

<p>Big Local Radstock & Westfield -How to make the most of £1million -</p>	<p>Big Local Management Committee Meeting 17th November 2015 7-9pm, Westfield Parish Council, Oval Office</p>
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Minutes

Attending: Robin Moss, Marlene Morley, Sarah Westell, Rob Wicke, Ron Hopkins, Dom Chambers, Caroline Green, Rob Watts, Keith Bridges, Julian Mellor Céline Mionnet

Apologies: Lesley Mansell, Dave Dixon

Chair: Robin Moss

Note taker: Alison Kerr

No	AGENDA	Action by Whom	Action When
1	Welcome + introductions & apologies		
	Robin Moss welcomed Céline Mionnet from Renaisi and everyone to the meeting. Management Committee introduced themselves.		
2	Céline Mionnet, Project Officer from Renaisi	Action by whom	By when
	Céline introduced herself stating that Renaisi was a delivery partner for the Big Local. They supported and managed Representatives overseeing any issues that may arise. RM stated that Julian Mellor had been a great support to the Management Committee for three years and was a valuable asset to the group. He went on to say that		

	<p>the Big Local Radstock and Westfield had an unusual structure. The group consisted of mainly local residents and two LTOs. Somer Valley FM provided the communication support and Westfield Parish Council provided the Financial Support and acted as Bankers. RW and SW supported as Community Workers.</p> <p>CM stated that they didn't expect every group to be the same and that the Local Trust dealt with problems locally. Renaisi did not interact with groups directly, only if problems arose or if the job/position became available. CM clarified that the job role of a Representative was open ended and the position only advertised if became vacant.</p> <p>The meeting agreed that JM helped and supported the group; he was very approachable and provided an excellent service with his professional knowledge.</p>		
3	Actions from previous meeting	Action by whom	By when
3.1	DD – Capital Funding – Strategic meeting with Fredericks Foundation. To date there had been no communication. RH to contact the Frederick Foundation	Ron Hopkins	15.12.15
3.2	SW, RWi – Young Person's Budget – Meet with Jamie Comber. SW stated that the meeting had gone well and they were very enthusiastic. Unfortunately they were unable to provide a representative for Dragons Den but arrangements had been made for SW and RWi to attend school assemblies in two weeks. Lots of communication had been received and very positive overall.		
3.3	SW – Scouts – Arrange Meeting with Janet Turner. An email had been sent but to date, no response had been received.		
3.4	MM – Contact Matt Atkinson from Bath College regarding possible project management training for workers. Action was pending. SW had spoken to the Local Trust regarding delivering a bespoke training package. This had been agreed for February 2016 at a venue of choice. The training was to be free and £1000 budget given for venue hire and refreshments. RH to forward details of Radstock College contact to	Ron Hopkins	30.11.15

3.5	SW. Overall, the group felt that other organisations should be invited to attend and a fee charged to secure place. SW – Inform DC regarding using the evaluation tree at Dragons’ Den. The Tree had been completed and it was hoped would make a great impact. SW and DC to meet prior to Dragons’ Den to go through it.	Sarah Westell Dom Chambers	20.11.15
3.6	SW – to collect remaining Dragons’ Den applications. 17 Applications had been received from varied groups. Voting form, badges and paperwork completed. RM stated that for the record his wife’s eldest son had made an application. DC proposed that the question be asked how they had heard of Dragons’ Den as any feedback would be positive.		
3.7	RH – to arrange venue for Plan Priorities meeting – completed.		
3.8	SW – confirm with DC that they will do an outside broadcast when Westfield Lights go on – Confirmed. Emily/Diane Abbott will be liaison/contact for the event.		
Sect 5 6.1.2.	SW – Confirm Radical have paid the cheque in regarding Youth Worker – The cheque has now been paid in.		
Sect 6	DC, RWi – update SVFM plan and send to Management with covering letter. Actioned.		
Sect 7.1	SW – Inform Suzzane Norbury we are launching Funding Process at Dragons Den – Actioned. SW informed meeting that unfortunately Becky Brooks (Editor of local paper) was unable to attend, however Suzzane Norbury (local reporter Somerset Guardian), Debbie Ladd and Craig Shaw would be attending.		
7.2	ODD and Management - Increase in worker hours to be discussed further. MM reported that she was attending Westfield Council Meeting tomorrow and that Lesley Marsh had agreed that they were happy to take on Community Workers as direct employees. Emily requested a typical contract/job description. RM stated that the Big Local LTO fee is 5% and that currently we were not currently paying enough but we were looking to obtain a good structure for the future.		
4	Report of Plan Progress	Action by whom	By when
6.1.2	Sustaining Youth Work – What to do with the remaining £8,000. Lengthy discussion took place as to the proposal of employing a Youth Worker. The		

6.1.4	meeting strongly felt that we needed to be seen supporting and putting on courses for young people. It was proposed that the £8k would employ SW and RWi, Community Workers, to support/facilitate young people in the various projects that they wished to be organized. Future debate on this should be continued. Dragons' Den – What to do with remaining £5,157. It was approved that this be spent on a Youth Dragons' Den.		
6.1.5	Local Worker – Respond to MM report. MM proposed a change in status. MM was to attend a Finance Committee Meeting at Westfield on the 18 th November 2015, where Emily and Lesley were working out the details. It was agreed that MM report back at the next meeting with a plan relating to contract options.	Marleen Morley	15.12.15
6.1.5	Evaluation – Agree presentation format. Set date for evaluation. It was agreed that the Dragons' Den Powerpoint presentation be used. JM proposed that it be reviewed at end of the first year and that a separate session be arranged to go through the review. CM informed the group that dates were flexible regarding the 1 st , 2 nd or 3 rd year plans and it was acceptable to request an extension. The meeting agreed to request an extension in line with the end of the financial year which was 31 st March 2016.		31.03.16
6.2.1	Cycling Project – Agree review in 6 months – It was agreed to take no action and review in 6 months.		17.05.16
6.3	Adventurous Play – Agree review in 1 year. Revisit in 1 year as working with Radstock Strategic Plan.		17.11.16
6.3	Young Peoples Housing – Agree discuss in April. SW to forward a progress report to the committee. Review at the April 2016 meeting.	Sarah Westell	04.16
6.3.1.	Local Facilities – Agree await progress from Radstock Town Council. Awaiting the issue of Radstock Strategic Plan as it overlaps in areas. SW to meet with Nicola Duke. It was discussed that currently Radstock Council do not send a representative to the Management Committee, SW to send a further invitation.	Sarah Westell	15.12.15
6.3.1.	Loans for Halls – Agreed to make a priority.		
6.3.2.	Local Food – Priority. RW and CG whom have previous experience and expertise will arrange a meeting to move the project forward. Meeting to be arranged before January 2016 meeting.	Rob Wicke Caroline Green	01.16
6.4.2.	Local Shopping – Agree review in 6 months. SW had produced local shopping vouchers as prizes for the		

<p>6.4.2.</p> <p>6.5.1.</p> <p>6.5.2.</p>	<p>Christmas event. Vouchers to be printed on day glow paper as these would be hard to reproduce. To claim the shopping voucher, identification would be required. The cost of 20 vouchers equates to £200 plus £3-£4 printing costs. SW to email shops asking if they were willing to participate. DC stated that as Somer Valley FM support the Big Local, could their information be on the reverse of the voucher. DC to liaise with SW.</p> <p>Farmers Market – Agree revisit 6 months. This is part of Radstock Councils agenda and not a priority for the Management Committee.</p> <p>Local Apprenticeships – What to do with remaining £1,750 – Not referred to at meeting</p> <p>Employment Training – Agree review in 1 year. To revisit in 1 year.</p> <p>Plan Progress AOB - None</p>	<p>Sarah Westell</p> <p>Dom Chambers</p>	<p>22.11.15</p> <p>22.11.15</p> <p>17.11.16</p>
<p>5</p>	<p>Funding Process</p>	<p>Action by whom</p>	<p>By when</p>
<p>ACTION 5.1</p>	<p>Approve the fund process documents so that we can launch the Big Fund at Dragons' Den.</p> <p>RM thanked the Community Workers for their work in producing the documents.</p> <p>Discussion took place as to the encouragement of match funding. The decision was made to add a question on the documentation asking:</p> <ol style="list-style-type: none"> 1. How much the project was costing? 2. How much were they applying to the Big Local for? 3. Where is the remaining funding coming from i.e. match funded. <p>JM stated that clear guidance was needed to enable the correct completion of the application. Application forms were to be jointly completed by applicant and Community Workers. RWi and SW can then make suitable judgments/decisions on eligibility.</p> <p>DC to send SW the Midsomer Norton Council application form, specifically the section on match funding.</p>	<p>Don Chambers</p>	<p>22.11.15</p>
<p>6</p>	<p>SVFM Plan – Management to approve</p>	<p>Action by whom</p>	<p>By when</p>

	<p>Management to approve the updated services to the Big Local document.</p> <p>At the last meeting the plan was formerly presented and approved in principle subject to final changes.</p>		
7	Dragons Den		
	<p>Duties of management members on the night and schedule.</p> <p>Details of the evening were discussed.</p> <ul style="list-style-type: none"> • Rob Watts and Mandy were cooking pulled lamb and pork. • SW to arrive at Prattens at 1700 hours. • DC confirmed that a PA system had been organised. • RM has organised a ballet Box. <p>The evening was to commence with an introduction and presentation by Debbie Ladds.</p> <p>The first pitch was to start at 1925 hours with a 90 second pitch and then one question from each of the Dragons – approximately 5 minutes per application.</p> <p>Whilst the food is served, voting will commence. Each resident will have a maximum of 5 votes,</p> <p>Luke from SVFM and JM to take photographs.</p>		
8	Dates of forthcoming meetings	Action by whom	By when
	<p>ODD – 7th December 2015 – 9.30 am SVFM Office</p> <p>Management Committee Meeting – Tuesday 15th December 2015, Westfield Parish Council, Oval Office. 7 – 9 pm</p>		
9	AOB	Action by whom	By when

	<p>JM asked for completed questionnaires to be returned that had been emailed previously.</p> <p>Plan Review – In January a doodle poll meeting was to be arranged as an extra session. A draft leaflet to be circulated.</p> <p>DC informed the meeting that SVFM and Sirona Health Care were in an exciting partnership promoting Healthy Living. This was to start at the return to work in the New Year. SW and RWi from Big Local would promote the benefit for everyone.</p> <p>Closing thought from the Chairman – Four months ago the Management Groups meeting at the Social Club was interfered with by the Archery Club. This made us pause and analyse. He now concluded that since that time, meetings were now conducted professionally and to an efficient level.</p>		
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