

Big Local | Radstock & Westfield  
- How to make the most of £1million -

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

**Minutes**

**Attending:** Marlene Morley, Rob Wicke, Ron Hopkins, Dom Chambers, Keith Bridges, Sarah Westell and Mike Boulton

**Apologies:** Robin Moss, Lesley Mansell, Dave Dixon, Caroline Green, Rob Watts and Julian Mellor

**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. **Plan Progress**
7. **AOB**
8. **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>
2.6.2	<p>Investigate if B&amp;NES is willing to take on St Hugh's Church as a community asset.</p> <p>RH attended a meeting on the 15<sup>th</sup> February 2016 which was very positive and met with huge enthusiasm. He read a non committal letter (attached to the minutes) stating our interest in the building as a community asset and reiterated the favourable location. The building could be used as a joint venture which includes Radstock Council and SVFM plus it could still be used for religious purposes.</p> <p>DC questioned that it may be worth, at a later stage, harnessing the support from the Catholic population.</p> <p>KB enquired how many churches had closed in the area?</p> <p>RH stated that three churches had closed and that St Hugh's Church was governed by the charities commission so therefore they had to show good business sense by getting the property and land valued for housing.</p> <p>MB responded by saying that currently the staff at Radstock Council are working in poor conditions and that these premises would provide a better working environment. He also enquired if they would lease the building so that they could keep the property.</p> <p>RH volunteered the information that several of the roof timbers had dry rot but these could be easily replaced. He awaited their response.</p>	RH, DD	15/03/16

<p><b>2.6.6</b></p>	<p>MM thanked everyone for taking a delicate approach.</p> <p>Change date for plan review meeting.</p> <p>The meeting had now taken place and everyone was happy with what was noted. SW stated that alterations to the minutes have been updated and amended.</p>	<p>JM</p>	
<p><b>3.1</b></p>	<p>Approach the Coop to use their car park for events.</p> <p>The Big Local were currently in discussion with the Board of Trustees at Radco regarding food sustainability and supporting events in the community. SW would raise the subject of using their car park for events at the Victoria Hall. It was noted that currently there is a restriction of a three hour stay in the car park which was not flexible and that it was run by an outside agency.</p>	<p>SW</p>	<p>15/03/16</p>
<p><b>5.1</b></p>	<p>Contact Bleacher Seating provider and gather financial details about placing an order and payment.</p> <p>Lengthy discussion took place as to the ownership of the seating. It was concluded that the Big Local will purchase the seating at a cost of £26,470 with Sue Hill contributing £5,000 to the overall cost.</p> <p>CG email, dated 16<sup>th</sup> February 2016, asked if the Big Local wish to have their sponsorship acknowledged on the seating or whether a sign on the side of the unit would suffice. It was agreed that the cost of engraved plates would be costly so therefore SW would investigate cost of purchasing waterproof stickers to put on the seats to advertise the Big Local's support and ownership.</p> <p>RH commented that it was imperative that in the terms and conditions of the grant that clear definition of ownership be made and that the seating be insured and maintained correctly. SW to have an informal discussion with CG.</p> <p>MB stated that it was good management to have the seating added to an inventory and numbered.</p>	<p>SW</p> <p>SW</p>	<p>15/03/16</p> <p>15/03/16</p>

<p><b>6.1</b></p> <p><b>7.1</b></p>	<p>Book Oval Office or Victoria Hall for plan review meeting - completed</p> <p>Report on number of “hits” the website received, especially around the Dragons’ Den event.</p> <p>DC stated that this would be discussed at the next meeting with RW, SW and Luke. A monitoring system to be set up examining how many “hits” the website had received.</p> <p>SW shared that the Big Local Facebook page had received thousands of views to date.</p>	<p>SW</p>	
<p><b>3</b></p>	<p><b>Incorporation</b></p>	<p><b>Action by whom</b></p>	<p><b>By when</b></p>
	<p>Following on from last month’s minutes, RM, RH and MM had held a meeting with Mark Goodman from Lemon Gazelle to begin the process of incorporation.</p> <p>MM circulated the key areas discussed at the meeting (copy to be attached to the minutes).</p> <p>MM summarized the notes stating it was to protect the Big Local as individuals and to set up a Community Interest Company (CIC).</p> <p>The timescale of setting up incorporation with take approximately four weeks and would cost in the region of £1,000.00.</p> <p>RH stated that a Limited Company could be set up within 24 hours and defined the difference between a CLG (Company Limited by Guarantee) which was an “everybody” limited company and a CIC which was perceived to be more favorable and had a better reception with the Community Organisations and local Councils. Lemon Gazelle recommendation was to set up a CIC.</p> <p>With the CIC, it was the decision of the Big Local as to how many Directors they had.</p>		

	<p>SW said that Lesley and Emily attended an away day at the Local Trust and they queried why a CIC was being set up.</p> <p>Confusion to their concerns was felt as JM had never queried the interest of setting up an Incorporation. This was discussed and the reasoning was due to employing SW and RW and the legal responsibilities.</p> <p>MM to speak to the Local Trust and JM regarding this matter.</p> <p>DC stated that it would be better if employees were not Directors and were voting members only.</p> <p>RH reiterated that it was to protect the Management Committee by providing personal liability and secondly to take on the responsibility of employees.</p> <p>MM proposed that a CIC be set in motion, RH seconded. Vote carried by remaining members.</p>	MM	15/03/18
<b>4</b>	<b>Big Fund</b>	<b>Action by whom</b>	<b>By when</b>
	<p>Application for Writhlington Mountain Bike Project - £8143.38</p> <p>Details of the application had been circulated in advance of the meeting.</p> <p>CG had written an email with a query how this application related to an existing bike project at Writhlington School which currently took pupils with issues out of class to teach them about bicycle maintenance. She asked if the project was still running why they could not maintain the bikes, ticking a box in terms of training.</p> <p>SW stated that the bicycle maintenance project is no longer running as it had run out of funds and that they may put in an application to start it up again.</p>		

	<p>DC had read the application and felt it was clearly worthy however did not see a concise outline on what they were planning.</p> <p>SW stated that they were planning to undertake cycling proficiency certificates giving the student confidence in cycling competency.</p> <p>RH asked why they were planning to purchase Rock Hopper bicycles and queried the cost of the bicycles.</p> <p>SW responded that these bicycles were very good quality and a cheaper versions would not last so long. The bicycles were £475 each.</p> <p>RW stated that cheaper bicycles corrode and could wear out much quicker.</p> <p>The application also included purchasing helmets, gloves and high viz jackets. A copy of the elements which they wished to purchase had been circulated before the meeting.</p> <p>In principle the committee liked the idea, however asked SW to go back to Writhlington School for further information and to clarify the application which included a maintenance project.</p>	SW	15/03/16
<b>5</b>	<b>Budget for Year 2</b>	<b>Action by whom</b>	<b>By when</b>
	<p>Email from CG stated that the budget seemed to be a combination on year one and a draft budget for year two and wished the year one to be clearly labeled.</p> <p>SW stated that the draft budget did not relate to year one.</p> <p>MM requested that SW/RW speak to CG and represent to the ODD group. Circulate a proposal out of committee.</p>	SW/RW	
<b>6</b>	<b>Plan Progress</b>	<b>Action by whom</b>	<b>By when</b>

	<p>A copy of the full Plan Progress is available on the portal.</p> <p>6.1.4. Dragons' Den – to review if Dragons' Den needs to be solely for young people. After discussion at the ODD meeting it was agreed to take a different approach by changing the venue/time to encourage more proposals from young people.</p> <p>It was felt that applications needed an adult input giving the football related proposal as an example. Young people had requested that a shed be purchased to store their equipment enabling them to play football at Tynning Park. The application had been granted to the value of £500 however implications of planning permission and the responsibility of a key holder had arisen.</p> <p>Lengthy discussion as to the grant being spent on alternatives such as football boots for the boys took place. It was agreed the money should be spend on what was pitched for at the Dragons' Den.</p> <p>SW felt that there was no way forward without adult supervision.</p> <p>RH suggested that Radstock Football Club/Youth Worker be contacted for their help and advice informing them that £500 had been allocated to the young people at Tynning Park.</p> <p>MB would speak to Radstock Council.</p> <p>It was agreed the Dragons' Den should focus on timing and change of venue, with the possibility of using the college which should make it more attractive to young people.</p> <p>SW to contact Sam Plumber for his opinion and to present findings at the next ODD meeting on the 7<sup>th</sup> March 2016 and Management Meeting on the 15<sup>th</sup> March 2016.</p> <p>6.1.5. Evaluation – Partnership Meeting booked for 1<sup>st</sup> March 2016 at Radstock Working Men's Club. 7 – 9</p>	<p>MB</p> <p>SW</p>	<p>15/03/16</p> <p>07/03/16</p>
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	<p>pm</p> <p>DC queried how we were going to know how many people were attending and how we determined the success of the promotion.</p> <p>SW stated that a blanket of 50 were being catered for. At the last partnership meeting 20 people attended.</p> <p>It was felt that the email should ask for confirmation of attendance, targeting groups who were interested by cold calling them, advertising in the Journal and putting it on Facebook.</p> <p>Members of Management to promote to their networks and inviting at least two people each. Any problems to contact SW and RW.</p> <p>6.3.2 – Local Food – Local Trust Spring Event to be held in Bristol.</p> <p>MM, SW and RW were attending a presentation skills course in London – as part of a training contribution by Local Trust – so that they are prepared to give a presentation to the Local Trust Spring Event.</p> <p>Local Trust Spring event in Bristol, MM, SW and RW to attend, currently there were two places left and they were happy for others to join them and to be involved.</p> <p>Sophie Kirk, Officer in BANES is in charge of the Local Food Strategy for 2014 – 2017. There is an opportunity to be a part of the local food week in September. SW gave an overview on the planned proposals :</p> <ul style="list-style-type: none"><li>• Local food week – Taste of Timsbury</li><li>• Farmers Market – Midsomer Norton</li><li>• Radstock/Westfield – could hold an event promoting local food on the 18<sup>th</sup> September 2016.</li><li>• Collaboration with Hope House, encouraging health promotion.</li></ul> <p>MM requested that more information be sought and to action at the next meeting.</p> <p>6.5.1 – Local apprenticeships – to consider</p>		
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	<p>encouraging Joining Forces to apply to Big Fund.</p> <p>MM stated that all relevant organisations should be encouraged to apply to Big Fund.</p> <p>MM confirmed that SVFM had been given a £1,000 grant to support local apprenticeships.</p>		
<b>7</b>	<b>AOB</b>	<b>Action by whom</b>	<b>By when</b>
	<p>Big Fund Application - Walking Festival – Project idea being developed by Cllr John Bull. This to be discussed at the next ODD meeting.</p> <p>Loans – Lesley Welsh, Westfield Parish Council Clerk – at their LTO training they were advised that a steering group offering loans had restrictions and was illegal - RWi to speak to JM to ask for advice.</p>	RWi	15/03/16
<b>8</b>	<b>Dates of forthcoming meetings</b>		
	<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> <p>- ODD:</p> <p>Mon, 7<sup>th</sup> Mar. 9.30am, SVFM Office</p> <p>Mon, 4<sup>th</sup> Apr. 9.30am, SVFM Office</p>		

	Mon, 2 <sup>nd</sup> May. 9.30am, SVFM Office Tues, 3 <sup>rd</sup> May. 9.30am, SVFM Office Mon, 6 <sup>th</sup> June. 9.30am, SVFM Office Mon, 4 <sup>th</sup> July. 9.30am, SVFM Office Mon, 1 <sup>st</sup> Aug. 9.30am, SVFM Office Mon, 5 <sup>th</sup> Sept. 9.30am, SVFM Office Mon, 3 <sup>rd</sup> Oct. 9.30am, SVFM Office Mon, 7 <sup>th</sup> Nov. 9.30am, SVFM Office Mon, 5 <sup>th</sup> Dec. 9.30am, SVFM Office		
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