



AGENDA ITEM	KEY DISCUSSION POINTS	ACTION
	<p>SK agreed in terms of this issue it would be difficult to arrive at a position and difficult for the Councillors who will have to vote. However he asked that consultations be looked at on a case by case basis to assess whether the area partnership should be involved or not.</p> <p>JMc added that ELC's Director of Education had advised that a late application relating to a collective response eg parent councils after the 15<sup>th</sup> would still be considered as long as prior notice was given of the intention.</p>	
<b>4. Standing Orders</b>		
	<p><b>Meeting Quorum</b>  CK proposed that the meeting quorum be reduced to 40%+1 in order to reduce the risk of area partnership meetings being unable to approve decisions etc. IC supported this proposal and added that substitute attendance needs to be promoted among the members also.  It was agreed to formally change the standing orders to 40%+1. CMu will circulate the amended standing orders.</p> <p><b>Chair Election</b>  CMu advised the meeting that the standing orders are ambiguous with regards to electing a new chair within the first 2 year period. V Campanile, Policy Officer, ELC has confirmed that the area partnership therefore can agree the way forward. The options are 1) the vice chair continues as acting chair for the remainder of the 2 year term; or 2) a new chair is elected to serve for the remainder of the 2 year term and then the process outlined in the standing orders can be followed.</p> <p>CK noted that it would be difficult at the stage the area partnership is currently at to bring in an external chair. CK also reminded members that the chair can no longer represent their organisation. IC added that this is his last meeting as the member for Pinkie St Peters also and it was important that parent councils continue to be represented.</p> <p>SB recommended that IC act as chair until the annual public meeting in August and an election be held then. IC confirmed he would cover as chair until the annual public meeting and at which point a new chair should be elected.</p> <p>CK asked existing members to consider whether they wanted to put themselves forward for chair and the election would take place at the business meeting on the 22<sup>nd</sup> August.</p>	<p style="text-align: center;"><b>CMu</b></p> <p style="text-align: center;"><b>ALL</b></p>
<b>5. Sub Group Reports</b>		
<b>On The Move</b>	<p>IC advised that a meeting was being arranged to take forward the paper compiled by the sub group. SB noted that he was pleased the sub group had achieved so much with assistance from ELC officers. CK asked that the area partnership's appreciation be recorded for SM/IC/DD.</p> <p>SC made the members aware of additional money being allocated to local authorities for electric charging points for cars. It would be useful for the area partnership to have a discussion with ELC regarding the locations of these points in order to influence the locations.</p>	

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	SB advised that the new bus shelter and footpath north of the Esk previously agreed as priorities had been completed.	
<b>Communities Day</b>	<p>CMu advised that a meeting had been set for 26 May with additional ELC staff to push on with the planning and organisation of the event. Twenty five organisations have confirmed their attendance so far, the author event has been confirmed and ELC's Arts Service working on an entertainment programme. CMu to send to BT a list of non-responders/no contacts for him to chase.</p> <p>SC commented that it was his understanding that political parties are not being allowed to take part and queried this decision as they are very much part of the community. SC expressed his disappointment at them not being included and will bring this up with the ELC executive. SB stated that ELC's corporate management team had given advice that it would be inappropriate for political parties to take part.</p> <p>JC asked if consultation on the area plan was included on the day and SB confirmed that priorities already put forward would be on display to gain views. BT also asked members present to spread the word about the 25<sup>th</sup> throughout their membership.</p>	<p><b>CMu/BT</b></p> <p><b>ALL</b></p>
<b>Reading is Braw</b>	JC reported that there had a good response from primary schools and they had been busy with the pop up libraries. Whitecraig Community Centre's pop up resulted in the Stay & Play Group starting up its own small lending library. There is still a need for children's books and any donations would be gratefully received. CM added that QMU had participated in 17 reading sessions and more were lined up over the next 6 weeks.	<b>ALL</b>
<b>6. Chair's Report</b>		
	<p>CK advised that the EL Poverty Commission is continuing with their work with compiling a recommendations report which is due in August/September 2016. An integrated impact assessment will be conducted of the area plan and IC is currently reviewing the actions identified in the plan. CK noted that he will still be involved with this process. CK advised that a 'Taking Stock' meeting had been held with the chairs of the 6 area partnerships involved in a constructive discussion with ELC senior officials. Work is ongoing to secure ways to continue to fund the area manager roles.</p> <p>CK invited everyone to his farewell afternoon tea being held at St Andrews High Church on 21 June, 1.30- til 3pm. CMu will circulate the invite to members.</p>	<b>CMu</b>
<b>7. 2016/17 Budget Priorities &amp; Area Manager's Report</b>		
	SB presented a summary of year 2 and 3 priorities from the area plan in order to identify projects the area partnership can deliver. SB confirmed that there had been a full carry forward of budgets from the last financial year as some projects were not yet complete. The budget for 2016/17 was confirmed as £50,000 Roads, £100,000 Amenity Services, £100,000 general fund and an additional £100,000 for educational initiatives to improve attainment. SB is looking to the area partnership to form a working group over the summer to work with him on the priorities in	

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	<p>order to present at the annual public meeting for ratification.</p> <p>SB advised that the Fisherrow Feasibility Study should be out for comment next week. SC asked what would be the best method to raise items with the area partnership. SB advised that he would arrange for a town walk around and audit again which would flag up items as before. SC noted that currently there are issues within Wallyford but there was no one representing the community council here tonight. CK commented that it was worth saying that the area plan can have new items added/changed and that it was worth reviewing the plan again to refresh memories (the current version of the Musselburgh area plan can be found here <a href="http://www.eastlothian.gov.uk/meetings/meeting/5835/east_lothian_partnership-musselburgh_area_partnership">http://www.eastlothian.gov.uk/meetings/meeting/5835/east_lothian_partnership-musselburgh_area_partnership</a> on the ELC website) and to bear in mind that while a project/action may be on our list it doesn't mean that others aren't working on something similar.</p> <p><b>S Pryde, Principal Amenity Office, Amenity Services</b></p> <p>SP addressed the meeting with regard to the Amenity Services budget and explained that initially he had viewed this as a service redesign for his team rather than projects however he became very aware over the last financial year of the area partnerships drawing together project lists and saw the opportunity to work with them and so far overall most projects identified have been delivered for the area partnerships. SP saw no reason why his service can't deliver specific projects that have high labour cost content than materials and would be proactive in working in partnership.</p> <p>SB commented that there had been quite a few successful projects delivered in the last year eg bulb planting Whitecraig, Whitecraig roundabout cleared and replanted, footpath at Esk landscaping and the area on the High Street at the Citizens Advice/bus stop will be actioned by Amenity Services once the Citizens Advice planning application detail is known. JW asked whether the planter on this site would be permanent as some people had commented on the size. SB advised that the seats will be moved back against the planter and the footpath relaid.</p> <p>SC asked SP if it would be possible for the area partnership to have a note of what Amenity Services have planned for the year ahead in the Musselburgh area. It can be difficult to prioritise projects without knowing what impact they might have on other needs in the area and it would also allow the area partnership to identify whether additional fund may be helpful in order to complete projects. SP confirmed that this would be possible and yes in some circumstances adding to funds is helpful.</p> <p>SM commented that the play areas in Whitecraig/Stoneyhill /Burgh are becoming impacted and could the area partnership approach relaying? SP advised that if this was brought through the area partnership as a priority then yes it would be looked at.</p> <p>CK thanked SP for his time this evening and recommended that a working group be set up to work with SB over the next few months in order to present specific proposals for approval and the annual open meeting. SB</p>	

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	<p>added that it would be hoped to distribute priorities to the members for comment/question before the annual meeting. CK also reminded the members that there is a funding request form with specific outcomes required and organisations would need to evidence funds required and how the funding would be used.</p> <p>GA, ST, IC, SM and JM agreed to form the working group and CK noted that he would be involved until the end of June only.</p>	
<b>What's On App</b>	<p>IC updated the meeting with progress on the 'What's On' app project. The contract with The List is currently being reviewed with a trial hopefully going live in the next couple of months. The List option was the most cost effective option identified and will have an East Lothian front facing page with the content being managed by The List.</p>	
<b>8. AOCB</b>		
	<p><b>Annual Area Partnership Meeting – Monday 22<sup>nd</sup> August 2016</b></p> <p>It was agreed that there would be a short business meeting at 7pm before the public meeting at 7.30pm.</p> <p>Each member organisation will be required to confirm their membership for the coming year along with the names of members and their substitutes. IC had suggested previously that the parent councils share representation at the area partnership meetings amongst them, he will raise this with parent councils again as he is standing down as the Pinkie St Peter's member.</p> <p>CK noted that CMu is currently reviewing member attendance and making contact with absent organisations to confirm they still wish to be members.</p>	<p><b>ALL</b></p> <p><b>IC</b></p> <p><b>CMu</b></p>
<b>9. Date of Next Meeting</b>		
	<p>The next area partnership meeting will be on Monday 22<sup>nd</sup> August 2016.</p> <p>This evening will also be the annual public meeting there will be a short business meeting starting sharp at 7pm in Training Room 1 then the public meeting starting at 7.30pm in the big hall.</p>	<p>Apologies to be sent to <a href="mailto:Musselburgh-ap@eastlothian.gov.uk">Musselburgh-ap@eastlothian.gov.uk</a></p>