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| **Management Committee Meeting**  **21st May 2015**  **7pm Prattens Sports and Social Club** |

**Agenda**

**Attending: Marlene Morley, Rob Watts, Dom Chambers, Keith Bridges, Lesley Mansell, Julian Mellor, Rob Wicke, Caroline Green**

**Apologies: Sarah Westell, Robin Moss, Ron Hopkins, Dave Dixon**

**Chair: Marlene Morley**

**Note taker: Rob Wicke**

**Agenda:**

1. Welcome & apologies
2. Actions from 16th April 2015
3. Establish a framework for a clear and transparent funding process setting out criteria.
4. Progress on community engagement
5. Progress on communications
6. Forward plan publicity for BL news & events
7. Dates of forthcoming meetings
8. AOB

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| **No** | **AGENDA** | **Action by Whom** | **Action When** |
| 1 | **Welcome & Apologies** |  |  |
|  | MM welcomed the meeting on behalf of the Chair.  Apologies given for Robin Moss, Sarah Westell, Dave Dixon, Ron Hopkins.  Concerns raised at number of people absent. |  |  |
| 2 | **Actions from 9/4/15** | **Action by whom** | **Completed / By when** |
|  | * Date to be set regarding workshops * Potential contributors to workshops to be contacted * To invite M Auton to a future meeting. * Meeting with Radikal to discuss funding (no info received on progression) * A Young People’s forum to be created * Generate for the website a list of good funding consultants with explanations of their particular skills. * Funding application pack to be developed then added to website * Feasibility study to be approved for challenging play/tourist attraction * UNLtd Star Awards programme to be added to website * Create a brief for a fundraisers role | DC  RW & SW    RM / DC  SW  SW &RW  SW &RW  SW / ODD  ALL  RW  SW CG | Action ongoing  Action ongoing  Completed  11/5/15  Ongoing  To circulate to Mngt Committee 11/5/15  Ongoing  Ongoing   Complete  Report back by 18th June |
| 3 | **Establish a framework for a clear and transparent funding criteria.** | **Action by whom** | **By when** |
|  | Draft funding application pack circulated at the meeting and discussed.  Meeting advised the following:  1. In the plan funding is allocated to each theme.  On the application form the criteria should indicate how much funding is available in each theme.  The criteria should also indicate what kind of projects the plan has identified for development.  2. Form must be more accessible and user friendly e.g. font, size, colour etc.  ACTION - Set up ‘Task and Finish’ group meeting to continue developing the funding application pack. Names forwarded: Marlene Morley, Julian Mellor, Caroline Green, Rob Wicke, Sarah Westell.  ACTION – To inform Chair RM of the developments.  ACTION - Proposal to be quality tested (perhaps Quartet, or another Big Local). Contact Quartet and Alison Wells for guidance regarding quality testing once draft agreed by management it should be quality tested.  DISCUSSION POINT – Meeting expressed concern that not enough notice given for the funding form. It advised ODD group should meet more than one week from management meeting to allow for sufficient notice of material to be disseminated.  ACTION – ODD group to consider this at next meeting | RW  MM  DC  ODD | 1/06/15  1/06/15  TBC  11/06/15 |
| 4 | **Progress on community engagement** | **Action by whom** | **By when** |
|  | Meeting noted that not enough notice given to read the community engagement report prior to the meeting. Also concerns raised with the length of the Community Worker report.  ACTION - send out a modified, more user friendly report with the minutes.  SW requests management committee approval of feasibility study for challenging play/tourist attraction.  ACTION – Management committee first require a brief before the approval of the expenditure of the feasibility study – Brief to include:   * what the study will look at * an estimate of the cost of the project * identification of potential funders * risks, parking solutions, etc * brief to be tendered for   Other considerations needed regarding funding of challenging play:   * if we now have other groups interested in developing challenging play options we need to consider them and their ideas * we should consider discussing our ideas with Bath Tourism Plus to get professional insight   Fredericks Foundation wish to set up business workshops/meetings and they would like to sponsor our newsletter and/or page in the journal. ACTION - Invite Jeff Bartlett to come to meeting with SVFM and SW to develop a proposal.  ACTION – Circulate the proposal from Fredericks Foundation to the management committee for discussion.  **Mobility**  We are awaiting a proposal for a feasibility study from Sustrans regarding improving our cycle and footpath network.  ACTION – Progress to be reported to the next management meeting.  **Place**  Community Hub - we are yet to be contacted by Kate Mack about plan/way forward.  ACTION: RM to contact Kate Mack and request site visit. RM to report back to ODD.  **People**  Westfield Fun day will be on the 7th June this year BL to be there. Please put in diaries and consider supporting. | SW  SW  SW  SW  SW  RM  ALL | Ongoing  1st June  12/06/15  11/06/15  12/06/15  18/06/15  11/06/15  7/06/15 |
| 5 | **Progress on communications** | **Action by whom** | **By when** |
|  | DC reported to the meeting the following -  **Website:**  Changed the domain name to [www.RadstockWestfield.org.uk](http://www.RadstockWestfield.org.uk) as the previous two domain names was confusing.  **Radio Adverts:**  Directing people to the Big Local and promoting projects funded. RW has recorded the middle part. SVFM will contract professional voice artists to supply generic intro and extro. This will homogenise BL imaging across all future audio adverts and promotions.  ACTION to send a Soundcloud link to the management committee so they listen to the radio adverts.  **Journal:**  BL quoted £1344 for a year (quarterly 1 page adverts).  Offer includes guidance with page layout.  **Workshops:**  AGREED -   * dates for workshops to be set once our funding guidelines and criteria completed * first workshop to be focus on BL funding / grant making process * second workshop to have the theme ‘Meet the Funders’ and will also focus on bid writing. Michael Auton is a funding consultant who is likely to deliver this workshop * workshops are open to people within the community, restricted by number * workshops to take place on a Saturday day time with a lunch provided * Rotary may fund/sponsor the workshops   ACTION – DC to update M. Auton with the above. Send him finalized application draft when ready and invite him to submit a tender to run workshops.  DC advised the meeting that the first workshop is likely to take place in September to allow time for further development of the application form and guidelines. | DC  DC | 5/06/15  29/06/15 |
| 6 | **Forward plan publicity for BL news & events** | **Action by whom** | **By when** |
|  | Need to create a calendar of events accessible from the website.  ACTION – RW to develop with Luke Barnes  Everyone encouraged to contribute to calendar of events. Let RW know.  FUTURE AGENDA POINT: Need consider a major event for the Autumn, perhaps a Dragons’ Den with larger funding pots – to be discussed next meeting.  Volunteer Week 1st to 7th June – it would be good to link Big Local with this. No action created.  There are Volunteer certificates from the Big Local available. Contact JM for more information. | RW  ALL  ALL | 11/06/15  Discussed next meeting |
| 7 | **Proposals from the ODD group** | Action by whom | By when |
|  | Proposals submitted in the above agenda. |  |  |
| 8 | **Dates of forthcoming meetings** |  |  |
|  | Next management committee meeting:18th June, 7pm, Prattens  Next ODD group meeting: 11th June, 1.30pm, SVFM  DC will find it difficult to attend all 3rd Thurs meetings. RM may do too. Given low attendance today, meeting date needs to be reassessed.  ACTION - RW to do a Doodle Poll regarding best meeting times in the third week of each month. | RW | 29th May |
| 7 | **AOB** |  |  |
|  | No AOB |  |  |

Meeting closed 8.46pm