

<b>MEETING:</b>	Penistone Area Council
<b>DATE:</b>	Thursday, 6 October 2016
<b>TIME:</b>	10.00 am
<b>VENUE:</b>	Council Chamber, Penistone Town Hall

## MINUTES

**Present** Councillors Barnard (Chair), David Griffin, Hand-Davis, Millner and Wilson.

### 20 Declarations of pecuniary and non-pecuniary interests

No Members declared an interest in any item on the agenda.

### 21 Minutes of the Penistone Area Council meeting held on 21st July, 2016 (PAC.06.10.2016/2)

The Area Council received the minutes of the previous meeting held on 21<sup>st</sup> July, 2016.

The Chair provided an update on the provision of Wifi within the Market Barn. A quote had been sourced in order to provide an insight into the work required and associated cost. It was suggested that the work would be in the region of £3,600, with the system have the capability to be extended to the High Street. The benefits of cashless transactions, and click and collect possibilities for traders, were noted.

Members were supportive of the project and it was agreed to progress this with officers from the Markets Department, to explore the possibility of securing external funds.

#### **RESOLVED:-**

- (i) that the minutes of the Penistone Area Council meeting held on 21<sup>st</sup> July, 2016 be approved as a true and correct record; and
- (ii) that the provision of Wifi in Penistone Market Barn be progressed with officers from the Markets Department.

### 22 Notes from the Penistone East and West Ward Alliance 14th July, and 25th August, 2016 (PAC.06.10.2016/3)

The meeting received the notes from the Penistone East and West Ward Alliance held on 14<sup>th</sup> July, and 25<sup>th</sup> August, 2016.

With regards to the recently installed defibrillators, it was noted that training was being organised as part of a wider health event.

The meeting discussed the recent Penistone Literary Festival, which was held on 10<sup>th</sup> and 11<sup>th</sup> September, 2016 at Penistone Grammar School and Springvale Primary School. It was hoped that the festival could be built upon in future years to become a positive addition to the visitor economy.

**RESOLVED** that the notes from the Penistone East and West Ward Alliance held on 14<sup>th</sup> July, and 25<sup>th</sup> August, 2016 be received.

## **23 Report on the use of Ward Alliance Funds (PAC.06.10.2016/4)**

The Area Council Manager introduced the item, and Members were made aware that of the £51,000 total available in 2016/17 £20,225.06 had been allocated.

In addition to this it was noted that applications of around £2,000 were being processed. It was suggested that a future meeting of the Area Council may wish to consider devolving further funding to the Ward Alliance.

The meeting discussed whether the public were aware of Area Council's financial support of the projects, and if this was included in publicity and promoted through social media. It was noted that this was a condition for successful applicants. It was also suggested that successful applicants ought to provide a case study or similar, for the Area Team to include on their Facebook page or use in the community magazine.

**RESOLVED** that the report be noted.

## **24 Performance Report (PAC.06.10.2016/5)**

The Area Council Manager introduced the item, reminding Members that Part A provided an overview of the impact of all commissions against the Council's Corporate Priorities, and those of the Area Council.

Members noted that 3.5 full-time equivalent jobs had been created, 14 young people had been engaged in volunteering, 37 community groups had been supported, and 88 residents had received advice and support, 7 of which had been referred to receive health advice.

Part B of the project provided feedback on each of the commissions funded by the Area Council.

A contract meeting had been held to discuss the performance Clean and Tidy commission on the 22<sup>nd</sup> September, 2016, and it was noted that the team now had an apprentice in place. The apprentice had started their training, which was hoped could be cascaded to community groups.

With regards to the targets set, a number had been exceeded including for proactive and reactive clean and tidy activities. It was thought that this could be attributable to an increase in awareness of the service. However there were a number of areas where targets had not been met, though progress had been made. This had contributed in an 'amber' rating being given for performance overall.

Members heard how the service was working alongside the Area Team on 'love your street' schemes, which would deliver against a number of areas within the contract.

Members remarked how they were asked to be kept informed when activities with groups would be taking place, but this information had not been forthcoming. It was agreed that the Area Council Manager would remind the Clean and Tidy team of the request.

The meeting went on to consider the performance of the DIAL outreach project, which continued to perform well. Between 3 and 5 people were attending each session, and to date £41,318 in previously unclaimed benefit had now been claimed, £38 for each £1 invested in the project. Members heard how the sessions were busy, but all clients had been seen.

Members noted that the drop in session had questioned clients about their access to the internet and their confidence in using it to manage their affairs. The outcome of which suggested that there was a barrier with accessing services using the internet.

Members noted that DIAL sessions were due to come to an end on 31<sup>st</sup> December, 2016. It was agreed that the Area Council Manager considers how this may be extended, at first until 31<sup>st</sup> March, 2017 to allow Members to discuss the provision of advice in the area in the interim.

The meeting heard how the project with Penistone FM had commenced on 1<sup>st</sup> September, 2016 and a part-time training coordinator, and a part time training support and admin officer had been appointed. Members heard how the project was working with the Youth Service to recruit young people and that Penistone FM was now an accredited NCFE centre.

**RESOLVED:-**

- (i) that the progress of the Penistone Area Council commissions, service and projects; and
- (ii) that the Area Council Manager considers how best to extend advice provision in the area.

**25 Procurement and financial update (PAC.06.10.2016/6)**

The item was introduced by the Area Council Manager. Members were provided an update in relation to the service for Isolated and Vulnerable Older People. It was noted that the commission was now on YorTender with returns due by the 17<sup>th</sup> October, 2016. It was hoped that the contract would start 1<sup>st</sup> January, 2017.

Members discussed the Working Together Fund, acknowledging that this had started slowly but interest in the fund had grown as it has been promoted. A budget of £78,033 remained, however a number of applications were currently in development.

The report provided details on the Clean and Tidy Team Service, and the meeting noted that an annual review would be completed at the end of November, 2016.

The meeting considered the financial profile of the Area Council, with £33,719 remaining for allocation in 2016/17. Members considered a number of ideas being put forward, including the commissioning of an Environmental Enforcement Service, further devolving finance to the Ward Alliance Fund, and recommissioning the Community Magazine for a further year.

It was suggested that Members may wish to review data and local intelligence for the area, the performance of currently funded projects, and discuss whether the existing priorities remained valid. It was agreed that a workshop be organised for this to be undertaken.

**RESOLVED:-**

- (i) that the update on commissioned projects be noted;
- (ii) that the proposed way forward to organise a workshop for Members to reconsider the needs of the area, and potential future commissions be approved; and
- (iii) the current financial position of the Area Council commissioning budget be noted

**26 Community Magazines (PAC.06.10.2016/7)**

The Area Council discussed the Community Magazine, Penistone Matters, which had been produced as a pilot for two editions.

Members discussed the positives of producing a magazine, but noted its reach could not easily be measured, and it was felt that the cover photo could be more representative of the content within. A suggestion was made to include a competition in order to help measure the readership of the publication.

It was noted that four other Area Councils produced a community magazine, and therefore discussion was taking place with the Communications to stagger production in order to reduce lead in times for production. This would help to ensure articles were more timely.

The proposal to produce two further issues was supported, and Members requested final draft copies to be circulated prior to publication.

**RESOLVED:-**

- (i) that approval be given for the production of two further editions of a community magazine for the Penistone area, with £3,362.44 approved for distribution costs; and
- (ii) that the human resource requirements for the production of the magazine, and the process for signing off future productions be noted.

**27 Volunteer Car Scheme (PAC.06.10.2016/8)**

The meeting welcomed Steve Cresswell from South Yorkshire Passenger Transport Executive (SYPTe) to the meeting. Members were provided with feedback from recent discussions on a volunteer car scheme for the area. Such a scheme was seen to be a useful resource in addition to the bus network, and would help to bridge any gaps following any withdrawal of services in rural areas.

Discussions had taken place with Sheffield Community Transport, Barnsley Dial A Ride, and Yorkshire Ambulance Service to create a pool of multi-skilled drivers who could volunteer for any driving service. However, it was suggested that there wasn't sufficient appetite to progress this currently.

The meeting noted proposals to work with Sheffield Community Transport to utilise their current resources to book journeys, but an appropriate pool of volunteer drivers was required in the area.

The proposal suggested applying for grant finance to al campaign in order to recruit volunteer drivers and promote the service. It was stress that local intelligence was important for any campaign to be successful.

A number of potential external funding sources were suggested including the Working Together Fund, and enquiries would be made as to whether there would be funds available through SYPTE.

Links to the commission to reduce isolation and loneliness in older people were noted, and it was suggested that the organisation with the successful tender had a key role in promoting the scheme.

**RESOLVED** that discussions continue between the Area Team, Elected Members, SYPTE, and Sheffield Community Transport to progress the development of a Community Car Scheme.

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Chair