

**Big Local**  
**Management Committee Meeting**  
**15<sup>th</sup> March 2016**  
**7-9pm, Oval Office, Westfield**

**Minutes**

**Attending:** Marlene Morley, Rob Wicke, Ron Hopkins, Dom Chambers, Rob Watts, Caroline Green, Julian Mellor and Mike Boulton

**Apologies:** Robin Moss, Sarah Westell, Dave Dixon and Keith Bridges

**Chair:** Marleen Morley

**Note taker:** Alison Kerr

1. Welcome and apologies
2. Actions from previous management meeting
3. Incorporation
4. Big Fund
5. Budget for Year 2
6. Young Peoples Budget
7. Sustaining Youth Work in the Area (6.1.2 in Plan)
8. Loan Centre/Hall
9. Local Food
10. LTO Contracts
11. AOB
12. Upcoming meetings

No	AGENDA	Action by Whom	Action When
1	<b>Welcome + introductions &amp; apologies</b>		
	MM welcomed the committee to the meeting		
2	<b>Actions from previous meeting</b>	<b>Action by whom</b>	<b>By when</b>
	<p><b>3.1</b> MM – CIC – to be addressed under Item 3 of the agenda</p> <p><b>7.1</b> JM – Loan Centre/Halls (6.3.1.in Plan) – to be addressed under Item 8 of the agenda</p> <p><b>6.1</b> MB – Speak to Radstock Town Council about the Football Friends group predicament, where they can't find a suitable adult to take responsibility for their project.</p> <p>MB stated that Radstock Football Club had been in communication with him. They were very enthusiastic to help the young people from Tynning Park. He was meeting with RFC and would report back at the next meeting.</p>	MB	16/04/16
3	<b>Incorporation</b>	<b>Action by whom</b>	<b>By when</b>
	<p>MM updated the meeting on the progress of the CIC application by stating that she had received the forms and these were in the process of being completed.</p> <p>JM had looked at the report from Mark Goodman, Lemon Gazelle and voiced his concerns about the CIC application. He stated that key items had been missed:</p> <ol style="list-style-type: none"> <li>1. Corporation Tax – any profits received on income were liable for tax</li> <li>2. Integrate with partnership – Big Local has a large resident proportion, the report did not acknowledge the partnership incorporation.</li> <li>3. It was not clear how a CIC relates to the partnership and was driven around employment.</li> <li>4. Set up fees of £1,000 – the completion of the form was not difficult so where was the</li> </ol>		

	<p>£1,000 being spent.</p> <p>MM stated that out of the £1,000, £500 had been spent on seeking professional advice.</p> <p>CG stated that it was hard to understand the report.</p> <p>A discussion was held as to the long term aspirations of the group and JM felt that these had not been addressed by Lemon Gazelle.</p> <p>CG stated that as potential Directors more information was needed to understand the benefits of a CIC.</p> <p>JM said to pull in future funding, business and corporations would not give to CIC only to charities.</p> <p>RH disagreed and said a CIC was a favorable interface with charities and that other groups were able to get funding. He understood that several other Big Local groups had already received CIC status.</p> <p>JM stated that the Local Trust had flagged up their concerns and that Rachel Rowley had requested she attend any meetings. He advised that a meeting be arranged with Mark Goodman to provide a clear structure and to incorporate the partnership. As an interim measure a simple company by guarantee could be set up with a small membership to employ to RWi and SW. He had not been aware that Lemon Gazelle had been engaged and would have attended the meeting; he felt that the group had been badly advised.</p> <p>RH advised that Mark Goodman had worked for BANES and other companies.</p> <p>Action – MM to arrange an urgent meeting with Mark Goodman and the Management Committee. A suggested date was Tuesday 29<sup>th</sup> March. RWi would email the group to confirm.</p> <p>POST MEETING NOTE: meeting held on 29<sup>th</sup> March, where management approved we should go</p>		
		MM/RWi	Immediate

	forward as a CIC.		
<b>4</b>	<b>Big Fund</b>	<b>Action by whom</b>	<b>By when</b>
	<p>Details of Big Fund Applications to date were circulated prior to the meeting.</p> <p>Applications had been received from the Musicians South West CIC and DNA Arts. Copies of applications were circulated at the meeting.</p> <p><b>DNA Arts - Roundabout Radstock – Grant for £1405.00.</b></p> <p>Details of the application were discussed. It was agreed that the Big Local were happy to be involved in some way in the Roundabout Radstock event. However concerns were raised as to a substantial increase in costs and that no reasoning was given as to the reduction in funding applied for.</p> <p>Action – MM, RWi revisit the application and communicate to the Management Group via email as the time frame of the event is May 2016.</p> <p>POST MEETING NOTE: Actioned out of committee, response sent to DNA arts 11<sup>th</sup> April.</p> <p><b>Musicians South West CIC – Acis &amp; Galetea Opera to be held at Victoria Hall – Grant for £1356.00</b></p> <p>The application was discussed at length and it was felt that the benefit was adding something new to Radstock and Westfield area.</p> <p>MB reported that Musicians South West are performing a series of events being held in Midsomer Norton and that they were being supported by the Council.</p> <p>MM felt that as this was not a local group of singers it would lack substantial benefit to local organisations.</p> <p>DC stated that their track record in Midsomer Norton</p>	MM, RWi	Immediate

	<p>had been very successful and could prove to be a good catalyst.</p> <p>Discussion was held as to how to involve and give opportunity to local people. Concerns were also raised about it not being a mainstream opera.</p> <p>Voting – CG abstained from voting due to her interest in Victoria Hall.</p> <p>Two votes were for the event and one against</p> <p>Action – RWi to revisit application and ask Musicians South West to propose a timeline how local people could participate and be involved in the event.</p> <p>Applications that did not currently fit our budget –</p> <p>SWAN – it was agreed that this application would benefit local people and that there was a need for lifelong financial learning in the area. It was agreed that management are interested to receive a full application that focusses more on key points of our Plan, especially how it can be self-sustaining. For example could the local people who are trained in financial budgeting then pass this knowledge on to others?</p> <p>Action – SW to pass this information to SWAN.</p>	<p>RWi</p> <p>SW</p>	<p>16/04/16</p> <p>19/04/16</p>
<b>5</b>	<b>Budget for Year 2</b>	<b>Action by whom</b>	<b>By when</b>
	<p>A copy of the draft budget for year 2 was circulated prior to the meeting.</p> <p>MM stated that the final document will be sent to Local Trust and it will determine how much we draw down in Year 2. This must be received at least four weeks in advance of when we require the funding in order for them to carry out the assessment and issue a new grant agreement.</p> <p>RWi reported that expenses had not included such as printing, note taking and office set up.</p> <p>We had been unsuccessful in obtaining office space</p>		

	<p>in the NRR building however space in the Oval Office was available. The fully serviced cost was £389.40 plus VAT per month. The office was next door to the Westfield Parish Council offices and it was thought we may also be able to use their printers etc. It was suggested that BANES may be able to provide office furniture.</p> <p>Action - It was agreed that having office/meeting space would be good commercially therefore the cost for both the office space and furniture would be included in “delivering the plan” 6.1.5 – We have allocated £6,000 towards this.</p> <p>Local Apprenticeship – no decision had been made as to the employment of an apprentice however it was agreed that this should be kept in the budget.</p> <p>Discussion was held regarding the amount that had been spent in year 1 and allocated in year 2 and that nearly one quarter of the million would be spent by year 2.</p> <p>JM said that we should be mindful of the budget and its implications. Be aware that expectations may exceed the budget.</p> <p>DC voiced his concern that this may limit the people applying for money from the Big Local. He also asked if we should advise the public of the year 2 budget.</p> <p>Management responded that it was the responsibility of the community workers to communicate appropriately to applicants. It was also hoped that applications for large amounts would have match funding. Additional monies can be drawn down if required.</p> <p>Action – Year 2 Budget was approved and agreed.</p>	MM/RWi	Immediate
6	<b>Young Peoples Budget (6.1.1 in Plan)</b>	<b>Action by whom</b>	<b>By when</b>
	After taking advice from Sam Plummer, B&NES, regarding working with young people, the Community Workers have stopped working at Radical Youth Club.		

	This was discussed and agreed that more information be obtained from Mr Plummer to address the insurance and risk concerns.	RWi/SW	19/04/16
<b>7</b>	<b>Sustaining Youth Work in the Area (6.1.2 in Plan)</b>	<b>Action by whom</b>	<b>By when</b>
	<p>Evidence had been received that employing a professional youth worker is non-statutory and that if we wished we can continue with our aim to fund a professional youth worker place.</p> <p>RH stated that it had been agreed with Sam Plummer, B&amp;NES, that Westfield will have two detached youth workers.</p> <p>MB said that Radstock has a Youth Centre which was funded out of 106 payments.</p> <p>RWi highlighted that it would be good if the youth worker(s) role could include helping young people to spend the devolved budget.</p> <p>Action – RH, RWi and MB to arrange to meet with Sam Plummer, B&amp;NES, to ascertain how these Youth Workers are to be used.</p>	RH, RWi, MB	19/04/16
<b>8</b>	<b>Loan Centre/Hall (6.3.1. in Plan)</b>	<b>Action by Whom</b>	<b>By When</b>
	<p>JM had given the following advice on behalf of the Local Trust:</p> <p>“It is not illegal to give loans. However, loans to individuals are highly regulated and best done through a credit union or suchlike. Loans to incorporated bodies are not regulated but some aspects of banking regulations could infringe,</p> <p>Aside from legality however, there are lots of administrative things best done. For this reason Local Trust are twinning up with Key Fund, an organisation in the north of England who will managed loans to incorporated bodies on behalf of LT. So if Radstock and Westfield decide to give a loan to organisation X, we would get in touch with</p>		

	<p>Key Fund, via Niamh. They will carry out due diligence, check the business plan, make a recommendation to LT and the Partnership and then manage repayments. The loan funds will come direct from LT (out of our budget) so will not go via LTO.</p> <p>MM thanked JM for this information and asked the committee to familiarise themselves with this system.</p> <p>CG left the meeting at this point.</p>		
9	<b>Local Food (6.3.2 in Plan)</b>	<b>Action by Whom</b>	<b>By When</b>
	<p>Strategy Proposal for 6.3.2. Local Food to develop local food strategy was circulated prior to the meeting.</p> <p>It was noted that SW and CG were part of the team that created the strategy but were not present to comment on this proposal.</p> <p>Concerns were raised as to having the resources to support this huge proposal and that we shouldn't go it alone.</p> <p>RWi shared the booklet on B&amp;NES Food Strategy with the group and explained that he and SW had met with Sophie Kirk, B&amp;NES to discuss how Radstock and Westfield can benefit from it.</p> <p>RWi stated that the proposal focused on</p> <ol style="list-style-type: none"> <li>1. Developing links between the organisations for collaboration/partnership work.</li> <li>2. Identifying available land and find ways for it to be used.</li> <li>3. Find ways for residents to gain skills and knowledge</li> <li>4. Help organisations and individuals to explore ways to tap into opportunities to encourage local growing, healthy eating, entrepreneurship etc.</li> </ol> <p>Action – RWi to set up a meeting with members of the local councils – MB and RH – and Sophie Kirk.</p>		
10	<b>LTO Contracts</b>	<b>Action by Whom</b>	<b>By When</b>
		RWi	19/04/16



	<p>MM brought to the groups attention that the LTOs had been appointed for one year and a decision had to be made by the end of the financial year to:</p> <ol style="list-style-type: none"> <li>1. Renew the contract/agreement</li> <li>2. Continue on a different contract/agreement</li> <li>3. Go out to tender asking for a range of options</li> </ol> <p>It was agreed that as there had been no other takers as robust as Westfield Council, they should be invited to continue, with a contract to be drawn up.</p> <p>MM proposed and CG seconded.</p> <p>RH had spoken to Lesley Welch regarding insurance and providing the correct liability cover, she had not seen any of this in the contract.</p> <p>JM stated that insurance and safe-guarding should be reflected in the funding agreement. The LTO had a requirement to insure their activities and should be approached for help to set up insurance cover for Big Local events, strengthening and amplifying as necessary.</p> <p>RH responded that the Westfield Council had declined to give guidance on employment and responsibility which was why the decision was to look at incorporation.</p> <p>JM to circulate a copy of the contract/agreement with Westfield Council to the Management Committee.  POST MEETING NOTE: This was circulated on 24<sup>th</sup> March.</p> <p>SVFM –Renewal was due at the end of the financial year. Lengthy discussion was held as to the communications and support role contracted by SVFM to deliver a service, workshops and other activities as well as DC role to attend meetings and compering at events. The cost of the LTO duties was £6500 pa.</p> <p>RH reported that the two hours radio coverage per week had proven valuable to those who listen to SVFM.</p>	JM	Immediate
--	---	----	-----------

	<p>MM confirmed the added value that DC brought to the group, his presence within the media and local businesses and especially his support with Dragons' Den.</p> <p>RWi/SW regularly met with DC to discuss the contents of the newsletters, advertisements, press releases and scripts. Training had also been undertaken in community reporting and interviewing.</p> <p>The balanced view was that DC had been a key player in a lot of what had been done and achieved in year 1 however it was felt that in negotiating for a new contract, SVFM must provide specific written reporting as to what tasks and services they supply as a LTO on a monthly basis.</p> <p>Discussion also took place as to the maintenance of the website. RWi was able to update the content but was not experienced in managing the website. SVFM pay Zonkey for this service.</p> <p>It was agreed that the LTO budget for year 2 is £5,500, and that the communication requirements had moved on. Agreed that DC/SVFM should be asked to give a detailed proposal of what they could offer within this budget, noting but not constrained by the three key areas from year 1 (newsletter, website, promotional services).</p>	MM	Immediately
11	<b>Any Other Business</b>	<b>Action by Whom</b>	<b>By When</b>
	<p>As requested at the previous meeting, DC reported that the Big Local website had 130 users from 6 February 2016 when the web-counter was installed, period 5/6 weeks. The average use was 2.34 minutes and that 70% were new users, the rest returning. There had also been 452 paged views on the facebook site.</p> <p>It was agreed that regular communication was a good service to the public.</p> <p>JM stated that he had viewed the website before the partnership meeting on 1<sup>st</sup> March and felt it was not up to date. This was to be addressed.</p>		

	<p>Local Trust Spring Event – 10<sup>th</sup> May 2016. There are still two available places. RH said that he was interested in attending.</p> <p>DC requested that the ODD meeting be held a full week before the Management meeting.</p>		
12	<b>Dates for the Diary</b>		
	<p>Local Trust Spring Event – 10<sup>th</sup> May 2016</p> <p>- Management :</p> <p>Tues, 15<sup>th</sup> Mar, 7pm, Oval Office</p> <p>Tues, 19<sup>th</sup> Apr, 7pm, Oval Office</p> <p>Tues, 17<sup>th</sup> May, 7pm, Oval Office</p> <p>Tues, 21<sup>st</sup> June, 7pm, Oval Office</p> <p>Tues, 19<sup>th</sup> July, 7pm, Oval Office</p> <p>Tues, 16<sup>th</sup> Aug, 7pm, Oval Office</p> <p>Tues, 20<sup>th</sup> Sept, 7pm, Oval Office</p> <p>Tues, 18<sup>th</sup> Oct, 7pm, Oval Office</p> <p>Tues, 15<sup>th</sup> Nov, 7pm, Oval Office</p> <p>Tues, 20<sup>th</sup> Dec, 7pm, Oval Office</p>		