

Big Local | Radstock & Westfield  
- How to make the most of £1million -

**Big Local**  
**Management Committee Meeting**  
**19<sup>th</sup> January 2016**  
**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, Rob Watts, Sarah Westell, Mike Boulton

**Apologies:** Lesley Mansell, Dave Dixon

**Chair:** Robin Moss

**Note taker:** Alison Kerr

1. **Welcome & apologies**
2. **Actions from previous meeting** – Briefly state whether action completed / pending (and new date set)
3. **Big Fund**
4. **Incorporation**
5. **Finances**
6. **Plan Progress**
7. **SVFM Quarterly Report**
8. **AOB**
9. **Dates of forthcoming meetings**

No	AGENDA	Action by Whom	Action When
1	<b>Welcome + introductions &amp; apologies</b>		
	The Chairman welcomed Mike Boulton, Chairman, Radstock Council to the meeting.		
2	<b>Actions from previous meeting</b>	<b>Action by whom</b>	<b>By when</b>
3.1.	<p>– Investigate process and timescales for becoming a limited or community interest company.</p> <p>To date no response had been received from Mark Goodman, from Lemon Gazelle. RM stated that as the Big Local wished to employ RW/SW as direct employees, professional advice had been sought to provide limited liability, assist with setting memorandums of association and to register as a Limited Company or a Community Interest Company (CIC). Discussion took place as to the ease of registering on line; however it was agreed that advice and assistance should be obtained.</p>	RH + DD	
3.2.	<p>– To respond within 1 week if any comments regarding the above 3.1.</p> <p>This was agreed,</p>	ALL	
5.1.	<p>– To discuss with Sue Hill whether Sue Hill School of Dance could create a charitable arm or suchlike that would then be able to apply for the grant for seating.</p>	CG	
5.2.	<p>It was agreed to wait for an application.</p> <p>– To investigate whether B&amp;NES would be interested in taking on ownership of the seating asset (referring to 5.1).</p> <p>Awaiting response.</p>	DD	

6.1.	<p>– To firm up an idea for involving Big Local in the 6 Week Challenge, to propose to management.</p> <p>Agreed and involved. Investigating how to make it more visual and looking into edible planting.</p>	DC + SW + RWi	
6.2.	<p>– To investigate if B&amp;NES is willing to take on St Hugh's Church as a community asset.</p>	DD + RH	16/02/16
6.3.	<p>– To give RH contact at Downside Abbey.</p> <p>RH had approached Downside Abbey and had spoken to the Prior who was taking advice. RH stated that the property had historic routes and was the former HQ for Purnell's Printers. The Prior assured RH that they had ethical views as to the use of St Hughes Church and to its service to the community.</p> <p>MB said the Radstock Council were also very interested in the Property especially as the boundaries may be moved in the future. RH would be interested in any communication from Radstock Council on this matter and stated that it was an affordable proposition. He strongly advised that this be kept on future agenda's.</p>		
6.4.	<p>– To set up timetable for review process.</p>	DC	
6.5.	<p>– Plan review meeting 26<sup>th</sup> Jan.</p>	JM	
6.6.	<p>– Book WPC room for plan review meeting.</p> <p>Date to be reset.</p>	ALL JM	16/02/16
3	<b>Big Fund</b>	<b>Action by whom</b>	<b>By when</b>
	<p><b>Whisty Hall Application. Full paperwork including Grant of Application criteria had been circulated prior to the Management Meeting.</b></p> <p>Discussion took place as to the one-off grant applied for by Whisty Hall. It was agreed that the criteria had been met and SW confirmed that the group had 14 Trustees and a management plan in place, however JM suggested that a condition be made for additional training, this was agreed.</p> <p>RH proposed the application and MM seconded.</p>		

ACTION	<p>Application carried. Applause, this application was the first to be agreed by the Big Local.</p> <p><b>Victoria Hall Application for a grant to purchase Bleacher Seating.</b></p> <p>Due to an interest in the Victoria Hall application, CG left the meeting whilst the application be considered.</p> <p>There had been no communication from DD as to whether B&amp;NES were willing to take on ownership of the seating asset.</p> <p>RM queried as this was a substantial amount of money would match funding be applied for. SW confirmed that CG had been making enquiries.</p> <p>RH stated that he felt that this was absolutely ideal for a Big Local grant with added usability for the Victoria Hall such as a community cinema, conference and corporate events. He had researched the bespoke Bleacher seating and these would add an extra 120 seats to the auditorium and were the best seating you could purchase.</p> <p>JM enquired which funding stream they would be purchased from and whether it was coming out of the buildings local centre/halls budget. Ownership was also discussed and it was agreed that to loan the money would blur the ownership.</p> <p>MB was concerned about the car parking facilities, however it was agreed that many people could walk and that there was a car park behind the library which could, in time, be developed. RH to approach the coop to use their car park for events.</p> <p>MM agreed that the seating would benefit the centre of the community of Radstock.</p> <p>Details of the criteria for the grant application were circulated and discussed, it was agreed that in principle these were met.</p> <p>RM stated that the Local Trust be contacted regarding varying the budget and seek their approval. He also</p>	RH	16/02/16
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	<p>stated that an arrangement to use the Victoria Hall facilities for events could to be agreed.</p> <p>RM proposed the grant of £26,750 to purchase the Bleacher seating which would be owned by the Big Local, MM seconded the application. This was carried with one abstention.</p> <p>CG returned to the meeting and was updated on the application. CG thanked the Management Committee.</p>		
<b>4</b>	<b>Incorporation</b>	<b>Action by whom</b>	<b>By when</b>
	<p>Dom Chambers joined the meeting.</p> <p>Further discussion was held as to seeking professional advice from Lemon Gazelle. Concerns were raised as to the time scale of the process and to ensure that the procedure is dealt with as a matter of urgency. It was agreed that a deadline date of 1<sup>st</sup> February was given to Lemon Gazelle and to re-appoint another national organisation for advice after this date.</p> <p>JM voiced concerns about the relationship with the partnership and issues with Limited Company Directors. RM reiterated that this was why it was important to have professional input and to cover the Big Local Management Committee.</p> <p>With regarding to the employment of SW and RW, it was agreed that their contract be with the Big Local and payment for their wages would be through a third party, Westfield Parish Council.</p> <p>It was also agreed that the Big Local National be contacted for their agreement as it was the committee's responsibility of good governance.</p> <p>It was proposed that a timescale be set for contact from Lemon Gazelle of 1<sup>st</sup> February 2016 and a subcommittee be set up consisting of RM, RH and MM – meeting to be arranged.</p>		

	The Management Committee agreed with one member against.		
<b>5</b>	<b>Finances</b>	<b>Action by whom</b>	<b>By when</b>
	<p>SW stated that the spend report had been returned to the Local Trust and was awaiting a response. Discussion was held regarding informing the Local Trust whether we wish to draw this payment down. Currently we have £32,472; however there is a requirement of £10,000 to cover grant spending.</p> <p>JM recommended that we extend the payment plan for three months (end of April 2016), apply for the new funding, re-profile and plan a new review in four-six weeks which would then incorporate the £26,750 grant for Bleacher seating.</p> <p>CG to contact Bleacher Seating provider and gather financial details about placing an order and payment.</p> <p>It was agreed that quarter 3 and 4 monies be paid in together.</p> <p>Discussion held about the profile budgets.</p> <p>JM asked if the Management Committee could have regular detailed reports on financial income and expenditure against budget to monitor the management accounts accurately. SW to speak to Emily and request comprehensible budget reports.</p>	CG	16/02/16
<b>6</b>	<b>Plan Progress</b>	<b>Action by whom</b>	<b>By when</b>
	<p>A meeting was arranged for the 3<sup>rd</sup> February 2016, 1000 – 1230 hours.</p> <p>JM to oversee the process and information to be sent out in advance.</p> <p>SW to book the Oval Room or Victoria Hall – venue to be confirmed.</p>	SW	29/2/16

7	SVFM Quarterly Report	Action by whom	By when
ACTION	<p>DC circulated the SVFM Services to the Big Local Quarterly 3 report and Newsletter to the Committee in advance of the meeting.</p> <p>DC stated that the quarterly 3 report for 2015 looked different as the three day resource workshops had not taken place. £1500 had been received by SVFM for this purpose. This money could either be returned, rolled over to another financial year or another service delivered.</p> <p>JM proposed that the Whisty Hall application required training in social media and that a package for training be offered.</p> <p>DC stated that B&amp;NES had also offered money to SVFM for training on Social Media.</p> <p>Agreed, a meeting to be arranged with DC, SW and RW to organise and deliver the proposed training by the end of the year and feedback to the Management Committee.</p> <p>JM enquired as to whom updated the Big Local website. It was agreed that DC, SW and RW would update the site which included details of Dragons' Den 3 and the applications granted.</p> <p>MM also asked how many "hits" had the website received especially during the Dragons' Den event. DC to report at next meeting.</p> <p>Details of the draft February 2016 newsletter, compiled by DC, SW and RW, was discussed. It was agreed to publish details of application grants proposed to Whisty Hall and Victoria Hall and to make the "Big Local" heading more identifiable. DC to complete and issue by the end of the month.</p>	DC	16/02/16

8	AOB	Action by whom	By when
	<p>Big Local PO Box delivery. SW reported that the Oval Office had agreed to accept the Big Local correspondence. It was agreed that the address be “Big Local Radstock &amp; Westfield, The Oval Office, Westfield.”</p> <p>An agreement/partnership document had been drawn up between the Big Local and Westfield Parish Council. Before signing by RM and MM, it was agreed to change the wording from “charitable purpose” to “community benefit” and to remove the £1m from the heading.</p> <p>MM reported that Big Local had received invitations to two events –</p> <p>Saturday 20<sup>th</sup> February 2016 – Community Assets – MM to attend.</p> <p>5<sup>th</sup> March 2016 – Spring event, free specialist course in London on How to Present.</p> <p>DC requested an agenda item be added to next ODD meeting – How we have developed relating to Dragons’ Den.</p> <p>Partnership Meeting – to be arranged for either Tuesday 1<sup>st</sup> March or Thursday 3<sup>rd</sup> March 2016 at the Working Men’s Club 1900 hours. SW to book and inform committee.</p>		



9	Dates of forthcoming meetings		
	<p>Please note change in ODD meetings – no longer meeting Mon 2<sup>nd</sup> May – now meeting Tues 3<sup>rd</sup> May.</p> <p>- Management :</p> <p>Tues, 19<sup>th</sup> Jan, 7pm, Oval Office  Tues, 16<sup>th</sup> Feb, 7pm, Oval Office  Tues, 15<sup>th</sup> Mar, 7pm, Oval Office  Tues, 19<sup>th</sup> Apr, 7pm, Oval Office  Tues, 17<sup>th</sup> May, 7pm, Oval Office  Tues, 21<sup>st</sup> June, 7pm, Oval Office  Tues, 19<sup>th</sup> July, 7pm, Oval Office  Tues, 16<sup>th</sup> Aug, 7pm, Oval Office  Tues, 20<sup>th</sup> Sept, 7pm, Oval Office  Tues, 18<sup>th</sup> Oct, 7pm, Oval Office  Tues, 15<sup>th</sup> Nov, 7pm, Oval Office  Tues, 20<sup>th</sup> Dec, 7pm, Oval Office</p> <p>- ODD:</p> <p>Mon, 4<sup>th</sup> Jan. 9.30am, SVFM Office  Mon, 1<sup>st</sup> Feb, 9.30am, SVFM Office  Mon, 7<sup>th</sup> Mar. 9.30am, SVFM Office  Mon, 4<sup>th</sup> Apr. 9.30am, SVFM Office  Mon, 2<sup>nd</sup> May. 9.30am, SVFM Office  Tues, 3<sup>rd</sup> May. 9.30am, SVFM Office  Mon, 6<sup>th</sup> June. 9.30am, SVFM Office  Mon, 4<sup>th</sup> July. 9.30am, SVFM Office  Mon, 1<sup>st</sup> Aug. 9.30am, SVFM Office  Mon, 5<sup>th</sup> Sept. 9.30am, SVFM Office  Mon, 3<sup>rd</sup> Oct. 9.30am, SVFM Office  Mon, 7<sup>th</sup> Nov. 9.30am, SVFM Office  Mon, 5<sup>th</sup> Dec. 9.30am, SVFM Office</p>		