

Big Local
Management Committee Meeting
17th May 2016
7-9pm, Oval Office, Westfield

Minutes

Attending: Robin Moss, Sarah Westell, Rob Wicke, Caroline Green, Mike Boulton Julian Mellor, Rob Watts

Apologies: Keith Bridges, Marlene Morley, and Lesley Mansell

Chair: Robin Moss

Note taker: Rob Wicke

1. Welcome and apologies
2. Actions from previous management meeting
3. Incorporation
4. Big Fund
5. Funding Strategy Meeting
6. Hope House Wellbeing Centre
7. AOB
8. Dates for the Diary

No	AGENDA	Action by Whom	Action When
1	Welcome + introductions & apologies		
	Robin Moss carried out these duties.		
2	Actions from previous meeting	Action by whom	By when
	1.1 MM/RWi/SW – All outstanding items with SVFM should be reflected upon and reported back at the		

	<p>next meeting.</p> <p>- A summary of potentially outstanding work was circulated to management. MM has been in touch with DC, and they will meet to discuss any outstanding work.</p> <p>3.1 SW/RWi – Opera Application – Let Musicians SW know the outcome. Receive invoices from Jackie Bevan for advertising.</p> <p>- SW has received invoices for advertising. This includes for a flyer which advertises 2 local events and one for MSN – Agreed we will pay for 2/3 of the flyer.</p> <p>- There was concern that Musicians South West haven't followed the process set out in our T&C – SW to explain the process to them and request a response for the committee.</p> <p>3.2 SW/RWi – Haydon Village Hall – Let them know the outcome.</p> <p>- SW reports that the climbing wall was double booked and Haydon Village Hall can't find another climbing wall. Agreed that we can't fund them for anything other than a climbing wall – SW to communicate this to them.</p> <p>3.3 SW/RWi - Radstock Museum – Let them know the outcome.</p> <p>- Radstock Museum have asked if they can tell other funders that they have received support from us. Management agree that it is fine to say they have support from Big Local because we have funded them £500 through the Dragons' Den.</p> <p>Management also advise that they can apply to Heritage Lottery. SW to give them the information from the website and say we are looking forward to their response as to how we can help support their bid to Heritage and/or other avenues such as Crowdfunding and Justgiving.</p> <p>SW to ask for copies of the quotes.</p>	<p>MM</p> <p>SW</p> <p>SW</p> <p>SW</p> <p>SW</p>	<p>21/06/16</p> <p>21/06/16</p> <p>21/06/16</p> <p>21/06/16</p> <p>21/06/16</p>
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	<p>5.1 MM – Contact Mark Goodman for an update on CIC paperwork.</p> <p>- This is discussed in agenda item 3.</p> <p>6.1 RWi – Arrange date and place for strategy meeting.</p> <p>- Done</p> <p>6.2 SW – Provide Sue Hill with the wording for the plaque.</p> <p>- SW reports that there have been difficulties in ensuring the Bleacher Seating was paid for and that we have learnt some valuable lessons in dealing with large sums of money.</p> <p>6.3 SW – Chase up the Dragons’ Den winners who haven’t yet reported back.</p> <p>- SW reports this is in process.</p> <p>- With regards to Football Friends management recommend that we appeal to local residents of Tynning to see if anyone will take responsibility for opening and closing shed as well as signing on the dotted line. Community guardians who should be approached are Shirley Turner at Whisty, and the owner of the local pub.</p> <p>- With regards the Zumbini classes that are unable to go ahead the management require that the fund is returned. SW to let them know.</p> <p>6.4 RM – Circulate information about the Vegetarian Week.</p> <p>- Done</p> <p>6.5 CG – to send out an invitation to attend the showing of Dad’s Army, Sunday 15th May, 4pm.</p> <p>- Done</p> <p>Action items missing from previous meeting.</p> <p>- Local food – RWi to include this as an agenda item for the next management meeting in June.</p>	<p>SW</p> <p>SW</p> <p>RWi</p>	<p>21/06/16</p> <p>21/06/16</p> <p>21/06/16</p>
3	Incorporation	Action by whom	By when

	<p>Application near completion. We need to add directors for it to be complete and sent off.</p> <p>CG raised concerns that management members are still unsure what the workload and responsibilities will be, whether the management meetings are going to become director meetings, whether directors can take remuneration for certain pieces of work.</p> <p>- RM will link people in to the Charity Commission website and Companies House website that will show the legal responsibilities.</p> <p>RM advised that the key duty is legal oversight, making sure the money is spent legally. Any additional responsibilities will be up to the founding directors to agree upon.</p> <p>- RM and MM will chase up the Memorandum of Understanding from MG.</p> <p>JM stated that the starting point for what the CIC does is the Partnership agreement. He advised that remuneration for directors would need to be written in to the terms and agreements.</p> <p>RM – to double check if directors can be paid. He also expressed concerns regarding paying directors.</p> <p>ACTION – RWi/SW to set up a session to understand the legal role as directors as well decide on the additional rules and roles we want to write in to the constitution.</p>	<p>RM</p> <p>RM&MM</p> <p>RM</p> <p>RWi/SW</p>	<p>21/06/16</p> <p>21/06/16</p> <p>21/06/16</p> <p>30/05/16</p>
4	Big Fund		
	<p>In Bloom 0 in favour. 2 against. 1 abstention. <i>Improve area:</i> Potentially, but only half of our area. <i>Value for money:</i> No. - Management agreed the application didn't meet our requirements for good value for money and didn't benefit most of Westfield. MB suggested that Radstock Town Council should be approached in the first instance regarding a shed at the allotments as well as for other funding.</p>		

	<p>Somer Valley Walking Festival 3 in favour; 0 against; 0 abstentions. <i>Improve area:</i> Yes <i>Value for money:</i> Yes Management agreed to approve the application on the basis that it improved people's enjoyment of the area and represented good value for money.</p> <p>Chess in Schools 0 in favour; 3 against; 0 abstentions. <i>Improve area:</i> No. No demonstrable local need <i>Value for money:</i> No Management agreed to reject the application on the basis that it was unlikely to improve the area and that it wasn't value for money.</p> <p>SW to inform the applicants of the decisions.</p>		
5	Funding Strategy Meeting	Action by whom	By when
	<p>From the strategic meeting a report of the discussions was drafted and presented to management with a recommendation for the way forward. Management discussed and agreed the report, with the following additions: we should set a high filter, with a requirement for 90% of their total project cost to be match-funded, compartmentalise the pots (e.g. events), advertise the particular opportunities, have funding rounds that prioritise a particular pot, signposting to pots from other funders.</p> <p>RW to add these items to the plan and give to MM.</p>		
6	Hope House Surgery – Wellbeing Centre	Action by whom	By when

	<p>Hope House Surgery is moving to a new location in Radstock. The Partners aim for the new building to have a number of functions: Surgery facilities. Community facilities. Potentially B&NES facilities.</p> <p>They would like an indication from us whether we would be willing to support the provision of the community facilities in some way.</p> <p>Management decided that we would like to be involved in further discussions. What that support looks like will be decided on the basis of the discussions (and how it fits our Plan). SW to inform.</p>	SW	21/06/16
12	AOB		
	<ul style="list-style-type: none"> Local Trust Spring Event – Those who went had a good time and enjoyed the networking opportunity. Insurance – SW to investigate if a cheaper quote can be found. National Survey of Big Local Partnerships – Paper forms given out to management. Youth Work meeting – 18th May – RTC, WPC, Radical and Big Local invited to attend to discuss the future of youth work in our area. Revised Budget Yr2 – JM explained Local Trust have two different budget setting systems. We're on the old system. JM also explained that if we do a new consultation this could result in new plan. Management agreed to stick with the budget we have submitted. Local Trust will be getting in touch to ask Robin, Marlene, RWi to get our opinion on the Plan and budget. 	SW	21/06/16
	Dates for the Diary		
	<p>Stall at Roundabout Radstock – 28/05/16</p> <p>- Management :</p> <p>Tues, 21st June, 7pm, Oval Office</p>		

<p>Tues, 19th July, 7pm, Oval Office Tues, 16th Aug, 7pm, Oval Office Tues, 20th Sept, 7pm, Oval Office Tues, 18th Oct, 7pm, Oval Office Tues, 15th Nov, 7pm, Oval Office Tues, 20th Dec, 7pm, Oval Office</p> <p>- ODD:</p> <p>Mon, 6th June. 9.30am, Oval Office Mon, 4th July. 9.30am, Oval Office 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>		
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