

Big Local
Management Committee Meeting
19th April 2016
7-9pm, Oval Office, Westfield

Minutes

Attending: Robin Moss, Marlene Morley, Sarah Westell, Rob Wicke, Ron Hopkins, Caroline Green, and Mike Boulton

Apologies: Keith Bridges, Julian Mellor, Dave Dixon, Rob Watts and Lesley Mansell

Chair: Marleen Morley

Note taker: Alison Kerr

1. **Welcome and apologies**
2. **Actions from previous management meeting**
3. **Incorporation**
4. **Big Fund**
5. **Communications**
6. **Spring Event**
7. **AOB**
8. **Dates for the Diary**

No	AGENDA	Action by Whom	Action When
1	Welcome + introductions & apologies		
	MM welcomed the committee to the meeting. MM informed the meeting that SVFM had decided not to continue as our LTO for year 2. All outstanding items with SVFM should be reflected upon and reported back at the next meeting.	MM/RWi/SW	17/05/16

2	Actions from previous meeting	Action by whom	By when
	<p>3.1 MM to arrange an urgent meeting with Mark Goodman and the Management Committee.</p> <p>MM said it had been a good meeting and thanked everyone who attended.</p> <p>4.1 MM, RWi revisit the DNA arts application and communications to the Management Committee via email.</p> <p>It had been agreed that a £200 donation be given for the passports with Big Local's name printed on.</p> <p>4.2 Action – RWi to revisit application and ask Musicians South West to propose a timeline for how local people could participate and be involved in the event.</p> <p>To be discussed under the Big Fund.</p> <p>4.3 SW to pass management feedback to SWAN.</p> <p>It was agreed to reevaluate the application process.</p> <p>5.1 RWi/MM to add £6,000 to budget for office and office equipment in “delivering the plan” 6.1.5.</p> <p>The office and insurance was in the process of being set up.</p> <p>6.1 RWi/SW to get more information from Mr Plummer to address the insurance and risk concerns of youth engagement at Radical.</p> <p>The outcome of the meeting was that there were insurance risks. Until such times that a specifically nominated insurance was in place, RWi and SW should not participate in Youth Work. SW, as a nominated volunteer, would keep the links open.</p> <p>7.1 RH, RWi and MB to arrange to meet with Sam Plummer, B&NES, to ascertain how Youth Workers are to be used.</p>		

	<p>Ongoing</p> <p>9.1 RWi to set up a meeting with members of the local councils – MB and RH – and Sophie Kirk to discuss B&NES Food Strategy.</p> <p>A meeting had taken place with Westfield Parish Council and Sophie Kirk from B&NES regarding the allotments. A response was waiting from Radstock Town Council. It was agreed to join forces and to be part of a consortium. Discussion took place as to the cost and the administration of the event.</p> <p>10.1 JM to circulate a copy of the contract/agreement with Westfield Council to the Management Committee.</p> <p>The Management Committee had received copies of the contract and agreement with Westfield council from JM.</p> <p>10.2 MM to ask DC/SVFM to give a detailed proposal of what they could offer within the year 2 communication budget.</p> <p>MM reiterated that SVFM were no longer our communications LTO, and was very grateful to RH for attending the meeting.</p>		
3	Big Fund	Action by whom	By when
	<p>Applications circulated with Agenda prior to the meeting.</p> <p><u>Musicians South West – Opera</u></p> <p>Lengthy discussion took place as to how this event would involve the local people. There was to be an opera workshop scheduled before the performance; however it was felt that opera singing was for a very limited number of people.</p> <p>CG understood that this application had been passed in the previous meeting with two to one supporting the event. MM agreed but this was subject to local resident's involvement.</p>		

	<p>CG agreed that other funds were available and to consider crowd funded fundraising locally.</p> <p>MM concluded that more detailed costs and quotations be sought, employing a professional fundraiser to look at other avenues of obtaining the grants and invite Radstock Museum to meet with the Management Committee to discuss the outcome.</p>	SW/RWi	17/05/16
4	Communications	Action by whom	By when
	<p>Following discussion at the ODD meeting, it had been agreed that SW/RWi be responsible for maintaining the social media website and newsletters. RWi will liaise and work with website contractors Zonkey when support is needed. The contract set up by SVFM with Zonkey runs until September 2016.</p> <p>RH stated that the Somerset Guardian would be willing to work with us promoting the Big Local and would be happy to assist.</p> <p>It was also felt that on occasions radio advertising would be beneficial.</p> <p>RM concluded that to coincide with the CIC application and data protection inspectorate that emails be sent out with this information.</p>		
5	Spring Event	Action by whom	By when
	<p>The Local Trust Spring Event is on 10th May 2016. The Big Local had been invited to give a presentation on its journey and application to become a CIC, this was agreed and for RM to present.</p> <p>CG queried how far the CIC application had gone. MM to contact Mark Goodman for an update on the application.</p>	MM	Immediate
6	Any Other Business	Action by whom	By when
	MM voiced concerns about the application process		

	<p>and whether we went ahead spending small amounts or look at larger funding. She proposed that a separate meeting be held to look at this strategy, the application for CIC and to discuss what was expected of RWi and SW. This was agreed and an “doodle poll” be sent to members asking for their attendance. This was also a good opportunity to contact the residents to ascertain their thoughts. It was agreed that a facilitator was not required for this meeting.</p> <p>Hope House are considering submitting an application to provide community kitchen facilities in their new building. The meeting queried that the business was privately owned, this was discussed and confirmed that the GP surgery was a separate element and the community aspect wouldn't be profit making for them. The application was in its early stages and it was not clear to date what they required. Further discussion with funders and users was agreed with a need to join up the thinking of the organisation and gain a bigger picture.</p> <p>CG stated that the Big Local must not lose sight of the empty houses email, which outlines opportunities for taking on and doing up run down houses using local apprentices.</p> <p>RM agreed that it would be worth having a conversation with Bath College and possibly using apprentices to facilitate the maintenance of the properties.</p> <p>CG stated that a plaque was to be placed in the Victoria Hall stating who had donated the Bleacher seating. Lengthy discussion took place as to the ownership of the seating and it was concluded that the seating belonged to the Big Local as stated in the terms and conditions of the application.</p> <p>It was agreed that the plaque should read:</p> <p>“ Provided for the local community by Radstock & Westfield Big Local and Sue Hill Dance Ltd”.</p> <p><u>Dragons' Den 2</u></p>	MM/RWi/SW	Immediate
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12	Dates for the Diary		
	<p>- Management :</p> <p>Tues, 17th May, 7pm, Oval Office Tues, 21st June, 7pm, Oval Office Tues, 19th July, 7pm, Oval Office Tues, 16th Aug, 7pm, Oval Office Tues, 20th Sept, 7pm, Oval Office Tues, 18th Oct, 7pm, Oval Office Tues, 15th Nov, 7pm, Oval Office Tues, 20th Dec, 7pm, Oval Office</p> <p>- ODD:</p> <p>Mon, 6th June. 9.30am, Oval Office Mon, 4th July. 9.30am, Oval Office Mon, 1st Aug. 9.30am, Oval Office Mon, 5th Sept. 9.30am, Oval Office Mon, 3rd Oct. 9.30am, Oval Office Mon, 7th Nov. 9.30am, Oval Office Mon, 5th Dec. 9.30am, Oval Office</p>		