

Big Local
Management Committee Meeting
15th December 2015
7-9pm, Westfield Parish Council, Oval
Office

Minutes

Attending: Robin Moss, Marlene Morley, Rob Wicke, Ron Hopkins, Dom Chambers, Caroline Green, Keith Bridges, Julian Mellor, Dave Dixon

Apologies: Rob Watts, Sarah Westell, Lesley Mansell,

Chair: Robin Moss until 8pm, then Marlene Morley stepped up.

Note taker: Rob Wicke

1. **Welcome & apologies**
2. **Actions from previous meeting** – Briefly state whether action completed / pending (and new date set)
3. **Employ Local Worker (6.1.5 in Plan)**
4. **Dragons' Den Feedback (6.1.4 in Plan)**
5. **Big Launch – Progress Report**
6. **AOB**
7. **Dates of forthcoming meetings**

No	AGENDA	Action by Whom	Action When
1	Welcome + introductions & apologies		
	Robin Moss welcomed everyone to the meeting. RM also left early (8pm).		
2	Actions from previous meeting	Action by whom	By when
3.1	RH: Contact Fredericks Foundation regarding their Capital Funding Pot and potential synergies.		
3.4	RH: Give SW Radstock College contact details.		
3.5	SW + DC: Meet prior to DDen to clarify roles on the day.		
6.1.5	MM: Meet with Westfield Parish Council to discuss employment of community workers + report to management with a plan on contract options.		
6.3.1	SW: Send another invitation to Radstock Town Council regarding opportunity for them to have a representative attend our management meetings.		
6.3.2	RWi + CG: Meet to develop local food ideas.		
6.4.2	SW: Contact remaining shops to get them involved in the local shopping vouchers competition.		
6.4.2	SW + DC: Meet to add SVFM branding to the vouchers.		
5.1	DC: Send SW section on match funding from the Midsomer Norton Council funding application form.		
3	Employ Local Worker (6.1.5 in Plan)	Action by whom	By when
	<p>Item 6.1.5 (Rob Wicke left the room for this item)</p> <p>The meeting was told that Westfield Parish Council said no to our proposal that they employ our Community Development Workers on our behalf. This was disappointing and led to a detailed discussion on how to move forward. The meeting decided that we should pursue direct employment ourselves at the salary rate agreed at the meeting. This will involve us becoming a Limited or Community Interest Company to protect our position and liabilities. Dave Dixon and Ron Hopkins will investigate the process and timescale</p>		

ACTION	involved. (Action RH and DD). The Chair asked that members look carefully at this item when the minutes are issued and respond within one week i.e. by 24/12/15. if they wish. No response in that time will be taken as agreement to the intent to incorporate the Radstock and Westfield Big Local.	RH + DD	19/01/16
ACTION		ALL	24/12/15
4	Dragons' Den (6.1.4 in Plan)	Action by whom	By when
	It was agreed that it was a successful event. It was suggested that the next one is held in Radstock in order to ensure equal coverage of the event between Westfield and Radstock. It was suggested that the Working Men's Club may be suitable.		
5	Big Launch – Report on progress – any meetings, interest etc.	Action by whom	By when
ACTION	<p>Whisty CIO has drafted an application for a grant to pay for solicitor's fees – they wish to have their lease document for Whisty Hall checked professionally before signing it. Whisty CIO were originally going to put in for a grant of £1,700, but our community workers helped find a more reasonable quote. Whisty are waiting for a formal quote from Crossmans Solicitors. The verbal quote is £500 fixed fee. The application will be sent to management for discussion 19th January 2016.</p> <p>Victoria Hall/Sue Hill School of Dance (SHSoD) would like a £32,000 grant for seating. Although SHSoD are a business, they would like to have the seating as part of their role as a community facility. The seating is for community benefit as opposed to company benefit. SHSoD is the anchor tenant of Victoria Hall.</p> <p>Management suggested that there would have to be a way to ensure that the asset stays in the community should SHSoD go bankrupt and the assets liquidized. Management asked if SHSoD could create a charitable arm or suchlike that would then be able to apply for the grant. CG to discuss with Sue Hill.</p> <p>Management asked DD whether B&NES may be</p>	CG	19/01/16

ACTION	<p>interested in taking on the ownership of the asset in some way as they own the building. DD will investigate.</p> <p>Jamie Comber, teacher at Writhlington School wants some school mountain-bikes for young people for their track – a meeting with community workers to discuss further to be arranged.</p> <p>Initial management response – Writhlington School had/has a bike project where they refurbished bikes - can they use those bikes?</p> <p>In Bloom – Eleanor Jackson stated at the Dragons’ Den that they were hoping to apply for a grant. We are not sure what for– they have yet to make formal contact. In the meantime the community workers have arranged to go to their meeting to present the plan to In Bloom and discuss ways in which we could work together.</p> <p>Swallow and Swan have also expressed an interest but are yet to set up a meeting.</p>	DD	19/01/16
6	AOB	Action by whom	By when
ACTION	<p>DOM – SVFM are promoting the 6 Week Challenge which launches on 4 January 2016 and asked if the BL could come up with an idea to participate?</p> <p>He suggested that this is essentially free publicity. Possibilities could be community walks, organize and publicise a youth orientated dragons den etc. Management happy to participate in principle.</p> <p>DC, RWi, SW to firm up an idea to propose to the management.</p> <p>DC confirmed that SVFM will sync their reporting year with our Big Local. Therefore they will provide an update of the report at the Jan 2016 meeting. Updates will occur quarterly.</p> <p>Ron – Monks have closed St Hugh’s Church – Catholic</p>	DC / RWi / SW	18/12/15

	<p>in Westfield (just over the border from Radstock). He suggests this could be a good facility for Big Local. It has a cellar for storage, car park, kitchen. The monks are going to sell it. Ron would like opportunity to talk to the monks to identify whether it could be purchased as a community asset. However DD advised that the community asset would need to serve the community in the same way as it has done (in this case, religious worship). B&NES may be interested as they have a property purchase/management arm.</p>		
ACTION	Management interested and ask that DD and RH make initial enquiries and keep the management up to date.	DD + RH	19/01/16
ACTION	DC to give RH contact at Downside.	DC	19/01/16
	<p>Julian highlighted that Local Trust are running a New Buildings Workshop at Lawrence Weston in 2016. This would be an opportunity to learn more about what is required.</p> <p>Julian explained about the Plan Review: which is different to the Partnership Review. We have a 1 year funding agreement (although a 3 year plan) and the Plan Review needs to happen before our next funding agreement. It takes 4-6 weeks for Local Trust to agree a funding proposal. In our first year there were scheduled 2 stage payments – however, we’ve only drawn down 1 because of an underspend. Our next funding agreement can start in April if we want – however, WPC/LTO would have to apply for an extension. All agreed that this can be a useful process for us.</p>		
ACTION	JM – to set up timetable for process. Get together late Jan to go through plan review process and use this to come up with new plan. WPC to submit mid Feb. As many of management to be at meeting as possible, including the two LTOs.	JM	19/01/16
ACTION	Plan Review Meeting: Tues 26 th Jan – 2pm until 5pm.	ALL	26/01/16
ACTION	RWi to book WPC for that date.	RWi	05/01/16
7	Dates of forthcoming meetings		

- Management :

Tues, 19th Jan, 7pm, Oval Office
Tues, 16th Feb, 7pm, Oval Office
Tues, 15th Mar, 7pm, Oval Office
Tues, 19th Apr, 7pm, Oval Office
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

- ODD:

Mon, 4th Jan. 9.30am, SVFM Office
Mon, 1st Feb, 9.30am, SVFM Office
Mon, 7th Mar. 9.30am, SVFM Office
Mon, 4th Apr. 9.30am, SVFM Office
Mon, 2nd May. 9.30am, SVFM Office
Mon, 6th June. 9.30am, SVFM Office
Mon, 4th July. 9.30am, SVFM Office
Mon, 1st Aug. 9.30am, SVFM Office
Mon, 5th Sept. 9.30am, SVFM Office
Mon, 3rd Oct. 9.30am, SVFM Office
Mon, 7th Nov. 9.30am, SVFM Office
Mon, 5th Dec. 9.30am, SVFM Office