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|  | **Big Local**  **Management Committee Meeting**  **17th Sept 2015**  **7-9pm, Westfield Parish Council, Oval Office** |

**Minutes**

**Attending: CG, RWa, MM, DC, DD, SW, RWi,**

**Apologies: JM, RH, RM, KB**

**Chair: MM**

**Note taker: RW SW**

**Agenda:**

1. **Welcome & apologies.**
2. **Actions from Previous Meeting**
3. **Plan Progress Report**
4. **Dragons Den Reports**
5. **SVFM Plan – Management to approve**
6. **Funding Process**
7. **Decision Making**
8. **Dates of forthcoming meetings.**
9. **AOB.**

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| **No** | **AGENDA** | **Action by Whom** | **Action When** |
| 1 | **Welcome & Apologies** |  |  |
|  | RM, JM, RH, LM, KB, SA |  |  |
| 2 | **Actions from 21/05/15** | **Action by whom** | **By when** |
| ACTION | It was noted that Fredericks Foundation haven’t distributed much of the Capital Funding pot. Geoff Barletts current role under review within the Fredricks Foundation. The question was raised as to whether Big Local could become involved in some way.  Establish if a relationship could exist where BL take on some responsibility for the Capital Funding pot. | DD | 20/10/15 |
| 3 | **Plan Progress Report** | **Action by whom** | **By when** |
| ACTION  ACTION  ACTION | We are developing The Young Person’s Budget theme and working to involve more local young people.  Contact Duke of Edinburgh Award leader in Writhlington and see if there are ways to link up.  Contact Radstock Scouts  Contact Ed Hodges (Joining Forces) | CG  SW  SW | 20/10/15  20/10/15  20/10/15 |
| ACTION  ACTION | Community workers identified a need for Princes 2 Training – A course in effective project management – and requested funding to carry out. The course would be carried out in their spare time.  DC proposes funding this course. RWa seconds.  SW and RWi to provide details.  To investigate if a good deal could be obtained if more people, for example from Radstock Town Council, signed up. | SW, RWi  DD | 20/10/15  20/10/15 |
| ACTION  ACTION  ACTION  ACTION | Could our AGM/Annual Meeting be held at DDen 3 or at a second event?  Pros: It’s unlikely that we can get as many people to an event totally focused on the Partnership, so this is a good opportunity to maximise our outreach. We can get feedback for our reporting.  Cons: Could be difficult to fit in to a tight schedule and can reduce the amount of networking time people get.  At DDen, during the break/at beginning, we can give an overview explaining this is what we do, and we want local people to join Partnership. Our presentation needs to: Bring clarity to BL process. Explain how the Partnership, Management, ODD Group operate. Highlight we have plans that are getting put into action.  Develop presentation.  There can be an information and partnership leaflet that people can take away and give to others.  Develop the leaflet, perhaps based on the Ramsey Millions BL leaflet.  There can be an evaluation section (regarding the work we are doing and the plan) on the voting slip which residents fill in as well as the vote. 3 simple questions.  Design the new voting+feedback slip.  The Partnership form needs to include tick boxes of skills so that we can identify people who can help drive BL forward, and potentially join the management.  Update the form. | SW RWi  SW RWi  SW RWi  SW | 20/10/15  20/10/15  20/10/15  20/10/15 |
|  | Launch event. Agreed we can launch the new funding procedure at the Dragons’ Den. |  |  |
|  | Annual review – agreed this will be at DDen. |  |  |
| ACTION | Business - DC proposes BL links with Rotary and that we offer the 4th Dragon position to a ‘red hot’ entrepreneur in the area from Rotary.  Agreed.  Invite member of Rotary to be a Dragon. | DC | 20/10/15 |
| ACTION  ACTION | DDen application forms to be agreed:  Proposed RWa, seconded CG  Agreed that we should emphasise to applicants that they should really be there to present - that previously when applicants haven’t presented their pitch they haven’t won.  Email DD Application form out to those whom have requested.  Promote DD3 To all Partnership members requesting their assistance to spread the word. | SW  SW | 21/09/15  21/09/15 |
| ACTION | The community workers requested a more official form of line management.  Marlene Morley offers her services to deliver line management, including support with: job description; staff development; team cohesion; written reports etc.  Proposed RWa. Seconded DD.  MM and community workers to develop a suitable method for line management. | MM, SW, RWi | 20/10/15 |
|  | End of year evaluation – We could do a management version of evaluation whereby each individual’s gives their perspective on how the first year has gone. To be discussed further at the next management meeting.  Light touch version of evaluation to be carried out at the DDen: 3 simple evaluation questions at bottom of the ballot.  Julian to join us during meeting 17.11.15 to complete the Rep evaluation |  |  |
| ACTION | We have been selected to participate in the Local Trust longitudinal media project ‘Our Bigger Story’. They aim to ‘capture’ the change that happens over the next 10 years. Their lead, Andy McCabe, has asked to join our next management meeting and do some recordings of us before the meeting starts. We as a group have a choice if we wish to be part of the study. If we agree then we, individually, have a choice whether we want to take part.  Send email to management to ask for a response as to whether we want to be part of the study. Also whether we want Mr McCabe to join our next management meeting. | RWi | 05/10/15 |
| ACTION | From our away day we prioritised parts of the plan. Some of the items in the plan we were unsure if they should be prioritised (marked with a question mark). They need revisiting, we need to set aside time for a ‘special’ meeting  Doodle poll to find an appropriate date. | RWi | 05/10/15 |
|  | Clarification – The people who put their names on the prioritised items in the plan are responsible for keeping the item high on the agenda (not responsible for leading forward). |  |  |
| ACTION | Radstock Xmas Event, 5th Dec – Lead by Radstock Town Team – We could encourage local shopping by sponsoring the prize - prizes would be voucher to spend only in shops the area. Shop would then invoice WPC.  Marlene Proposed. Dom Seconded.  Tell Town Team our proposal. | SW | 25/09/15 |
| ACTION | Westfield Lights On, 26th Nov. This event will also include the grant giving by Westfield Parish Council.  This is a good opportunity for SVFM to carry out one of the outside broadcasts that BL have commissioned.  DC to give further consideration to SVFM doing an outside broadcast. | DC | 20/10/15 |
| ACTION | Within the Plan Progress Report amend the frequency of the newsletter from monthly to quarterly. | RWi | 25/09/15 |
|  | Logo – Agreed that our principle logo should be the text with how to make the most of £1million:  Proposed Dom. Seconded Marlene. |  |  |
|  | Community building – There may be new options regarding a community information point. Agreed that this should be a priority item at the next management meeting when we have more information. |  |  |
|  | Management agrees that this new method of reporting is a good format and clearly explains what’s going on in the plan and progress made with each activity. |  |  |
| 4 | **Dragons Den Reports** | **Action by whom** | **By when** |
| ACTION  ACTION | To compile the main feedback into a report format  Put the DDen reports up on the Portal | SW  RWi | 20/10/15  20/10/15 |
| 5 | **SVFM Plan – Management to Approve** | **Action by whom** | **By when** |
| ACTION  ACTION  ACTION  ACTION  ACTION  ACTION  ACTION | Agreed that the central location studio for SVFM should be removed from the “communication plan”.  Make financial columns clearer.  Agreed that once the form is finalized and approved that it is used for monitoring SVFM progress.  Put timescales for achievements in to the plan. Detailed breakdown for progress of Q3.  Update the progress of the plan to produce at first management meeting 2016.  To separate the Communication Plan and rename each part so that it is clear that there is the Communications element, paid for by the Local Trust; and the commissioned element, paid for by Radstock and Westfield Big Local.  Once complete, email to management one week before the next meeting – for approval during meeting.  Check the LTO contracts to find out how long they are in place for. | RWi DC  DC  DC  DC  DC  DC  MM | 25/09/15  13/10/15  13/10/15  19/01/16  13/10/15  13/10/15  20/10/15 |
| 6 | **Funding Process** | **Action by whom** | **By when** |
|  | We are awaiting feedback from Shila Brown, the away day facilitator, before we proceed with the funding process. |  |  |
| 7 | **Decision Making** | Action by whom | By when |
|  | We are awaiting feedback from Shila Brown, the away day facilitator, to agree our decision making process. |  |  |
| 8 | **Dates of forthcoming meetings** |  |  |
|  | Management Committee Meeting: 3rd Tuesday of every month. To be held at Westfield Parish Council, Oval Office. 7pm-9pm. Invites have been sent out. |  |  |
|  | ODD Group Meeting: 1st Monday of every month. Held at SVFM. 9.30am-11.30am. |  |  |
| 16 | **AOB** |  |  |
| ACTION  ACTION | Proposed that members of the management have jumpers with logo for public events and meetings – this would be financed from our Support Budget 6.1 funding pot  Get options with prices.  Sponsor a Xmas tree in the Methodist Church (part of a Churches Together initiative) – It will help raise our profile.  Find cost. Agree in principle if at modest price.  Newsletter. Agreed right amount of info in the newsletter.  Proposed that a professional minute taker is needed for our meetings. Agreed by all present. | RWi SW  SW RWi | 20/10/15  20/10/15 |