



## Minute of Meeting

### Present:

- Keith McNamara, PKC (Chair) (KM)
- Cat Gordon, Community Learning Assistant, PKC (CG)
- Bob Benson, Community Representative (BB)
- Franny McGrath, Community Representative (FM)
- Councillor Mike Williamson (Cllr W)
- Councillor Xander McDade (Cllr McD)
- Councillor John Duff (Cllr D)
- Fiona Johnstone, PKAVS Community Engagement (FJ)

### In attendance:

- Dorothy Williamson, Killiecrankie and Fincastle Community Council (DW)
- David Roy, Pitlochry Community Council (DR)
- Mark Jenkins, Aberfeldy Community Council (PS)
- Donald Isles, Blair Atholl and Struan Community Council (DI)
- Elaine Melrose, Glen Lyon and Loch Tay Community Council (EM)
- Peter Ely, Kenmore Community Council (PE)
- Pat Spicer, Aberfeldy Community Council (PS)
- Jill Davies, Rural Wisdom Development Worker (JD)

### Apologies:

- Jake Kitt, Scottish Fire and Rescue Services (Lead) (JK)
- Iomhair Fletcher, Dull and Weem Community Council (IF)
- Alexa Keen, Community Learning Worker, PKC (AK)

Agenda Item	Note	Action By
1	<p><b>Welcome, Introductions and Apologies</b></p> <p>KM welcomed all to the Highland Ward Action Partnership and introductions were made.</p>	
2	<p><b>Matters Arising from Minutes from previous meeting</b></p> <p>Community Transport – Bids for £50,000 transport fund available until Friday 26<sup>th</sup> October. A Community-led group has been formed with Council officer support now developing an action plan for transport in the community across Perth and Kinross area. Information is available from the Council’s Public Transport Unit. There will be an opportunity to join this group meeting via Skype video link, or through the use of roadshow meetings.</p> <p>Sharing Info on Action Partnerships at Community Council Meetings – Information which could be presented at meetings would be more helpful than CG trying to arrange meetings with all community councils. A 1-page script explaining Action Partnerships and their Christie Commission origins would be valuable, as well as a powerpoint and updated video explanations of Action Partnerships. Each Councillor could have a pen drive with the files attached to share with any local groups. Could the core funding be used to run an e-newsletter?</p> <p>Action Partnership Sharepoint – Data Protection requirements have stopped contact details being used to create this shared online resource. One way to overcome this would be for each member needs to sign forms agreeing to be added to Sharepoint.</p> <p>Young People representation on Action Partnership – CG to meet with senior pupils at Breadalbane Academy and Pitlochry High Schools to discuss involvement as a representative on the Partnership.</p> <p>Constitution – Group decided that this was not the best time to become constituted due to requirements involved. Once fully up and running Holly Bryon-Staples (PKAVS) could be invited to attend meeting to discuss this further.</p> <p>Housing Event – JD advised that this provided an opportunity for people to speak to experts about their housing requirements and there was lots of good networking. JD has additional copies of newsletters available for workers to initiate housing conversations. Newsletters have been released for the upcoming Transport event for communities west of the A9, however anyone from Highland is welcome to attend and a free bus is available. Contact JD for more information.</p>	<p>KM / CG</p> <p>CG</p> <p>All</p>

	<p><b>Action</b></p> <p>CG to contact Mid-Atholl Community Council to discuss them identifying a representative from their area to be part of Action Partnership.</p> <p>CG to contact Council’s Community Planning Team regarding Powerpoint, article and video.</p> <p>BB to share link for Rannoch Newsletter to be circulated to members.</p> <p>Take forward Sharepoint proposal.</p>	<p>CG</p> <p>CG/ CPP Team</p> <p>BB</p> <p>KM</p>
<p><b>3</b></p>	<p><b>Update on Highland Action Partnership Setup</b></p> <p><b>Membership</b></p> <p>KM advised he had spoken to the Head Teachers from Pitlochry High and Breadalbane. Youth representatives to be nominated by the schools.</p> <p><b>Subgroups</b></p> <p>Each councillor will run one of the following subgroups: Safety Community (Cllr Williamson), Health (Cllr Duff) and Sustainable Rural Economy (Cllr McDade).</p> <p>Subgroups could become community-led at some point in the future if desired.</p> <p><b>Governance</b></p> <p>The draft governance document was agreed subject to the following amendment;</p> <p>1) Governance document will fall under annual review.</p> <p>2) Cllr McDade amendments re voting for membership</p> <p>Agreed that Chair to be elected to take up role from the 2019 and will be committed to a term of 1 year initially. Nominations for Chair to be considered before December meeting. Chair must be proposed and seconded if voting is required this will be using the alternative vote method.</p> <p>New Chair to be elected in 2020 and from then onwards the election term will be 2 years. New Chair will be elected at the first meeting of the new year.</p> <p>It was agreed it would not be appropriate for a councillor or council officer to be elected as Chair.</p>	

	<p><b>Action</b></p> <p>Councillors to give talk about subgroups to each community council and update them on actions at Action Partnership meetings.</p> <p>Nominations for Chair to be received prior to Dec meeting.</p>	<p>Clrs</p> <p>All</p>
4	<p><b>Community Investment Fund (CIF)</b></p> <p>CIF Funding for 2018/19 and 2019/20 will be £50,000 per ward, per year and will be open to applications for £3,000 to £50,000 from Monday 12<sup>th</sup> November to Friday 15<sup>th</sup> Feb.</p> <p>It was agreed that the Action Partnership membership will form the funding panel and this panel will be chaired by one of the 3 local councillors (depending on their declaration of interest in the application). The CIF panel meeting will be held after an Action Partnership meeting in early 2019.</p> <p>Drop-Ins to be held: 29<sup>th</sup> Nov (Kinloch Rannoch Primary School), 13<sup>th</sup> Dec (Birnam Institute), 15<sup>th</sup> Jan (TBC, Bankfoot) and 17<sup>th</sup> Jan (TBC, Ballinluig).</p> <p>A special Strategic Policy &amp; Resources (SP&amp;R) committee will be held before the end of March 2019 to allocate the CIF funding based on the recommendations of the Action partnership panel. Do councillors on committee have to declare an interest before being involved in the CIF panel? KM to clarify.</p> <p>Groups bidding for CIF funding in year 1 would not be encouraged to re-apply for year 2 of the funding and support will be given from CG to source additional funding if required in the future.</p> <p><b>Action</b></p> <p>CG/KM to organise information and timeline.</p> <p>Website information and drop-in poster to be shared with all contacts.</p> <p>All Community Councils need to clarify the representative from their area on the Action partnership with the Chair (and can provide a named substitute if necessary), so we can be clear who is a full member of the Partnership and who is attending as an observer.</p>	<p>CG</p> <p>KM</p> <p>CG/KM</p> <p>All</p> <p>CCs</p>
5	<p><b>Core Funding</b></p> <p>Core funding is to be split between Highland and Strathtay Action Partnerships. As £9,000 has been spent for the community warden in this area, Highland has a remaining core budget of £12,673.</p>	

	<p>This funding can be used for the priority of the Partnership. This could be Participatory Budgeting or a specific exercise (e.g. Newsletter). Information can also be shared through Story of Place: <a href="http://pk-storyboard.org.uk/highland5/">http://pk-storyboard.org.uk/highland5/</a></p>	
<b>6</b>	<p><b>Agenda Planning – Future priorities for the Partnership</b></p> <p>Diane Cassidy from PKC is hosting a session on Placemaking in Perth; it would be good for her to host something in Highland Perthshire too.</p> <p>Agreed that future priorities would be led via the subgroups. Feedback to be given from subgroups, at the main Action Partnership meeting</p>	
<b>7</b>	<p><b>AOCB</b></p> <p><b>Community Campus Management Group</b> – looking for a nomination for someone to attend on behalf of community councils.</p> <p><b>Action</b></p> <p>Action Partnership to discuss this and decide on rep at future meeting.</p> <p>Cllr McDade to send email with further information regarding this request.</p> <p><b>Upskilling Our Communities Project</b> – CG has funding to run training sessions on Community Engagement, Community Research, Participating Budget and Evaluation Skills. Further information on these sessions and an opportunity to discuss suitable times/dates for community councils to attend training to be arranged. Group suggested cluster meetings (Aberfeldy/Pitlochry) if sharing information with community councils and community groups but happy to attend one meeting if only community councils coming together.</p> <p><b>Action</b></p> <p>CG to arrange meeting with community councils to discuss training opportunities and book.</p>	<p>All</p> <p>Cllr McD</p> <p>CG</p>
<b>8</b>	<p><b>Date of next meeting</b></p> <p>Highland Action Partnership – 18<sup>th</sup> December, Pitlochry High School at 7pm.</p> <p>Highland Action Partnership – 29<sup>th</sup> January, Breadalbane Community Campus at 7pm.</p> <p>Dates for subgroup meetings to be discussed with community councils, by the respective sub groups chairs.</p>	<p>Cllrs</p>