

Big Local | Radstock & Westfield
- How to make the most of £1million -

Big Local
Management Committee EGM
19th July 2016
7-9pm, Oval Office, Westfield

Minutes

Attending: Robin Moss, Marlene Morley, Rob Wicke, Dave Dixon, Ron Hopkins, Sarah Westell, Rob Watts, Caroline Green, Julian Mellor and Mike Boulton

Apologies: Lesley Mansell

Chair: Robin Moss

Note taker: Rob Wicke

1. **Welcome and apologies**
2. **LTO**
3. **Incorporation**
4. **AOB**
5. **Dates for the diary**

No	AGENDA	Action by Whom	Action When
1	Welcome + introductions & apologies		
	RM welcomed the committee to the meeting		
2	LTO		
	<p>Discussion on what kind of organisation would be best suited to being our LTO based on our needs.</p> <p>Identified that a discussion is needed with Local Trust. JM advises that for an organisation to be approved generally, Local Trust will check they have financial management and governing docs and capacity in place. These checks need to be factored in when agreeing the length of time our interim contract will go on for.</p> <p>ACTIONS to report back to next management meeting:</p> <ol style="list-style-type: none"> 1. RH, MM, RM Meet with Westfield Parish Council to discuss details regarding the end of their responsibility as our LTO for Finance. 2. RH: Make initial contact with College to sound out if they may be interested in becoming our LTO. 3. SW RW: Make initial contact with Sirona, Writhlington School (Dragonfly Trust), Norton Hill School to sound out if they may be interested in becoming our LTO. 	<p>RH, MM, RM</p> <p>RH</p> <p>SW, RW</p>	<p>16/08/16</p> <p>16/08/16</p> <p>16/08/16</p>
3	Incorporation	Action by whom	By when
	<p>Discussion around why we're setting up a CIC – summarised as for liability cover for the management members, for employment of community workers, and to have a strong governance framework that will allow us to expand in the future.</p> <p>Discussion around obligation of the directors and how the CIC fits with the current partnership and the LTO.</p>		

	ACTION: RW to write up the notes and send to management for consultation, ending 29 th July.	RW	21/07/16
	ACTION: ODD Group to use the document and results of the consultation to create a proposal that will go to next management meeting for approval.	MM, RH, RM	9/08/16
4	AOB	Action by whom	By when
	Discussion around the details of the Dragons' Den. It was acknowledged and appreciated that Acoustic Café are supplying us with their PA system for free and would subsequently have to set up their event in the same room as us after us. This would be at added cost to them due to the difference in price between the room they usually use and the room we are using. It was agreed that we give a £50 goodwill payment to Acoustic Café to ensure they aren't losing money on our behalf. ACTION: SW to ask Sue Hill if they can fund acoustic café. ACTION: SW to let Acoustic Café know our decision. Agreed that we will provide a buffet.	SW	9/08/16
	Discussion around potential new management committee members – so far Sue Hill, Simon Allen and Julie Harrington have shown an interest. ACTION: SW to meet them to discuss further.	SW	9/08/16
	Museum: ACTION: Ask them what joint funders are asking for in terms of support, and then set up a discussion with them.	SW	9/08/16
8	Dates for the diary		
	- Management : Tues, 16 th Aug, 7pm, Oval Office Tues, 20 th Sept, 7pm, Oval Office Tues, 18 th Oct, 7pm, Oval Office Tues, 15 th Nov, 7pm, Oval Office Tues, 20 th Dec, 7pm, Oval Office		

	<p>- ODD: Mon, 1st Aug. 9.30am, Oval Office Mon, 5th Sept. 9.30am, Oval Office Mon, 3rd Oct. 9.30am, Oval Office Mon, 7th Nov. 9.30am, Oval Office Mon, 5th Dec. 9.30am, Oval Office</p> <p>- Dragons' Den: Saturday 17th September, Victoria Hall</p>		
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