happy to play the role of critical friend, providing challenge, supporting engagement, deputising and supporting the Co-Chairs and Partnership as appropriate.

Decision – Bill asked members if they were content to approve Scott as Vice Chair. Scott was unanimously approved as Vice Chair.

Members were then asked if they would like to nominate themselves or another for the role of Treasurer given the Partnership's ambition to secure funding to resource and support activity moving forward. This was urgent in view of the need to consider funding applications imminently to support the Partnership in its plans.

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Stan Barrows nominated himself, outlining his credentials and experience for the role of Treasurer.

Decision - Bill asked members if they were content to approve Stan as Treasurer. Stan was unanimously approved as Treasurer.

6. Place Plan Update – Chris Jones, Place Plan Practitioner, updated the Partnership on the plan, and the timetable for receiving comments. Members commented on the plan, with constructive feedback around presentation, readability, accessibility, structure, running order and content. Overall the draft plan was positively received with no glaring gaps identified. Everyone was invited to make final comments direct to Chris Jones by Friday 8th July. Chris indicated that a bilingual Executive Summary would be prepared and published on the website, along with the community toolkit which has been updated by both consultants (Chris and Helen) on their areas of expertise.

Action

- All members present who wished to make specific comments direct to Chris@chrisjones.studio by Friday 8th July
- If members wish to make specific comments, the document is also available in word and Chris can supply this on request

7. Project Evaluation - Jules Davies, the evaluator presented a slide show on the approach, what was done, and summarized key takeaways from her interviews, the material gathered and the survey. She noted she had never seen a project achieving such success so quickly and noted success on key performance indicators in a short timescale (significant over-performance against targets with all deliverables achieved), lessons to be learnt for future activity in terms of ownership, project management, systems set up, resourcing marketing and communications, and noted the significant pro bono commitment of the consultants. The presentation ended raising questions for consideration by the Partnership moving forward, specifically where it is housed once the project comes to an end, the capacity for the Clerk/TKBTC to do this and the resources that would be required. Questions and comments were invited.

There were ongoing technical issues with Zoom and sound which impeded discussion and delayed the meeting a little.

Nigel Smith commented the Place Plan practitioner on the work achieved and noted that he had never doubted that Chris was the man for the job. Adam Williams commented that

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it was also important to acknowledge the achievements of Helen, the other consultant, for her role on the ground, engaging the community, supporting and forming the partnership and for the digital platform and communications.

Nigel also expressed the view that he believed the Partnership should be based in the Council moving forward. Bill, as Co-Chair noted that this was a member led committee and that the Partnership would be discussing resourcing the partnership and plans beyond the project in the July meeting. Helen noted the governance and terms of reference of the Partnership indicated an ethos of being community led and the Clerk had already indicated following the May Partnership meeting and enquiries about applying for funding through TKBTC and the Clerk had indicated that his preference was for another entity to lead on fundraising for Partnership activity. The Council had already provided a letter of support for the Partnership to use to secure funding.

The evaluator summed up by confirming that the Partnership would receive the final report for information once the Report had been received and approved by the Client Group in July. Helen indicated that she had prepared content on the approach to learning and evaluation and added it to the Community Toolkit and that the Evaluation Report would also be made available on the website.

Ideas into Action

8. Taking forward the Place Plan – Partnership member led session facilitated by Scott Griffin, Business member and Stan Barrows, Community member

Bill Darwin, Co-Chair invited a member led discussion on how to take forward the ideas in the place plan and turn these into action. Due to slippage on the agenda, and scheduled slots, members were asked if they were willing to stay to 8pm. Everyone agreed given the issues to be discussed.

Scott Griffin kickstarted the discussion by asking how many members had read the plan and how many were committed to taking action to develop the place. This started a discussion about issues that different members thought were important. Several members contributed.

Stan Barrows outlined his thoughts, focusing on ways of engaging young people, particularly those at risk of potential exclusion, marginalization and/or anti-social behaviour and giving them a stake and sense of involvement in the area and their future in it. There was a consensus that there were not enough facilities for young people and the partnership agreed this was a priority for action. Bill Darwin mentioned that St Marys

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Church were planning summer activities for children and young people at Y Morfa during the six week summer holidays. Bill noted that the KBT Sports and Recreation Association in conjunction with the local Police Community Support Officer were planning football sessions one night a week to give young people (14+) something to do one evening a week. There was consensus that initiatives like this need to be built on and that this should be a priority for the partnership.

The discussion which was animated had to be cut short due to the meeting running over-length on earlier agenda items and the technical issues encountered. Bill as Co-Chair thanked Scott, Stan and everyone for the discussion and moved the agenda on.

Chris Jones, Place Plan Practitioner and Jules Davies, Evaluator, left the meeting during this discussion.

Sian Ellis, SET Design joined the meeting.

9. Fun Olympics event briefing – Bill briefed on the Fun Olympics event on Saturday 30 July which will take place from 1pm for the afternoon with an event which is designed to be inclusive of age and disability so everyone could participate with teams representing the diversity of the TKB community and ending with a barbecue. The TKBVOICE Community Partnership will have a team (6 people required) and TKBTC are to be asked along with others. Bill is leading on this and everyone was asked to let him know if they can attend, and if they are willing to be part of the TKBVOICE Community Partnership team. This is a great opportunity to come together socially and celebrate the milestone of publishing the Place Plan.

Actions –

- members to email/call Bill/Helen know if they are willing to be in the TKBVOICE team for the Fun Olympics and if they have other ideas.
- Volunteers for supporting the barbecue will also be appreciated.
- Council members to encourage other councillors to form a TKBTC Team so that TKBVOICE Community Partnership and TKBTC would have teams on the day.

11. AOB – Helen suggested to Bill as Co-Chair that this item was moved ahead of the website and digital platform briefing session to cover off business issues, and then end the meeting with an enjoyable celebratory session on the website from Sian. This was agreed. Bill asked members if they had any issues to raise under AOB. No issues were raised.

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Helen asked for feedback on the July agenda and proposed that there was a need to rationalize the ideas marked in yellow under ideas into action to ensure we had time for discussion and the meeting did not overrun. In view of the ideas proposed by Stan in the earlier session, and raised in previous meetings by Jenny, it was agreed that young people and opportunities for them was a priority for discussion. There was debate about other items, with interest expressed in business networks. Kay suggested the July meeting was an opportune moment to discuss how to maintain TKBVOICE's profile and engagement moving beyond project end and the formal adoption of the Place Plan. It was agreed that this was an important issue to be discussed given the need to maintain and build on engagement to date and that other topics would roll over to August. The draft agenda for August was also briefly reviewed.

Action – Helen would update and share the revised final agenda for the July meeting. This would be circulated with draft Action Minutes following the meeting, but unless an item was urgent no further changes would be made to the items under discussion as it was a busy agenda.

Helen said that the other ideas to action agenda items would be rolled over to August, and could be decided upon in July under AOB. If people had other ideas to let her know. Jesse, the Place Plan Coordinator from Abergele had agreed to attend the meeting in August for a slot on lessons to be learnt from the Abergele experience. Helen noted that Abergele's model is different to the governance and approach of TKBVoice Community Partnership and so the session would be useful for learning as the Partnership looks forward beyond the Community Connections Project.

Nigel asked about the status of the Place Plan. Helen indicated it is confidential until it is formally approved and adopted by the Partnership in the July meeting so it should not be shared beyond the Partnership at this stage. Once it was approved, it would be uploaded to the website, and promoted on social media on Saturday, 30 July, the day of the Fun Olympics Partnership event.

12. TKBVOICE website and digital platform – briefing & training session Helen, Digital Project Manager, and Sian Ellis Thomas, SET Design

Bill introduced the final agenda item noting that himself, Barry and Dafydd, the translator had a detailed 2 hour training session on the website and digital platform. Helen said the purpose of this briefing from Sian was to give the Partnership a broad overview and sight of the backend of the website and its functionality (as they were familiar with the front end) to inform the Partnership discussion about whether and how to maintain the website and digital platform moving forward. It was not discussing the role of the website beyond the

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project but to give the Partnership an understanding of how it worked and what it could do to inform the subsequent discussion.

Sian, from SET Design provided an overview of the work she had done with Helen and briefed Partnership members on the site and its functionality and showed some key features. There was some discussion and Q/A though there were limited due to shortage of time. This included discussion about the bilingual capability of the site, and how this could be done at substantially reduced cost to the app. There was a local translator in place who was cost effective and understood how to make corrections on the live site under Helen/Sian's guidance.

It was emphasized that there are 20 How to Videos on all elements of the site and all information on domain, hosting, costs, passwords will be shared at project end by Helen. Helen emphasized that there had been considerable pro-bono investment in the platform, its development, maintenance and the content generated by her and Sian, and that the issue for the Partnership to consider in relation to the website moving forward was the HR requirements of this alongside core purpose of the site moving forward. The website was also a major asset for the Partnership and one of the legacies of the project; providing TKBVOICE and others (TKBTC, other community partners) an engagement platform moving forward. Her and Sian had provided the kit of parts to enable the Partnership to be self-reliant and to understand how to maintain it should it be decided that this is a priority for the Partnership.

Bill thanked Sian, and Helen on behalf of the Partnership for the work done, for both briefings and thanked everyone attending for their time and commitment.

The meeting closed just after 8pm.

Next meeting last Thursday in July (28/07/2022) at the usual time and location, 6pm-7:30pm at the Community Resource Centre.

All members are asked to make every effort to attend as a group photo of the TKBVOICE Community Partnership needs to be taken to replace the current photo which includes members, before the Government members had been appointed.

If members cannot attend please email Helen direct, info@tkbvoice.wales with apologies.

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