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|  | **Big Local**  **Management Committee Meeting**  **20th Oct 2015**  **7-9pm, Westfield Parish Council, Oval Office** |

**Minutes**

**Attending: Robin Moss, Marleen Morley, Angus McCabe, Rob Wicke, Sarah Westell, Rob Watts, Julian Mellor, Caroline Green and Ron Hopkins**

**Apologies: Dom Chambers, Lesley Mansell, Keith Bridges, Dave Dixon**

**Chair: Robin Moss**

**Note taker: Alison Kerr**

**Agenda:**

1. **Welcome + introductions & apologies**
2. **Angus McCabe outline of project**
3. **Actions from previous meeting**
4. **Report from the Chair**
5. **Report of Plan Progress**
6. **SVFM Plan – Management to approve**
7. **Funding Process**
8. **Decision Making**
9. **Dates of forthcoming meetings**
10. **AOB**

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| **No** | **AGENDA** | **Action by Whom** | **Action When** |
| 1 | **Welcome + introductions & apologies** |  |  |
|  | RM welcomed all members to the meeting especially Angus McCabe from the Longitudinal Media Project, Birmingham.  Apologies received from DC, KB, LM and DD |  |  |
| 2 | **Angus McCabe outline of project** | **Action by whom** | **By when** |
|  | Angus McCabe outlined his position and stated that it was proposed to track the change over a 10 year period of the Big Local. The aim of the evaluation was not to monitor the Big Local but to learn what model works and how they function and their structure. It was proposed that they film the Dragons Den, Partnership Board, Staff and Beneficiaries. He stated that there were fifteen Big Locals in the study from different urban and rural areas. |  |  |
| 3 | **Actions from previous meeting** | **Action by whom** | **By when** |
| ACTION  ACTION  ACTION  ACTION  ACTION  ACTION  ACTION  ACTION | * Establish if a relationship could exist where Big Local take on some responsibility for the Capital Funding Pot – Lengthy discussion was held as to the Fredericks Foundation and to date it had not been possible to hold a strategic discussion with them.   Interest rates and the agreement of loaning funds were also discussed and it was felt that clarification should be obtained on this matter. It was also stated that over 2000 leaflets had been circulated to companies.   * Young Person’s Budget and working with to involve more local young people - There had been keen interest shown and a meeting had been arranged for the 23rd October 2015 with Jamie Comber. SW and RWi to attend.   SW stated that she had been in contact with Radstock Scouts and that they were interested to meet. No response from Janet as into introducing community elements into their badges.   * Princes 2 Training for Community Workers - Further information had been obtained regarding the principles of the project management training. MM stated that it concerned organising and analysing data in the correct way and that it was a good course. Committee was asked if they were interested in attending. JM requested that additional information be sought. RH suggested that Matt Atkinson be contacted at the college. * Information and Partnership leaflets – SW has commissioned an evaluation tree to be built which was to be used at the Dragons Dens event. Ideas to be written on luggage labels and hung on tree, however this could have cost implications so it was suggested that post-it notes could be used? This could be a major communication tool. SW to inform DC. * Big Local and Dragons Den Links with Rotary – DC had liaised with the Rotary Group inviting them to nominate a member to become the 4th Dragon – Owen Stephens was to the join the panel. * Dragons Den Applications – 96 forms had been disseminated. To date one application had been received – closing date 30th October 2015. SW stated that last year by this point 3 applications had been received. SW stated that Debbie Lads, Chief Executive would be attending. * Doodle Poll Special Meeting – Dates had been received from Rob. A provisional date of 5th November 2015 at 0930 hours had been agreed. RH to arrange a suitable meeting venue and inform members. * Radstock Christmas Event – 5th December 2015. SW had spoken to the town team that it had been agreed to sponsor a prize at this event. * Westfield Lights On – 26th November 2015. It was understood that SVFM would carry out an outside broadcast. SW to check with DC. * Logo’s on Jumpers for Community Workers – the invoice for the clothing had been submitted and approved. The cost £25 per jumper. The costs would be charged to the stationery and administration budget. If anyone on the Management Committee wished to purchase a jumper the cost would be incurred by themselves. RH stated that it would be useful if all members could wear identification badges. SW stated that she already had these for the Dragons Dens with “members of partnership” on. * Sponsor Methodist Church Christmas Tree – this was agreed depending on price. | DD  SW, RWi  SW  MM  SW  Ongoing  RH  SW | 17/11/15  17/11/15  17/11/15  17/11/15  17/11/15  17/11/15  31/10/15 |
| 4 | **Report from the Chair** | **Action by whom** | **By when** |
|  | RM thanked MM for sharing responsibilities.  RM asked if there were any questions of the committee – none asked. |  |  |
| 5 | **Report of Plan Progress** | **Action by whom** | **By when** |
|  | All members had received copies of the report and management response was required.  **6.1.1 Young People’s Budget**  Marleen Morley bequest – this was discussed and it was agreed that this should be delegated to SW and RWi as it was to be spent for the benefit of the community and the responsibility of young people. The cost had been ring fenced and had its own budget.  SW stated that it was good to have the report and Radikal Churches together. Discussion took place regarding the B&NES Youth Worker who was contracted to work 12 hours per week and who worked mainly in the deprived areas.  **6.1.2 Sustaining Youth Work in the Area**  Funding had been made, however it was stated that they were too busy to pay in the cheque. The committee agreed that SW liaise and if it was not paid in by the end of October, then the cheque would be cancelled.  Lengthy discussion was held about youth clubs not being accessible to all young people and how it was best to talk to all young people. RH proposed that a meeting be arranged with all youth groups asking for their requirements and setting up a youth council. Suggestions were also given to as to paying someone from Keynsham Youth Council to help set up an organisation and to contact other Big Local groups to find out what they are doing.  SW to speak to Jamie Comber at Writhlington School to obtain opinions and ideas from young people as to what they require.  SW stated that the courses that the young people had requested so far were 1st Aid and Babysitting.  Contact Ed Hodges and joining forces, 120 young people have gained citizenship certificates.  It was agreed that a wider discussion was needed.  MM stated that there had to be a clear process for applications for a grant/loan.  Discussion took place as to producing clear guidelines and using the £1m to sustain the local services in the future.  **6.6.3 Central Information Point**  The Management Committee had confirmed that they were interested in the Community Building; however no further action had been agreed with Linden Homes and NNR. Legal Advice should be sought regarding the lease and registration as a community asset. RH stated that the computer centre in the college would be ideal community hub, however accessibility should be assessed. | SW  Ongoing |  |
| 6 | **SVFM Plan – Management to approve** | **Action by whom** | **By when** |
| ACTION | Agreed that the SVFM Plan needed to be updated on to the new layout. To then be emailed out to management with covering letter. RWi to inform DC. | RWi, DC | 17/11/15 |
| 7 | **Funding Process** | **Action by whom** | **By when** |
|  | The funding process is in development. Management to comment on documents when SW sends them out. It was agreed that this would be rolled out at Dragons’ Den. Inform Suzanne that this was going to happen.  MM stated that due to the Big Local Funding Process going live, the Community Workers’ workload would increase; she therefore proposed that management authorise an increase in their hours to allow them to carry out additional tasks including assistance with building skills to complete forms and documentation.  SW and RWi – leave meeting in order that Management Committee could discuss their roles.  Discussion was held as to the financial and statutory employment implications of the increase. No decision was reached but further in-depth discussion and diligence would be sought from the ODD group and Management Group. | SW & RWi. Management  ODD  Management |  |
| 8 | **Decision Making** | **Action by whom** | **By when** |
|  | In-depth discussion and diligence would be sought from the ODD group and Management Group relating to work load of the Community Workers. |  |  |
| 9 | **Dates of forthcoming meetings** | **Action by whom** | **By when** |
|  | Management Committee Meeting: Tuesday 17th November 2015, Westfield Parish Council, Oval Office. 7 – 9 pm |  |  |
| 10 | **AOB** | **Action by whom** | **By when** |
|  | None |  |  |