

## Troon and Villages Locality Planning Group Action Note of Meeting: 17<sup>th</sup> October 2018

**Present:** Richard McMinn (Chair), Trish McMinn (Community), Bob Pollock (Elected Member), Maureen Murray (Allied Health Professional), Anne Cameron (Community), Seonaid Lewis

**Apologies:** Vera Kidd (SAC), Norah Williamson (VASA), Peter Convery (Elected Member), Arthur Spurling (Elected Member), Frank Hughes (Community Mental Health Team), Carol Pritchard (Community), Laura Thompson (NHS), Frances Carson (Community), Pamela Dowson (Community), Philip Saxton (Elected Member), Craig Mackay (Elected Member), Stephen Milby (Community)

Agenda Item	Discussion	Action
Welcome	<p>*Due to the high number of apologies it had been agreed to dedicate this meeting to Decision Day Planning.</p> <p>Richard welcomed everyone to the meeting.</p> <p>Seonaid let the group know that as Laura had volunteered to join the Decision Day steering group and couldn't make the meeting, they had met up beforehand so that Laura's views could be included.</p>	
Decision Day Planning	<p><b>Key Points</b></p> <ul style="list-style-type: none"> <li>• Funding amount - £9,000 South Ayrshire Council and £5,000 South Ayrshire Health and Social Care Partnership (HSCP) (a portion of the HSCP £5,000 can be specifically targeted to support local priorities outwith the PB process)</li> <li>• Need to scrutinize costing's and project outlines effectively</li> <li>• Provide support for groups to complete applications and throughout project duration - projects don't always work out/sometimes difficult for groups to spend the money in the time allocated or priorities change</li> <li>• Neighbourhood inclusion - try and ensure even spread</li> </ul>	

	<ul style="list-style-type: none"> <li>• Longer lead in time <ul style="list-style-type: none"> <li>○ to enable scope to provide participating groups with application support</li> <li>○ to allow more time for a screening process</li> <li>○ to strengthen planning arrangements for the event itself</li> </ul> </li> <li>• Do we have any key themes/projects in mind to target a specific amount?</li> </ul>	
	<p><b>Discussion on funding amount</b></p> <p>The group discussed potential avenues for a portion of the £5,000 to be used to target local priorities - considered targeting up to £2,000, however due to the short timescale it was agreed not to do this (but will consider this again in April if we have the £5,000). Total funding pot for event is <b><u>£14,000.</u></b></p> <p>Group discussed 3 potential amounts - £500, £750, £1,000. It was felt that with the total funding pot being significantly lower than the last round of events it would not be appropriate to include any higher bids above £1,000 (although the group did talk this through). It was felt that £500 was a bit low and £1,000 would mean less groups being able to take part.</p> <p>It was agreed to opt for ‘<b>up to</b>’ <b><u>£750.</u></b> It was felt that this amount could still make a difference to groups and make an impact in terms of local priorities. Taking into consideration previous feedback it was also felt that going for £750 might satisfy the community, in terms of ‘fair’ distribution.</p> <p><b>Theme/priorities</b></p> <p>Discussed potential themes, including - Long term conditions, Social Isolation &amp; loneliness, Dementia, Mental Health, Carers. It was felt that long term conditions would encompass several priorities but could also be kept quite specific to support shortlisting, if necessary. This theme would still provide scope in terms of social isolation and dementia. (Seonaid will have a think about how to word this for the poster and application form, in terms of long term conditions).</p>	

	<p><i>Applications and project ideas must align with Troon and Villages Locality Group's key priorities (please see additional information supplied with this form). To be eligible to apply the project should demonstrate that it meets at least one of the following criteria:</i></p> <ul style="list-style-type: none"> <li>• <i>Supporting people living with long term health conditions</i></li> <li>• <i>Promoting social connectedness</i></li> </ul> <p>Guidance notes will include further information on what could be included under the long term conditions umbrella, (linked to locality profile, Local Outcomes Improvement Plan, LPG local priorities).</p>	
	<p><b>Immediate Timeline</b></p> <p>Applications open on 5<sup>th</sup> November</p> <ul style="list-style-type: none"> <li>• Information widely distributed - <ul style="list-style-type: none"> <li>○ Posters distributed locally</li> <li>○ social media and media publications (save the date article has already been published in Going Out)</li> <li>○ Shared electronically, e.g. key partners, wider distribution list, 3<sup>rd</sup> sector via VASA/South Ayrshire Life and previous PB participants (where appropriate)</li> </ul> </li> </ul> <p>Closing date - suggested date was Friday 7<sup>th</sup> December - but this has now been pushed back to Monday 10<sup>th</sup> December to allow additional time over the weekend.</p>	
	<p><b>Event</b></p> <p><b>Date and venue</b> - The Decision Day will take place in Troon Concert Hall on Saturday 9<sup>th</sup> February (time to be confirmed) but will probably open around 10/10:30. Votes will again be counted on the following Monday morning (worked well previously).</p>	

	<p><b>Information Stalls</b> (mini marketplace) - Agreed that it would be good to have some additional information stands on the day, e.g. HSCP services, South Ayrshire Life, Carers Centre, Alzheimer Scotland, Trading Standards etc. Also invite some previous PB participants to host information stands or provide information</p> <p><b>Funding stall/surgery</b> - We hope that the Big Lottery may be able to attend, however with 5 Decision Days happening in Feb/March, they may only be able to attend one or two...If they are able to come along we could invite other local funders to attend - further discussion required.</p> <p><b>Suggested additional conditions/criteria - LPG context</b> (Seonaid to draft something up and include within application form/guidance notes) e.g. –</p> <ul style="list-style-type: none"> <li>• Provide regular progress feedback/updates to Troon &amp; Villages Locality Group</li> <li>• Provide 2 way flow of information via Troon &amp; Villages Locality Group - at community/neighbourhood level</li> <li>• Funded projects/activities sit within locality plan</li> <li>• Participate in one off celebratory event and/or Locality meeting</li> </ul> <p>Previously funded groups must have completed and returned the required evaluation report for any previous funding awarded at a Decision Day to be eligible to apply. If oversubscribed, the following will be prioritised -</p> <ul style="list-style-type: none"> <li>• First time bidders, groups based within the Troon and Villages Locality, new/pilot projects, innovative and targeted projects</li> </ul>	<p>Seonaid - liaise with Gordon Morton (Big Lottery) and overarching SAC steering group</p>
<p>Date and Time of next meeting</p>	<p>Wednesday 21st November, 6.30pm Troon Council Chambers</p>	