

<p>Big Local Radstock & Westfield - How to make the most of £1million -</p>	<p>Big Local Management Committee Meeting 21st June 2016 7-9pm, Oval Office, Westfield</p>
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Minutes

Attending: Robin Moss, Sarah Westell, Caroline Green, Mike Boulton, Dave Dixon, Marlene Morley, Ron Hopkins

Apologies: Keith Bridges, Lesley Mansell, Rob Wicke, Julian Mellor, Rob Watts

Chair: Robin Moss

Note taker: Sarah Westell

No	AGENDA	Action by Whom	Action When
1	Welcome + introductions & apologies Agreement of last minutes		
	<p>Robin welcomed all to the meeting. Apologies received. The Terms and Conditions state that there should be a minimum of 7members of the Management group who Live or Work in Big Local area to be a quorate meeting. This meeting was quorate.</p> <p>CG unclear where the Big Fund 90% filter came from – agreed for it to be removed from the previous minutes. Then minutes were accepted.</p>		
2	Actions from previous meeting	Action by whom	By when
	1.1 RH, MM and RM met with Dom Chambers to discuss and Dom Chambers is now checking through his paperwork to work out a proposal for		

	<p>how to carry out activity. The agreement to then be approved through management meeting, must be of benefit to Radstock & Westfield Big Local (RWBL) and be within our plan. But is an opportunity to spread the word of RWBL and to be aware that DC had regular engagement as a volunteer with our meetings.</p> <p>1.2 ACTION: DC has requested we consider our communication needs for the future, RM has indicated that we need to resolve the past first. CG has spoken with DC who is disappointed in the tone used with communication with SVfm.</p> <p>1.2 There was concern that Musicians South West haven't followed the process set out in our T&C – SW to explained the process to the committee and MM expressed her grateful thanks to Emily Merko (LTO) for her patience to work through the vast amount of paperwork that accrued, but the criteria must be robust.</p> <p>1.3 SW has told Haydon Village Hall that the money is solely for a climbing wall, and that a new application would need to be completed to reallocate any funds.</p> <p>1.4 Radstock Museum have been sent a letter for them to use indicating to other potential funders that they have our support. to give them the information regarding Heritage Lottery 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. ACTION: SW to print copies of the quotes once new application is made.</p> <p>1.5 Chase up Memorandum of Understanding from Mark Goodman MM is following this up and paperwork received just awaiting information about whom will be the directors before paperwork can be completed.</p> <p>1.6 An appeal to local residents of Tynning and the owner of the local pub to see if anyone will take</p>	<p>MM</p> <p>SW</p>	<p>11/07/16</p> <p>Ongoing</p>
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responsibility for opening and closing shed as well as signing on the dotted line was deemed inappropriate by SW and RWi due to several aspects of child protection issues.

Shirley Turner at Whisty hall has been approached to become community guardians and she will take our request to her committee in the near future.

1.7 SW uncomplete Zumbini classes funding has been returned due to the course no longer being taught.

1.8 RWi to include Local Food as an agenda item for the next management meeting in July.

3.1 RM has emailed a link to the Charity Commission website and Companies House website that show the legal responsibilities.

3.2 2 RM –directors can be paid, but should they mainly due to the RWBL remit it will send out the wrong message if directors are taking money from the project. RM training and expenses ok but payment for services not ok.

CG we need to ensure we are clear before asking people to join.

RH to add to memorandum that no employees can be directors and if this wanted to be changed then can only be done through an AGM.

MM not justified in the public realm and we must not provide residents with any doubt. We are becoming a CIC to provide a legal framework to asset lock and give us indemnity so we can be clear to residents, no financial reward to be a director.

DD suggested we generate an “activity of record” of the number of volunteer hours were being given to the project to include travel to meetings, will show/provide evidence for in-kind time already

	<p>given.</p> <p>3.3 Date set for 19th July during next management meeting as this date is already in the management diary. This is for us to gain understanding of the legal role as directors as well as deciding on the additional rules and roles we want to write in to the constitution/ Terms and conditions/memorandums, to also include what quorate is.</p> <p>6.1 Hope House surgery has been informed that we would like to be involved in discussions regarding the community space in the proposed new building.</p> <p>7.1 Another quote for the insurance has been acquired which covers very similar clauses but has a more reasonable quote; Zurich quote £596.37 and Arthur J. Gallagher £299.42 both include employers liability, office & contents and Public Liability. To proceed with latter (Gallagher) quote once we become a CIC.</p>		
3	Incorporation	Action by whom	By when
	<ul style="list-style-type: none"> - Meeting to be held on the 19th July for us to create a memorandum of understanding and gain understanding about the roles of directors and set the rules. Not felt that the meeting needed to be professionally facilitated. 		
4	Big Fund and Plan Delivery	Action by whom	By when
	<ul style="list-style-type: none"> - Agreed we will continue to present money already available, Grants for small works or events; Filters and flowcharts. - RM Overview, there are plenty of pots of money ie Parish council, Sperrings, quartet we don't want to be just another grant pot. We have asked residents how to improve community; we now need to increase capacity to put our plan and 		

	<p>consultation into reality.</p> <ul style="list-style-type: none"> - MM Rob Wicke is doing a deprivation indices study and will collate it with Hope House surgery with their view/findings of health deprivation. This information can help us to focus on projects that bring lasting change to residents. - ACTION: To approach the Dragons' Den winners to encourage further development of projects. SW/RWi - ACTION: Dragons' Den event suggested date for the 24th September early evening start, suggested venue of Victoria Hall to see if we can hire hall for free? Perhaps link into another activity in the evening following dragons' den. To check venue insurance will cover our event. 	<p>SW/RWi</p> <p>SW</p>	<p>Ongoing</p> <p>19/7/16</p>
5	Funding Strategy Meeting	Action by whom	By when
	<ul style="list-style-type: none"> - Flow chart: Great work. ACTION: Remove the 90% - to encourage residents to apply replace with "What have you done to look for match funding – Please discuss this with us, we are happy to help." 	RWi	4/7/16
6	Any Other Business	Action by whom	By when
	<p>LTO Finance</p> <p>Westfield Parish Council have given us 3 months' notice, we have to discuss the period of notice, perhaps to look to other LTO's already acting for other BL area as an interim LTO. When a CIC we need to find out how Local Trust would like us to manage our finances; is there a particular type of LTO required. MM Irene Everson is about to contact us about this.</p> <p>RM as a CIC we will have auditable accounts by a qualified professional accountant. RH it is possible to hire an admin worker £42 per month to do admin/accountancy to do payroll etc.</p>		

	<p>We need to ensure transparency and close communication with Local Trust.</p> <p>We don't need to advertise for an LTO as we will become our own LTO.</p> <p>ACTION: to enquire with Local Trust if the 5% for an LTO could be used for an accountant/admin person. MM</p> <p>ACTION: To cancel Angus as this will be an extraordinary meeting. SW/RWi</p> <p>CG Questioned why the applications mentioned in the ODD minutes weren't presented at the management meeting. SW explained that these were incomplete applications and ODD advises what further information needs to be gathered prior to them being brought to the management meeting.</p> <p>RH queried the quorate status of May 2016 management meeting when decision held for the In Bloom application, SW stated that our "Terms and Conditions state that there should be a minimum of 7members of the Management group who Live or Work in Big Local area to be a quorate meeting". There were 7 members present therefore a quorate meeting the in Bloom application was rejected because it is an established project not an Event or Small Works and that funding has been previously covered by Local Council and now Radstock Town Council.</p> <p>DD explained that The Lamb Inn in Clandown – Asks can we engage with local people to use the community facility? Perhaps we could invest in a micro-Brewery (lasting change).</p> <p>Meeting closed at 8.55pm</p>	<p>MM</p> <p>SW/Rwi</p> <p>SW/RWi</p>	<p>19/7/16</p> <p>4/7/16</p> <p>12/7/16</p>
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	<p>- Management :</p> <p>Tues, 7pm, Oval Office: 19th July, 16th Aug, 20th Sept, 18th Oct, 15th Nov, 20th Dec.</p> <p>- ODD:</p> <p>Mon, 9.30am, Oval Office: 4th July, 1st Aug, 5th Sept, 3rd Oct, 7th Nov, 5th Dec.</p>		
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