



## MINUTES FROM COMMUNITY PARTNERSHIP MEETING

HELD ON 15 September 2022, 0830am – Teams

### Attendees:

Chair: Mary Bradley (MB)  
Gordon Grant (GG)  
Marion Fitzgerald (MF)  
David Wilson (DW)  
Adrian Davis Johnston (ADJ)  
Deborah Naylor (DN)  
Becky Wolstenholme (BW)  
Dele Shoneye (DS)  
Laura Kay (LK)

Minutes: Katy Arnott (KA)

Apologies: Phil Davies (PD)  
John Coughlan (JC)

Item	Description	Action Lead	By when
1.	<b>WELCOME/APOLOGIES –</b> <ul style="list-style-type: none"><li>The Chair welcomed everyone to the meeting</li><li>Apologies received from Phil Davies (PD), John Coughlan (JC)</li></ul>	MB	
2.	<b>PREVIOUS MINUTES/ACTIONS</b> <i>Agree minutes from the previous meeting held on 11 August and review outstanding actions</i> <ul style="list-style-type: none"><li>Minutes agreed</li><li>Actions updated</li></ul>	MB	
3	<b>PERIOD OF MOURNING – UPDATE</b> <ul style="list-style-type: none"><li>As a mark of respect, NWS had to pause all external communications during the official ten-day mourning period. As a general rule- any CP communications that NWS pays for had to be paused too.</li><li>No communications, promotions, advertising of events could take place. The planned mid- September Maildrop- wouldn't therefore land until after the exhibitions took place.</li><li>September Maildrop is postponed. Rescheduled date TBC- see section 6</li><li>September Exhibitions (28<sup>th</sup>&amp; 29<sup>th</sup>) will be cancelled. Community Engagement Workstream have a planning meeting Friday to discuss.</li><li>The resident's Survey was due to take place -early October. This date will now be reviewed.</li></ul>	GG  To note  To note  To note	



<p><b>ACT 83</b></p>	<ul style="list-style-type: none"><li>• <b>Arrange for Justin Chamberlain to attend slot on future Community Partnership Meeting ref: rescheduling of Survey</b></li><li>• Parish Council Meetings effected by period of mourning have all been rescheduled.</li></ul>	<p>GG</p>
<p><b>ACT 84</b></p>	<ul style="list-style-type: none"><li>• <b>Discuss updated Parish Council Meeting schedule/attendance by CP representatives.</b></li></ul>	<p>MB/MF</p>
<p><b>4.</b></p>	<p><b>CHAIR'S UPDATE</b></p> <ul style="list-style-type: none"><li>• Thanks given to those who attended the Workstream Workshop in Workington.</li><li>• Attended 4 Chairs Meeting - Focus on CIF</li><li>• Attended NDA Stakeholder Event in Edinburgh. Came away with topics to investigate further (NDA 5 ideas), potential to ask NWS Director (Claire Gallery-Strong) to present at a future CP meeting.</li><li>• Potential project with young people and radiation- being explored through workstream lead</li><li>• Call with Green Party representative re: Search Area/ Aspatria ward.</li><li>• Attended meeting with Sam King (NWS Head of Community Engagement and Site Evaluation).</li><li>• Attended meeting with BEC and LEP</li><li>• Attended meeting with NWS staff. Site Evaluation Manger re: Search Area, Planning Manager re: Programme of activities, Head of Property and Land re: CP accommodation</li><li>• Real need to start to share networking meeting &amp; events across CP members and NWS team.</li><li>• Next week attending meeting/site visit to Sellafield with French guests invited from Andra (a French radioactive waste management agency).</li><li>• MB &amp; DW to meet Community Engagement Workstream Lead this Friday</li><li>• Secretariat's 18-month temporary contract with NWS came to an end. MB Sent thank you gift from CP members. KA will support the administration of the Community Partnership.</li></ul>	<p>MB</p> <p>To Note</p>
<p><b>5</b></p>	<p><b>COMMUNITY INVESTMENT FUND UPDATE</b></p> <ul style="list-style-type: none"><li>• CIF panel met 25 August and the following awards were approved.<ul style="list-style-type: none"><li>○ Citizens Advice Allerdale, £94,400</li><li>○ Maryport &amp; Solway Sea Cadets, £88,338</li><li>○ Workington Amateur Operatic Society, £3,000</li><li>○ Workington Emergency Response Group, £20,000</li><li>○ Rotary Club of Cockermouth, £5,000</li><li>○ Information Advice and Fitness CIC, £2,086</li><li>○ Workington Musical Festival, £5,000</li><li>○ STAR – Salterbeck Residents Association, £3,300</li></ul></li><li>• Cumbria Alcohol and Drug Advisory Service (CADAS), £176,533. Note: As over £100k – still under NWS CIF Committee review.</li><li>• Ongoing Issue: Money allocated v. money spent. Under NWS review.</li></ul>	<p>MB</p>



ACT 85	<ul style="list-style-type: none"><li>• Next CIF Panel Meeting 22 Sept. 4 applications to review and 8 emerging projects. MB has had discussions with other local organisations re: potential CIF future projects.</li><li>• CIF summary paper will be circulated to members post 22 September panel meeting.</li><li>• <b>Grant Application ref: FR-000001327 – Maryport Amateur Dramatics Society. Incorrect name. To correct. Should be Workington Amateur Operatic Society.</b></li></ul>	JF
6	<b>COMMUNICATIONS THROUGH JULY/AUGUST</b>	LK
ACT 86	<ul style="list-style-type: none"><li>• LK presented Comms update. Presentation Slides enclosed</li><li>• New “You Tube” account created.</li><li>• Top performing social media posts have images of people on.</li><li>• Paid social media had good result but poor uptake in call to action</li><li>• <b>To progress Maryport Matters Magazine advert. To feature local CIF funding organisations. Suggestion to feature Maryport Sea cadets grant award.</b></li></ul>	enc To note LK
ACT 87	<ul style="list-style-type: none"><li>• Website- Dedicated CIF page in development. To feature all awarded projects with links to the projects.</li><li>• Website user stats showed most users do not go beyond home page</li><li>• <b>Comms Workstream to explore website Content management system. (WordPress)</b></li></ul>	LK/ADJ
ACT 88	<ul style="list-style-type: none"><li>• Progressing “Promote your project” for CIF awarded organisations</li><li>• Newsletter distributed 8<sup>th</sup> sept. 436 subscribers. Next newsletter suggested date 24 Nov.</li><li>• <b>Provide CP merchandise for Goody Bags for upcoming CYA youth event (BW).</b></li></ul>	MB
ACT 89	<ul style="list-style-type: none"><li>• Maildrop- postponed until October (date TBC)</li><li>• <b>Update Maildrop with updated and approved CIF figures and circulate updated copy to CP members</b></li><li>• Press release planned with a Grant Funding topic. Note: caution to be used in reporting of figures.</li></ul>	LK To Note
ACT 90	<ul style="list-style-type: none"><li>• Q5- offering pop up consulting offer via Cumbria Exchange website</li><li>• <b>To discuss Q5 offering re: Cumbria Community Foundation</b></li><li>• Comms sequencing- workstream members to support</li></ul>	MB/LK
7	<b>PROGRAMME OF ACTIVITIES</b>	GG enc
ACT 91	<ul style="list-style-type: none"><li>• GG presented update since last meeting- see enclosed presentation slides.</li><li>• More detailed information around workstream purpose available from Dele(DS)</li><li>• <b>Set up Workstream team planning meetings to refine workstream plans by December</b></li></ul>	DS/KA
8	<b>COMMUNITY EVENTS – REMAINING 2022 &amp; JAN/FEB 2023</b>	MB
	<ul style="list-style-type: none"><li>• Discussion around -Planning of an annual Community Partnership meeting in January referencing below abstract from CPA.</li></ul>	



	<b>Community Partnership Agreement (CPA)</b> <i>Ref: 8.13 There will be an annual meeting of the Community Partnership with the purpose of reviewing membership; reviewing the disbursement of Community Investment Funding; presenting work against outputs and outcomes and if appropriate, governance and financial considerations. The annual meeting is an information exchange only as the Community Partnership is unconstituted.</i>	To note
	<ul style="list-style-type: none"><li>• The Meeting has 3 requirements-<ul style="list-style-type: none"><li>○ Satisfy CPA -to hold an annual CP meeting</li><li>○ address comments that the CP should hold meetings in public</li><li>○ provide opportunity to host public exhibition- addressing cancelled September exhibitions.</li></ul></li><li>• Discussion around potential dates, day of week, times, venues etc. Suggestions included- Not a Mon or Fri, be better early evening 6-9pm.</li><li>• To explore venues- Energus, Wave Centre, Carnegie, Community Centres.</li></ul>	
ACT 92	<ul style="list-style-type: none"><li>• <b>Circulate meeting date poll to members for the January Meeting/Event. Note: Date chosen must be quorate.</b></li></ul>	KA
ACT 93	<ul style="list-style-type: none"><li>• <b>Explore January Event venue options and circulate short list</b></li></ul>	GG
9	<b>AOB</b>	MB
ACT 94	<ul style="list-style-type: none"><li>• <b>Contact Regulators to arrange “keep in touch meeting” with CP members – for a future meeting 2023.</b></li></ul>	GG
10	<b>DATE OF NEXT MEETING</b> <ul style="list-style-type: none"><li>• Thursday 13th October. Face to face. Venue: NDA Cockermouth Hub Office. Details to forward. Note: Photo ID- Driving Licence or Passport will be required to gain access.</li></ul>	MB

Community Partnership Group Actions 15/09/2022							
Ref	Date raised	Minute ref	Owner	Co-owner	Action	Update from meeting on 15/09	Update for meeting on 13/10
3	15/09/22	83	GG		<b>Arrange for Justin Chamberlain to attend slot on future Community Partnership Meeting ref: rescheduling of Survey</b>	Complete	
3	15/09/22	84	MB	MF	<b>Discuss updated Parish Council Meeting schedule/attendance by CP representatives.</b>	Complete	
5	15/09/22	85	JF		<b>Grant Application ref: FR-000001327 – Maryport Amateur Dramatics Society. Incorrect name. To correct. Should be Workington Amateur Dramatics Society.</b>	Complete	
6	15/09/22	86	LK		<b>To progress Maryport Matters Magazine advert. To feature local CIF funding organisations. Suggestion to feature Maryport Sea cadets grant award.</b>	Complete	Ad booked. Content to finalise by November.
6	15/09/22	87	LK	ADJ	<b>Comms Workstream to explore website Content management system. (WordPress)</b>		To explore at workstream meeting
6	15/09/22	88	MB		<b>Provide CP merchandise for Goody Bags for upcoming CYA youth event (BW).</b>	Complete	
6	15/09/22	89	LK		<b>Update Maildrop with updated and approved CIF figures and circulate updated copy to CP members</b>	Complete	Maildrop to land @12/10
6	15/09/22	90	MB/LK		<b>To discuss Q5 offering re: Cumbria Community Foundation</b>	Complete	
7	15/09/22	91	DS/KA		<b>Set up Workstream team planning meetings to refine workstream plans by December</b>	Complete	

8	15/09/22	92	KA		<b>Circulate meeting date poll to members for the January Meeting/Event. Note: Date chosen must be quorate.</b>	In progress- Venue/Date TBC	
8	15/09/22	93	GG		<b>Explore January Event venue options and circulate short list</b>	In progress	Venue option TBC first
9	15/09/22	94	GG		<b>Contact Regulators to arrange “keep in touch meeting” with CP members – for a future meeting 2023.</b>	To complete in 2023	