Management Committee Meeting

Date: Thurs 5th March, 2015, 7pm-9pm

Venue: Prattens Social Club, Westfield, BA3 4BD

**Members present:** Rob Watts, Keith Bridges, Marlene Morley, Rob Wicke, Ron Hopkins, Dom Chambers, Robin Moss, Caroline Green, Leslie Mansell, Dave Dixon

**Apologies:** Sarah Westell, Eugine Kertzmann, Ed Joseph, Julian Mellor

**Actions:**

ALL: All to provide feedback to website – Rob to send out the link when final draft completed.

ALL: If possible to ‘like’ the facebook page and join twitter feed. <https://www.facebook.com/BLRadstockWestfield>
<https://twitter.com/MyRadstock>

RM: Agenda deadlines to be suggested by Robin Moss.

RM: RM to talk to BL and Connecting Capacity to arrange dates to invite up.

RM: let Radikal know that we have agreed the funding and explain the conditions.

DC and RM: develop the press release for chest of money publicity and come up with additional things to do around this event.

DC: have conversation with Becky regarding having a page in the Journal.

DC: develop publicity strategy.

ALL: To read themes of the plan and consider what actions people can do. Come up with something you may be interested in following up by next meeting.

ALL: Big Local Workshops. Publicise.

DD: arrange meeting for members of management committee to visit the NRR building.

RW: Put date for next partnership meeting on agenda for next management meeting. Including some suggested dates: End May/beginning June

RW SVFM: Website – Deadline for final draft 19th March. To incorporate suggestions from this meeting.

RW: Rob to coordinate attendance numbers for the Big Local Workshop event.

AGREED: Protocol for press releases and other media communications – To be sent to Dom, with a 24hr notice minimum, to check, give comment and create joined up strategy. Agreed 1 person creates the press release, who is RM.

AGREED: Idea for having a page in the Journal.

AGREED: Date of meetings: 3rd Thurs Agreed starting 16th April

AGREED: RM suggests WPC claim full amount of LTO fee, then use the excess to help fund things in a way that fits both Westfield and Big Local’s strategy.

AGREED: It was suggested we look at commissioning one person to be a consultant fundraiser for Big Local.

**Welcome (Robin Moss)**

**Set meeting dates: i.e each 3rd Monday/Wednesday of each month**

AGREED: 3rd Thurs Agreed starting 16th April

ACTION: Agenda deadlines to be suggested by Robin Moss.

**Update to Big Local Plan (Please see community worker report)**

RH opens discussion about using this money to self-seed and the need to take some professional financial advice from more than one source regarding our investment capability and getting return on it.

RM says a loan could be used to get a return. RH raised concern that we shouldn’t establish Big Local as a business loan company. Fredericks Foundation is already doing this.

RM suggests we can purchase a building/office space to rent out.

RM suggests there is community development advice needed too, such as fundraising. LM suggests we should consider helping groups raise money for themselves.

ACTION: RM to talk to Big Local and Connecting Capacity to arrange dates for meeting to discuss investment opportunities.

**Update about Funds (Geoff Fuller, Westfield Parish Council, LTO)**

There are no problems, generally, with holding the money. Although Lesley has a slight worry about 100000 and the audits.

RM gave background – The Big Local rule is LTO fee is either 5% or 0%. This doesn’t come out of the £1m. Westfield’s charge will be more than 0% and smaller than 5%.

AGREED: RM suggests WPC claim full amount, then use the excess to help fund things in a way that fits both Westfield and Big Local’s strategy.

**Communications and Update about website (Dom, Rob)**

We have facebook page, twitter, website. A new website is being developed.

ACTION: If possible to ‘like’ the facebook page and join twitter feed. <https://www.facebook.com/BLRadstockWestfield>
<https://twitter.com/MyRadstock>

ACTION: Website – Deadline for final draft 19th March. To incorporate suggestions from this meeting.

ACTION: All to provide feedback to website – Rob to send out the link when final draft completed.

LM suggested we consider who we should we mention on the website, for example SVFM, Prattens, RTC, WPC. RM suggests we have a page of our supporters.

MM suggests it would be good to have a page showing events, and actions. Also this to happen on other medium.

AGREED: Idea for having a page in the Journal.

ACTION: DC to have conversation with Becky regarding having a page in the Journal.

AGREED: Protocol for press releases and other media communications – To be sent to Dom with a 24hr notice minimum, to check comments. Agreed 1 person creates the press release, who is RM.

ACTION: DC to develop publicity strategy.

DC concerned that the ‘chest’ publicity event happened too quickly and we missed the opportunity to feed it in to the broader comms strategy. Lesson to be learnt that we could have done something of higher value with more communication and planning.

ACTION: DC and RM to develop the press release for chest of money publicity and come up with additional things to do around this event.

**Allocation of responsibilities of each theme (Rob)**

ACTION: All. To read themes of the plan and consider what actions people can do. Come up with something you may be interested in following up by next meeting.

JM cautioned that we must consider the capacity of the group when thinking about tasks. He advised that it may be wise to consider bringing in professional organisations to deliver on our project ideas.

LM added that we need to carry out joined up thinking and make sure we’re not doing things other people already are doing. Need to make sure we’ve got the right people involved. RH suggested we can’t just rely on local knowledge for this and asked how can the identification process can be formalised. RH suggested that perhaps we need to find a way to co-ordinate this ourselves. DD added that Cil money is coming, and other pots of money are sloshing around. DD will see what can dig out about this including Quartet.

CG suggests that we need to find out what organisations needs are. Can we be signposters?

MM, Radical [and some places] don’t have the capacity to find out the pots of money themselves.

LM: This can be a section on our website. Check out the Sperring Trust – we can have a link to it from our website. [*Note included after meeting: I have looked for the website but couldn’t find it, although there was a connection with the Sperring Charity and Turn2Us* [*http://www.turn2us.org.uk/grants\_search.aspx*](http://www.turn2us.org.uk/grants_search.aspx) *perhaps this is it?*]

**Chairman’s update**

Outcome about the new community building (Robin):
- NRR, after the initial meeting RM still unclear about the cost and use of the space. DD explained that BANES will fit the community room out.

ACTION: DD to arrange meeting for members of management committee to visit the building.

AGREED: Proposal from RM and MM for Big Local to fund up to £3000 Radikal, and to spend up to £3000 managing the fundraising consultancy. Numerous members expressed concern that it won’t be used to make the organisation self-sustainable. RM suggested that there are conditions attached to the funding. MM added that this will contribute to the consultation with the youth that EJ is taking forward.

ACTION: RM to let Radikal know that we have agreed the funding and will explain the conditions.

AGREED: It was suggested we look at commissioning one person to be a consultant fundraiser for Big Local.

RM updated us on the group of people from the management committee (RM, MM, RW, SW, DC) who had been meeting to discuss day-to-day tasks. A discussion followed on what this group should be called and what decisions it can make. It was agreed that it doesn’t need to have a name and that it’s role was research and development and managing operational material of the tasks of the management committee. The group has no executive function and will report back and make suggestions to the management committee.

RM and DD reminded us election time is coming up and Purdah will start Monday March 30th. DD advised that we have to be careful with communications.

**Any other business?**

ACTION: Put date for next partnership meeting on agenda for next management meeting. Including some suggested dates: End May/beginning June

ACTION: Big Local Workshops. Publicise.

ACTION: Rob to coordinate attendance numbers for the Big Local Workshop event.