

Big Local
Management Committee Meeting
15th November 2016
7-9pm, Oval Office, Westfield

Minutes

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

Apologies: Jaydean Dawkins, Dave Dixon, Lesley Mansell, Julian Mellor

Not present: Simon Allen, Mike Boulton, Rob Watts

Chair: Robin Moss

Note taker: Rob Wicke

No	AGENDA	Action by Whom	Action When
1	<p>Welcome to Angus McCabe and Paul Morgans from Our Bigger Story & apologies</p> <p>Agreement of last minutes</p>		
	<p>The management invited AM and PM to record the meeting for the Our Bigger Story project. AM will send the management the edited video for approval to be used on their website.</p> <p>The minutes of the previous meeting (20th Sept) were agreed.</p>		
2	Actions from previous meeting	Action by whom	By when
	<ul style="list-style-type: none"> - DONE 5.1 RWi to email the remaining management members asking for a response within a week to approval of the DNA arts application. - DONE 5.2 RWi to inform Mike Boulton/RTC that we would like to be kept informed of any updates 		

	<p>regarding possibilities of a community orchard in Radstock.</p> <ul style="list-style-type: none"> - IN PROGRESS 6.1 SW to circulate the Sustrans proposal to deliver a feasibility study for new cycle routes in the area – And ask for volunteers from the management to meet and take this forward. - <i>Discussion took place around the role we should take, and whether the feasibility study is value for money.</i> - DONE 6.2 SW + MM to prepare a financial summary for public dissemination, see agenda item 3. 		
3	Finances	Action by whom	By when
	<p>A financial summary of year 1 spend has been developed by Westfield Parish Council to go on our website once approved.</p> <ul style="list-style-type: none"> - Management approved the summary for public dissemination. <p>ACTION: RWi to put the financial summary on the website.</p>	RWi	5/12/16
4	Plan	Action by whom	By when
	<p>The management reviewed the plan priorities and agreed that they will remain the same as were agreed at the strategic away day around a year ago.</p>		
5	CIC	Action by whom	By when
	<p>MM explained that she has been in touch with Mark Goodman to get the relevant document finalised for sending to the Local Trust for comment.</p>		
6	Big Fund	Action by whom	By when
	<ul style="list-style-type: none"> - Briefing Note: the community workers anticipate that three applications will submitted to us in the near future but no management actions are necessary at the moment. - Radstock Museum put in an application that ODD made an executive decision on (4 voting members), to fund this ahead of the October management meeting because this is a time 		

	sensitive application for a small amount of money (to have an event alongside the Radstock Xmas lights switch on).		
7	Consultation and New Plan		
	Management were reminded that our first plan finishes early 2018 and we need to develop and consult on a new plan over 2017. No action is needed in this meeting.		
8	Community Workers: 2016 update		
	RWi and SW gave a short presentation on the work they have completed throughout the year for Radstock and Westfield Big Local. RM recommended the community workers do a vox pox of this presentation for the website. ACTION RWi and SW to create vox pox of presentation.	RWi, SW	17/01/17
9	AOB		
	<p>- Xmas – The community workers have been working with Radstock Town Council and DNA arts to pull together the people and organisations that are involved in local xmas (public) events. They've helped create publications and promote the events on social media. They have also helped the town team to organise the putting up of their xmas trees by getting the fire brigade involved. All management members are invited to the Westfield and the Radstock lights switch on (dates below).</p> <p>- Management decided no meeting was necessary in December due to the closeness to xmas.</p> <p>- ACTION NEEDED: Partnership evaluation form needs to be completed by members (see attached)</p>		
	<p>- Management Committee Meetings: Tues, 7pm, Oval Office: 17th Jan, 21st Feb, 21st Mar.</p> <p>- ODD: Mon, 9.30am, Oval Office: 5th Dec, 9th Jan, 6th Feb, 6th Mar.</p> <p>- Xmas Meal: 12pm, Weds 7th Dec at SWALLOW Café.</p> <p>- Xmas Westfield Lights Switch On: 6.30pm 24th Nov. Elm Tree Avenue.</p>		

	- Xmas Radstock Lights Switch On: 4.30pm 3rd Dec. Miners Wheel.		
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