

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

**Minutes**

**Attending:** Robin Moss, Caroline Green, Dave Dixon, Marlene Morley, Ron Hopkins, Rob Wicke, Sarah Westell, Jaydean Dawkins

**Apologies:** Lesley Mansell, Julian Mellor, Rob Watts, Mike Boulton, Simon Allen

**Chair:** Robin Moss

**Note taker:** Rob Wicke

No	AGENDA	Action by Whom	Action When
1	<p><b>Welcome + introductions &amp; apologies</b> <b>Agreement of last minutes</b></p>		
	<p>Welcome, including to Jaydean Dawkins.</p> <p>Management members invited Jaydean to join the committee, who accepted the invitation.</p> <p>Approval of minutes of the Aug 2016 mins.</p> <p>Apology from Julie Harrington who is stepping down from the management committee whilst Sirona work through some changes.</p>		
2	<p><b>Actions from previous meeting</b></p>	<b>Action by whom</b>	<b>By when</b>
	<p><b>2.1</b> JM to report to Local Trust the discussion surrounding Westfield Parish Council and their role as LTO. Complete.</p> <p><b>3.1</b> RM to email CIC proposal (including document) out to management members for their approval.</p>		

	<p>Complete. As a summary: The results of the feedback from management was that there is overall support with making process to becoming CIC – but a number of questions. Mark Goodman will be asked to start drawing up the memorandum of understanding with some variation for discussion.</p> <p><b>5.1</b> RWi to let In Bloom know that we weren't quorate and therefore couldn't make a decision on their application this time. Complete.</p> <p><b>5.2</b> RWi to let In Bloom know that James Carlin from Local Giving may be able to help them with fundraising. Complete.</p> <p><b>6.1</b> RM to ask Dom Chambers if he can be compere at the Dragons' Den. Complete.</p> <p><b>6.2</b> ODD to discuss whether Dragons' Den should have a presentation to the partnership and whether to promote signing up to the CIC. Complete.</p> <p><b>6.3</b> RWi to continue to get domain registered to our Big Local. In progress.</p> <p><b>6.4</b> All to fill in Local Trust survey. 8 of us did.</p>		
<b>3</b>	<b>Incorporation</b>	<b>Action by whom</b>	<b>By when</b>
	Update was given by Robin Moss under agenda item 2.		
<b>4</b>	<b>LTO</b>		
	Update from Marlene and Robin.  We are waiting for the new principal of Bath College to start, in late October, before approaching them.		
<b>5</b>	<b>Big Fund and Plan Delivery</b>	<b>Action by whom</b>	<b>By when</b>
	<b>DNA arts application</b> – It was agreed there were a good number of community benefits to it, with learning opportunities and sustainability built in. The 5 voting members present gave it their support. ACTION RWi to email round to the other voting	RWi	23/09/16

	<p>members that we need their response within a week.</p> <p><b>In Bloom</b> – This application was submitted after the 13<sup>th</sup> Sept cut off (when the management pack goes out) and so it will be discussed in the October management meeting.</p> <p><b>Local Food Strategy</b> – Big Local understand there is an idea for a community orchard on Radstock Town Council land and there might be the possibility of connecting it with our local food strategy.</p> <p>ACTION RWi to inform Mike Boulton/RTC that we would like to be kept informed.</p> <p><b>Young People</b> – The last meeting with B&amp;NES (who are leading) was cancelled so no update. However there will be a tendering process for youth engagement &amp; consultation in Oct. With the actual consultation starting in the spring.</p> <p><b>Dragons’ Den 4</b> – Reflections on how it went:</p> <p>Thanks given by management to all who put work in to it.</p> <p>There were some real positives to come from it. There was a good selection of projects presented by and for different age groups. The time given to pitchers was the right amount and the food from SWALLOW was very good.</p> <p>In order to bring in more young people we could give people more information on the process on the day. We could also go in to schools to get young people and teachers involved. It’s possible that the time of day and perhaps even the day of the week was a barrier to people coming, although on reflection we were right to try it differently, especially as it could have brought in more people.</p> <p>We only had 13 applications and this could have been</p>	RWi	3/10/16
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	<p>because people have only just come back from holidays.</p> <p>Feedback from one of the dragons: if they met beforehand and saw the applications then they could have a group chat about questions to ask and have some prep time.</p> <p>Management agreed that this is a good idea and perhaps we could give them a 2 line summary of each pitch beforehand to help too. Also perhaps not all four dragons have to ask a question each time.</p> <p>The application deadline could be a month before – and then we could promote the projects prior to the event to raise the profile of the event and get people talking.</p> <p>An idea was raised to make Dragons’ Den sustainable. We could set a large sum of money aside to go on for perpetuity, or have an income stream that goes towards the DDens.</p> <p>There could also be more help given to applicants on how to take their projects further and apply to other pots of funding – this would give them more skills.</p> <p>The next date for Dragons' Den will be a Friday around Easter. We will try to fit it in with school projects and advertising.</p> <p><b>Somer Valley Walking Festival</b> – We were very happy with being well promoted as supporters. It was a success and is likely to continue.</p>		
6	<b>Any Other Business</b>	<b>Action by whom</b>	<b>By when</b>
	<p>Reminder that Angus McCabe from <b>Our Bigger Story</b> (who are doing a study of Big Local areas for Local Trust) will be visiting on Tues 18<sup>th</sup> Oct. He would like to interview some management members and take some video around the area.</p> <p>CG gave her apology because she is unable to make</p>		

	<p>the next meeting.</p> <p><b>Sustrans</b> – Have put in a proposal for a feasibility study, which is a follow-up from the initial feasibility proposal from them in 2015 that we rejected. One of the aims in our plan is to ascertain the feasibility of developing cycle routes in our area.</p> <p>Management wants to know how they are proposing to get the money in to actually build the routes. They also would like to consider different ways to involve Sustrans.</p> <p>ACTION, SW: Circulate the proposal and ask for volunteers from the management to meet to take forward – deadline for middle of next week.</p> <p><b>Finance Report</b> – ACTION SW MM Prepare a summary of our year 1 finances for public dissemination.</p> <p><b>Year 1 Underspend:</b> of around £2000 will be paid from our LTO to Local Trust. It will then be put in our pot for future spend.</p> <p><b>Xmas meal</b> – To be on Weds 7<sup>th</sup> Dec, 12 midday at Swallow.</p> <p><b>Environmental sustainability community energy meeting</b> – rescheduled for: Weds 5<sup>th</sup> Oct, 10am.</p> <p><b>Radco</b> – RWi, SW, DD are going to give a short presentation to Radco on 22<sup>nd</sup> Sept, with the aim to promote partnership work.</p> <p>Meeting ended 20.42</p>	<p>SW</p> <p>SW, MM</p>	<p>28/09/16</p> <p>3/10/16</p>
<b>7</b>	<b>Upcoming Meetings</b>		
	<p>- <b>Management:</b> Tues, 7pm, Oval Office: 18<sup>th</sup> Oct, 15<sup>th</sup> Nov, 20<sup>th</sup> Dec.</p> <p>- <b>ODD:</b> Mon, 9.30am, Oval Office: 3<sup>rd</sup> Oct, 7<sup>th</sup> Nov, 5<sup>th</sup> Dec.</p>		