

**Meeting of the Haddington & Lammermuir Area Partnership
26 October 2023, 7pm, Haddington Bridge Centre**

Chaired by:

Craig McLachlan, Chair (CM)

Members (and substitute members) present:

Stuart PeWin, Vice-Chair and TRA Haddington Central (SP)
Philip White, Morham and Garvald CC (PW)
Louise Begbie, Rotary Haddington (LB)
Cllr Shamin Akhtar, Elected Member, ELC (SA)
Cllr Tom Trotter, Elected Member, ELC (TT)
Margo Hodge, Humbie, E&W Saltoun and Bolton Community Council (MH)
Phillip Ross, Knox Academy Parent Council (PR)
Cllr George McGuire, Elected Member, ELC (GM)
Adam White, Gifford Community Council (AW)
Steven Wray, Support from the start, Haddington (SW)

Quorum: -

10
members

Others in attendance.

Diann Govenlock, Connected Communities Team Manager (DG)
Stuart Baxter, Connected Communities Team Manager (SB)
Justine Bradd, Community Development Officer (JB)
Marilyn McNeil, IJB (MM)
Lorna Maclennan, Business Support Administrator, ELC (LM)

Apologies received.

Cllr John McMillan, Elected Member, ELC (JM)
Loreen Pardoe, Support from the Start, Haddington (LP)
Jack Worden, Haddington & District Community Council (JW)
Susan Forgie, TRA (SF)
Brian East, Haddington Community Sports Hub (BE)

	Agenda Item	Key discussion points	Action
1.	Welcome & Introductions	CM welcomed everyone to the meeting. The meeting was quorate.	
2.	Apologies	Apologies were noted.	
3.	Declaration of Interest	CM asked that members leave their hat at the door, at the meeting members are representing the wider community.	
4.	Approval of minutes	Accepted as read by those present.	
5.	Matters Arising	Dementia Singing Group - CM has made a delegated decision, as chair of the partnership, to award the Dementia Group the outstanding £300. DG had spoken to the applicant, Anne Trail who confirmed that the additional £300 funding received from the Rotary was for a different activity to the one that been applied for to the Area Partnership. £300 has now been awarded to the group. Members accepted the decision, no objections were raised.	
6.	Update from Community Groups	CM informed members about a project that he has been working on with JB and colleagues at Haddington Football club based at the 3G pitch at Whittinghame Drive. The project is in response to the number of suicides in the area, especially concerning young men. This project will be a more informal approach. This will allow people to meet together at the 3G pitch, have a kick about and the building will be open for warmth, refreshments and provide a safe place to meet and talk. This project starts 7-9pm on Sunday 3 rd December 2023.	ALL
7.	Budget Update	There was discussion about ELC budgets with the conclusion that financially things will get worse before they get better. a. General 23/24 budget –£45,890.00 remaining. There have been some applications and some with outstanding queries, these are being followed up with the applicants. Applications will be brought to the November meeting. The February 2024 is the last full area partnership meeting before the end of the financial year. b. Roads There was a discussion around the email from Tom Reid. The email is attached. c. Amenity Services Update on 21/22 outstanding works at Athelstaneford and Seggardean Parks.	
8.	Funding Applications	There were no applications presented at this meeting. Some are expected to be discussed at the November meeting i.e. Keep the Heid, Haddstock 24, Bridge Centre Motorcycle Project and Knox Academy Breakfast Club. It is hoped that the funding will be fully allocated by the end of the financial year.	ALL
9.	Standing Orders	Everyone has received a copy of the Standing Orders with draft amendments to make comment on, prior to being discussed at tonight's meeting. CM went through all the proposed amendments to the standing orders. AW asked if the quorate should be reduced to 30%? CM stated that the core members cannot be removed from the membership, by reducing the quorum will ensure that we will be quorate at future meetings. One of the community councils has two core members, but they	DG/S B/LM

		are not always represented at meetings. AW accepted the explanation. The Standing Orders with all the proposed amendments were accepted at the meeting.	
10.	Area Plan	There are some statistics that are proving harder to obtain to inform the new area plan. We are still pursuing this data. It will be a refresh rather than a full rewrite of the Plan.	DG/S B/LM
11.	Community Benefits	<p>There has been a slight change, each Area Partnership or locality is now limited to suggesting their top three projects of a max. £2K per project.</p> <p>For HALAP this list is currently:</p> <p>Nungate Community Centre – oven and hob - SB reported that he had been in contact with the contractor regarding the oven and hob. SB to progress.</p> <p>Bolton Community Association – new kitchen/ new toilet – this group have been given information about an alternative funding stream as the estimated cost of the work exceeds the £2k cap.</p> <p>HBC – new kitchen cupboards, only new fronts required.</p>	SB
12.	Champions	Standing item – DG suggested this could be someone from the partnership with an interest in either the Children & Youth or Health and Wellbeing Network.	ALL
13.	Sub Groups	<p>a. Children & Youth Network – met online on the 12th October 2023. This meeting was attended by a member for the Scottish Youth Parliament. It was interesting to hear about the current SYP campaigns, especially the one about raising the profile of youth work. The network has made a start to map the Children and Youth Activities within the Haddington and Lammermuir Area. Work has also begun on pulling together the C & Y priorities. Some of these priorities will fit into the Area Plan. The next meeting is on the 7th December from 3.30 -5pm. If anyone is interested, please get in touch with DG/LM.</p> <p>b. Health & Wellbeing Subgroup –was held online at 10am on Thursday 5th October. Jane Ogden Smith and Andrew Main gave an input on the Older People’s Survey. Information is to be more widely circulated. This network have made a start to pull together priorities which can be fed into the Area Plan.</p> <p>There is an all-day Intergenerational event on 9th November at Queen Margaret University. This information has been circulated to the partnership.</p> <p>The next HWB network meeting will be online at 10am on 14th December at 10am. If anyone would like to attend, please get in touch with DG or LM.</p>	
14.	Any other Business	<p>There was a question about East Lothian Association of Community Councils (ELACC) and its relationship to the Area Partnerships. The ELACC is an umbrella network for all the community councils. There should be an item on all the community council agendas asking for Area Partnership feedback.</p> <p>CM thanked everyone for their attendance.</p>	

15.	Date of the next meetings	Next Dates – all meetings will be face to face at 7pm in the Bridge Centre, Haddington. Proposed Dates for 2024 8 February 2024 25 April 2024 13 June 2024 22 August 2024 24 October 2024 5 December 2024	
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Haddington and Lammermuir AP					
Budget Allocation			23/24		
			A	R	G
			Amenity Services	Roads	General
Date Approved	Organisation	Project	£100,000	£50,000	£50,000
01/04/23	ELC roads	Admin		2,500.00	0.00
27/04/23	Can Do	Transportation			1,989.52
24/08/23	Haddington Central TRA	Dementia Singing Group			1,820.00
30/08/23	Haddington Central TRA	Haddington Dementia Singing Group			300.00
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	0	Total Spend	£-	£2,500	£4,110
		Balance	£100,000	£47,500	£45,890
			Amenity Services	Roads	General
			A	R	G

Dear Area Partnership Chair

Following the financial update report to the full East Lothian Council meeting in August, (please find attached) you will be aware of the challenging financial situation which is resulting in many difficult decisions having to be made, including pausing the Council's non committed capital expenditure budget for 2023/24.

This includes restrictions on the Council's capital budgets for Roads and as part of the Council mandate I am writing to let you know that this also applies to the delegated budget for Area Partnerships to influence Roads investment, and as such no expenditure can be undertaken by Area Partnerships which has not already been committed through contract. I therefore regret to inform you that this means that the Roads projects which are being considered by the Area Partnerships under this year's £50,000 delegated budget will be paused until the Council's overall budget position is addressed. In the interim I would ask you to continue to consider your priority projects and to engage with the Roads team to work up your projects so that they can proceed when budgets permit

I realise that this will be extremely disappointing for Area Partnership members who have spent many hours carefully considering proposals to help improve their local roads, address road safety and promote active travel in their community and I assure you none of these decisions are easy and are taken lightly, but I would appreciate if this position could be communicated to area partnerships.

We will of course continue to provide an update on the progress of this pause and mitigation actions to Council as part of the Finance report in October.

Best Regards

Tom

Thomas Reid | Head of Infrastructure | East Lothian Council | John Muir House, Court Street, Haddington, EH41 3HA | Tel: 01620 827541 | Email: treid@eastlothian.gov.uk

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HADDINGTON & LAMMERMUIR AREA PARTNERSHIPS – STANDING ORDERS

We value the diversity of our community and promote equality. We aim to empower our communities and widen representation to influence decision making.

All Area Partnership members are working on behalf of Haddington and Lammermuir Area Partnership

These standing orders describe how the Haddington & Lammermuir area partnership conducts its business.

MEMBERSHIP

1. The core membership of the Area Partnership will include:
 - 1.1. All elected members from the ward;
 - 1.2. All Community Councils in the ward
 - 1.3. 2 guaranteed places for Tenants and Residents Association representatives
 - 1.4. 2 guaranteed places for Parent Council representatives – ideally one from the High School and one from a cluster Primary School
2. These core membership places are fixed and must be taken into account in any calculation of membership numbers, even if the positions are vacant.
3. Additional members (either as representatives of organisations or networks) can be elected to the Partnership.
 - 3.1. If an organisation or network is interested in becoming a member of the Area Partnership an initial approach should be made through the Chairperson.
 - 3.2. The Chairperson will propose a prospective member to a meeting of the Partnership for the consideration of members.
 - ~~3.3.~~ Membership will be confirmed if the proposal is agreed by a consensus at this meeting.
4. All members have equal membership rights, including voting rights.
5. Individuals can be co-opted to provide expertise or different perspectives on issues that arise locally but will not have equal membership rights, including voting rights.
6. Member organisations will identify a named member and a named substitute to represent them on the Area Partnership for each membership place they are allocated.
 - 6.1. All core membership appointments are for 1 year, to be confirmed each year at the Annual Public Meeting.
 - 6.2. Only the named member, or their named substitute, are entitled to act on behalf of a member organisation in Area Partnership decisions.
 - 6.3. It is the responsibility of the member organisation to identify a replacement if their named member or substitute becomes unable to fulfil their role.
 - 6.4. Substitutes can attend meetings alongside named representatives if they choose and participate in discussions at the discretion of the Chairperson.

- 6.5. Substitute members must abstain from any decision-making process if the named member is also present at the meeting.
7. Members of the Area Partnership are expected to adhere to East Lothian Partnership's Code of Conduct.
8. Members of the Area Partnership **must** complete mandatory induction training to familiarise themselves with the responsibilities of the role.
9. Any organisation that wishes to withdraw their membership of the Area Partnership should give written notice of withdrawal to the Chairperson. They will cease to be a member as from the time when the notice is received.
10. Membership (other than core members) can be terminated on the basis of non-attendance if the organisation is not represented at 2 or more consecutive meetings of the Area Partnership.

CHAIRPERSON AND VICE CHAIRPERSON

11. A community-based Chairperson (either from within the existing membership or as an individual working or living in our communities) will be elected for the Area Partnership by the membership. The appointment will be up to 2 years after which elections will take place at the meeting prior to the Annual Public Meeting.
12. The Vice Chairperson will be appointed by the Area Partnership either from within the existing membership or as an individual working or living in our communities. The appointment will hold their role for up to 2 years after which elections will take place at the meeting prior to the Annual Public meeting.
13. If both the Chair and the Vice Chair are not available to chair a meeting those present will choose another member to fulfil this function.

AREA PARTNERSHIP MEETINGS

14. Area Partnership will hold at least 4 business meetings per year.
 - 14.1. Additional meetings of the Partnership can be called by the Chairperson with the agreement of the majority of members.
 - 14.2. All meetings of the Area Partnership are held in public are open to any local person or group as observers. The Chair can invite observers to speak if their input would be relevant to an agenda item and the opportunity should be afforded for observers to address the Area Partnership under the guidance of the Chairperson.
15. The quorum for meetings is 30% of members +1
16. Agendas for meeting will be made available in draft 2 weeks before an Area Partnership meeting
 - 16.1. Members can request items be added to the agenda through the Chairperson
 - 16.2. Any other local person or group can contact the Chair in advance of a Partnership meeting to propose a matter for the agenda. The Chair will decide if the matter is relevant to the Partnership's remit and agenda. If the matter is not relevant for this Partnership, the Chair should assist by signposting to the appropriate organisation or group.

17. Agendas, reports and minutes will be publicly available on East Lothian Council's E-gov system which can be accessed through the Council website at <http://www.eastlothian.gov.uk/meetings>

SUB GROUPS/NETWORKS

18. An Area Partnership can establish a Sub group or Network to help carry out priorities/initiatives on behalf of the partnership.

18.1 Sub group chairs will be appointed by the Area Partnership.

19. Membership of Sub group/Network is open to partnership core members, members and co-opted individuals.

19.1 Sub group chairs can invite membership/ participation from any other interested organisations or individuals.

20. The Chair of the Sub group/Network will undertake to report back on the work of the Sub group/ Network at partnership meetings.

21. Agendas for meetings will be made available in draft 1 week before the Sub group/Network meeting.

22. Each Sub group/Network will be responsible for producing their own action notes.

23. Sub groups/Network can make decisions however all financial decisions must be recommended to the partnership for approval.

ANNUAL PUBLIC MEETING

24. An Annual Public Meeting will be held to report performance to communities in the area and consult on wider priorities.

24.1. This meeting is open to any groups, organisations or members of the public from the ward area.

25. A Chairperson and Vice Chairperson for the Area Partnership will be elected by members when required.

26. Members of the Partnership (other than core members) will be asked to confirm their intention to retain membership annually at this meeting.

DECISION MAKING

27. Decisions should be taken in area partnership meetings wherever possible.

28. All members must declare any conflict of interest regarding any matter being discussed and must abstain from related financial decision making.

29. Consensus should be reached wherever possible. In the event that the Partnership is unable to reach consensus in any matter a vote may be required.

29.1. Voting shall be taken where required by those present and eligible to vote

29.2. If there is an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (casting) vote.

30. Decisions may be taken out with meetings on occasion e.g., emergencies or short deadlines. In these cases, members of the Partnership will be communicated with through an appropriate manner and given the opportunity to participate in the decision.

30.1. A decision made in this manner will be confirmed if a quorate response is received and it is agreed by the majority of those members who have voted.

30.2. The Chairperson will have the authority to act on the Partnership's behalf if/when the views of the membership cannot be ascertained.

CHANGES TO THE STANDING ORDERS

31. Once they are adopted each Area Partnership may make alterations to these Standing Orders to meet the needs of their specific group.

31.1. Any member may propose an alteration to the Standing Orders by notifying the Chairperson of the change they propose.

31.2. Details of the proposed change must be circulated to all members at least 2 weeks prior to the Partnership meeting where they will be discussed.

31.3. Any decision to alter the Standing Orders must be agreed by the majority of members.

Amendments approved	
Quorum changed from 40% members +1 to 30% members +1	27 th October 2023
3 deletion of groups and individuals	
6.1 insert 'core'	
8 insert 'must' complete training	
9 delete 'excluding community councils'	
10 delete 10.1, 10.2 and 10.3	
11 and 12 add in 'working' and election at meeting prior to AGM	
Add 18.1 add sub group chair appointed by Area Partnership	
19.1 sub group chair can invite membership/ participation from other interested organisations and individuals	
20 sub group chair to report back at Area Partnership	
27 delete	
31.3 amend wording	