

HIGHWORTH COMMUNITY PARTNERSHIP GROUP (HCPG)

Minutes of Meeting held on Wednesday 1st November 2006 at 7pm

The Library, Brewery Street, Highworth

Meeting chaired by Keith Smith

1. Present:

Maureen Penny	Keith Smith	Paul Newton-Smith
Sandra Rendall	Peter Hinton	Shirley Colbeck
Ian Young	Tom Aherne	Katy Frost
Joanne Cook	Nicki Coyne	Helie Franklin

Apologies:

Martin Miles	Carly Stevenson
Shaun Vockins	Alfie Howe

2. Minutes of the previous meeting:

Minutes of previous meeting signed and filed. Proposed by **MP** seconded by **IY**

3. Matters Arising:

None

4. Formal Approval of:

4.1 Terms of Reference – Proposed by **SC** seconded by **PNS**

4.2 Equal Opportunities Statement – Proposed by **IY** seconded by **TA**

All forms signed and filed.

4.3 Official Signatories – It was agreed that two out of three would sign.

Keith Smith, Chair, Maureen Penny, Vice Chair and Tom Aherne, Treasurer

5. MCTI Grant – report on progress:

KS, MP, SC, PNS and SR had met with Sophie Cowdell on Monday 31st October to discuss the Grant. The five also met before the committee meeting to compile the bid which has to be sent in by the 24th November 2006. A total of 35 towns were applying for 10 available grants.. **NC** offered to read through our bid and also said that she had recommended us as a refreshing new group. **KS** to email bid to **NC**. **MP** asked other committee members if they thought having a smaller strategy group (the above) for form filling and planning would be a

good idea. **IY** proposed and **TA** seconded this proposal. We will also be writing to Swindon Borough Council's Chief Executive about our Group and application for the grant.

6. Members Reports:

6.1 Christmas Decoration of the High Street – Katy: Katy had approached The Early Learning Centre and Focus who donated paints, collage, wood etc. She had also approached Staples who have given her a £1,500 donation. **KS** to write an official letter of thanks. A colourful poster has been designed which will be handed out to local playgroups, scouts, guides, and schools asking if they would like to attend the Council Rooms to make decorations and pictures for Christmas. The Youth Group would be painting hardboard signs for around the Christmas tree. The Church Alley way will also be decorated. Those unable to attend the 18th November but wishing to take part would be able to participate by picking up templates from the library. Katy had been very busy approaching shop owners and empty shop landlords in the High Street to ask if local children could display their Christmas art work. Also helpers needed for Saturday 18th November 9-3.

6.2 Progress on the Alley – Ian: The properties along the alley are owned by several different people, it is thought that the alley is still owned by the Co-op. A regular tidy up of rubbish is done when needed. **MP** will chase to meet with the Co-op. **KS and IY** to follow up.

6.3 List of Organisations – Joanne/Alfie: The list was now at 115.

Historical Society – are excited to be able to start sorting out artefacts and group them into themes, (ghosts, town trail spies etc) and are liaising with schools to help with school projects.

Ramblers – are updating the book of 15 walks.

Floral Society – were getting ready for the 2008 Festival.

6.4 New Year Celebration – Keith/Alfie: Alfie had spoken to Mike Williams regarding the big screen etc. Highworth Town Council had given their permission for the celebration to go ahead as long as we cleaned up afterwards. Video and PA systems – we will ask Swindon Cre8te and New College about hire and look at ways of funding this. Public Liability and Insurance could be taken from the £5,000 grant. **HF** would look into Insurance through Community First. **IY** to look into fireworks. Richard Scotchmer looking into Silver Band.

6.5 Website – Paul: The website under construction was available to look at on www.pastichetest.co.uk/hcpg . Agenda and minutes would be available to all, group's

website with information, public notice board for comments etc, a coded committee only area holding personal contact details and forum, also progress reports from members and groups. **PNS** had designed a logo which was proposed by **MP** and seconded by **SC**. **AH** to email list of groups to **PNS**.

6.6 Other members reports/information – All: Tom: Pentylands Field Group had had a clean up around newly planted trees and had liaised with Stanton Park about taking photographs etc. This may lead to photography group getting involved with taking perspectives of Highworth.

7. Community Area Partnerships- news:

A White Paper has been published by the Communities and Local Government Department called ‘Strong and Prosperous Communities’ which is available to view at www.communities.gov.uk

8. Training Opportunities – thoughts and ideas:

Anyone interested in training, please contact **SR**.

9. Communications:

9.1 Information to secretary: **NC and HF** suggested that it would be a good idea to do a self skills audit. They would look into past pro forma for us.

9.2 Addresses and telephone numbers: If everybody could forward all information to **SR** for database.

10. Any Other Business:

MP asked that all In kind invoices to **TA**

Date and time of the next meeting is Wednesday 6th December at 7pm in the Library