

Big Local
Management Committee Meeting
17th August 2016
7-9pm, Oval Office, Westfield

Minutes

Attending: Robin Moss, Mike Boulton, Marlene Morley, Rob Wicke, Julian Mellor, Julie Harrington

Apologies: Lesley Mansell, Sarah Westell, Caroline Green, Ron Hopkins, Dave Dixon, Rob Watts

Chair: Robin Moss

Note taker: Rob Wicke

No	AGENDA	Action by Whom	Action When
1	Welcome + introductions & apologies Agreement of last minutes		
	Welcome, including to new non-voting member, Julie Harrington (Health Improvement Manager, Sirona). Apologies given. Note on process regarding reporting decisions on grants: People asking questions should be referred to community workers in first instance or to Robin in the second – This is so that information given is complete and anyone who applies can be assured of equal treatment.		
2	Actions from previous meeting	Action by whom	By when

	<p><i>2.1 RH, MM, RM Meet with Westfield Parish Council to discuss details regarding the end of their responsibility as our LTO for Finance (covered in agenda item 4).</i></p> <p>Result: MM and RM met with Geoff Fuller and Lesley Welch from WPC, who are happy to support us through our development in the short term. Lesley expressed concern that WPC have been holding us back due to their constraints. It was a positive meeting. More conversations due to agree details. ACTION: JM to report back to Irene at Local Trust.</p> <p><i>2.2 RH: Make initial contact with College to sound out if they may be interested in becoming our LTO.</i></p> <p><i>2.3 SW, RWi: Make initial contact with Sirona, Writhlington School (Dragonfly Trust), Norton Hill School to sound out if they may be interested in becoming our LTO.</i></p> <p>Result: Letter drafted. Also, a meeting with Simon Allen, Sirona, is arranged to discuss if Sirona are interested in the role.</p> <ul style="list-style-type: none"> - JH suggested that Sirona Non-Exec Chair, Janet Rowse may be a good person to contact regarding LTO interest. <p>JM advised there is no strict guidance about when our CIC can become own LTO. Local Trust will consider factors including track record when making a decision.</p> <p><i>3.1 RWi to write up the CIC EGM notes and send to management for consultation, ending 29th July.</i></p> <p>Result: Done</p> <p><i>3.2 ODD Group to use the document and results of the CIC consultation to create a proposal that will go to next management meeting for approval (covered in agenda item 3).</i></p> <p>Result: Done</p> <p><i>4.1 SW: Ask Sue Hill if Acoustic Café were able use our room for free as a one-off as part of their community responsibilities.</i></p>	JM	22/08/16
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	<p><i>And 4.2 SW to let Acoustic Café know our decision regarding goodwill payment.</i></p> <p>Result: After a conversation with Sue, VHall, and Danny, Acoustic Café (AC), we will not use AC's PA system and they will use their usual room downstairs. We will still give a goodwill payment to AC as they will provide music during our vote counting period.</p>		
3	Incorporation	Action by whom	By when
	<p>Document presented by RM titled "R&W Big Local – becoming a CIC"</p> <p>In order to make a decision we need the agreement of seven members, this will be done by email before the next management meeting.</p> <p>ACTION: RM to email proposal (including document) out to management members for their approval.</p>	RM	17/08/16
4	LTO		
	<p>Feedback from RM and MM from their meeting given in the actions from previous meetings section.</p> <p>[Result: MM and RM met with Geoff Fuller and Lesley Welch from WPC, who are happy to support us through our development in the short term. Lesley expressed concern that WPC have been holding us back due to their constraints. It was a positive meeting. More conversations due to agree details.]</p>		
5	Big Fund and Plan Delivery	Action by whom	By when
	<p>In Bloom</p> <p>ACTION: RWi to let them know we weren't quorate and so couldn't make a decision. It will come back to the next meeting.</p> <p>RWi can suggest to them that James Carlin from Local Giving could be able to help them with fundraising.</p>	RWi	17/08/16
		RWi	29/08/16
6	Any Other Business	Action by whom	By when
	<ul style="list-style-type: none"> Dragons' Den. 17th Sept. 	RM	29/08/16

	<p>ACTION: Robin to approach Dom to see if he can be the compere.</p> <ul style="list-style-type: none"> ● If we are having a Partnership Meeting at DDen then what's going to be said? How do we engage in meaningful way to inspire them to the next meeting? <ul style="list-style-type: none"> - Our core message could be to get people to sign up to the CIC. - We could launch the consultation there. <p>ACTION: Discussion at ODD how to come up with a presentation for the partnership re. CIC, and if the consultation should launch then.</p> <ul style="list-style-type: none"> ● Meetings have taken place between B&NES, Radstock Town Council, Westfield Parish Council and Big Local regarding a joined up strategy for youth engagement. At the meetings it was agreed to have a consultation with young people, carried out by a professional consultant, to find out whether a different form of youth group will attract more people or whether something else entirely is needed. As consulting with young people is in the plan and there is a budget for it we will contribute £600 towards the cost of the consultation, with the rest of the money coming from the Radstock Youth Forum. This might throw up a project, based on hard evidence, that's very appropriate to our ambitions. A key point to note is that we need to make sure that the right questions are asked. MM will ensure that the brief reflects that we want to be engaged in framing of the questions. In terms of timescales, we wouldn't get feedback until March 2017. ● Update on projects funded (see attachment). It was pointed out that it doesn't show bleacher seating – RWi believes this is due to a file upload problem, where the laptops aren't syncing properly with Google Drive (Sarah will have the updated file on her laptop waiting to sync). ● Local Food Plan – Plan is being developed and will be discussed at a later management meeting when current priorities are dealt with. 	<p>ODD</p>	<p>5/09/16</p>
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	<ul style="list-style-type: none"> • Community Energy – Meeting with the ODD tba. • Domain name and emails – Currently the domain name radstockwestfield.org.uk is in Luke Barnes (SVFM) ownership.. for 25 years. Agreed to get this transferred over. Luke Barnes has advised that the email addresses can be sorted via Zonkey. ACTION: Set up account with 123 and get Luke to change domain over to it. Then register new ownership with Domain net. If stuck come back to Robin or Julian. • Partnership Survey – JM asks on behalf of Local Trust that management members fill in the partnership survey and sends it back to Local Trust. ACTION. • For info – JM has taken on the Plymouth group. 	RWi	5/09/16
	<p>- Management :</p> <p>Tues, 7pm, Oval Office: 20th Sept, 18th Oct, 15th Nov, 20th Dec.</p> <p>- ODD:</p> <p>Mon, 9.30am, Oval Office: 5th Sept, 3rd Oct, 7th Nov, 5th Dec.</p>		