

**DRAFT - Minutes of Radstock and Westfield Big Local Management Meeting 21st
November 2017**

7pm -9pm - The Oval Office, Cobblers Way, Westfield, BA3 3BX

Dave Dixon, Ron Hopkins, Jo Hurst, Julian Mellor, Marlene Morley, Keith Tyrrell, Sarah Westell, Rob Wicke, Jaydean Dawkins, Rhea Morgan, Robin Moss

- **Present:** Ron Hopkins, Julian Mellor, Marleen Morley, Robin Moss, Keith Tyrrell, Sarah Westell, Rob Wicke.
- **Apologies:** Jo Hurst, Rhea Morgan, Jaydean Dawkins
- **Chair:** Robin Moss
- **Note taker:** Angie Seaman-Moss

1. The meeting opened with a welcome back to Angus McCabe from Our Bigger Story and introductions made.		
2. Approval of previous minutes – 17th October 2017		
Minutes of management meeting held on 17 th October 2017 were accepted and agreed as an accurate record of the meeting.		
	Person	Action Date
3. Actions from previous meeting – 19th September 2017		
SW reported that all actions from previous minutes are complete and that introducing Sugar Smart to the youth panel went well.		
4. Our Bigger Story		
<p>Angus McCabe gave an overview of changes and plans for 2018/19. He reported there will be no film festival. The focus is on continuing bringing together Big Local areas and outlined initiatives and activities nationally. It was discussed that it is a valuable programme to be involved in and we are keen to continue to be involved.</p> <p>RW - Our Big local film - Grassland Hasmoor Big Local making a difference. A film showing their initiative of the Pit Stop Diner which provides a meal made from surplus food for the local community. This includes activities for children during the summer holidays. A discussion took place about the pros and cons from the film, and generally agreed that seeing films from other Big locals is useful. Thanks to Rob for continuing to provide Our Big Local films.</p> <p>Angus left the meeting.</p>		
5. CIC Update:		
SW – Reported that all work is completed and this will be posted tomorrow.		
6. LTO Update:		

Work is still being done and no further progress has been made at present as we are awaiting CIC registration.		
7. SVFM		
All options were discussed. It was agreed that we pursue option 1: four groups each receive 10 hours of training in radio, social media and press. It was stressed that we need to have a clear programme of study, with clear progression of skills, a paper trail, input on whom we want trained, agreement on outcomes and a well-defined final report. SW will put together a summary of our proposal for ODD to finalise before liaising with SVFM to discuss details and plan of action.	SW	
8. Plan 2 Document		
Plan 2 Document agreed and approved, and thanks to RW and SW for all their work to complete this.		
9. Big Fund:		
SW Reported there has been an application from Haydon Village Hall for £67,300. SW has explained to the applicants, the need to match fund and also explained seed funding. As the application was only received today, the project was briefly discussed and will be considered at a later date after more detailed examination.		
10. Sugar Smart Fund update:		
SW – Continues work on Sugar Smart. An application has been submitted for £40 from Sugar Smart Fund will be used to provide fruit and human fruit machine at Westfield Christmas Lights switch on. This was discussed as a good idea and agreed.		
11. Finances update:		
Chart included in management pack for discussion. This was looked at, noted and agreed.		
12. Hope House update:		
A lengthy discussion took place about the Hope House project, and we agreed that we need further discussions and probably independent advice in relation to costs and governance. It was agreed that a management meeting is needed to discuss Hope House in more detail and this has been set for Monday 4 th December 9.30am (to replace ODD meeting) arrange Skype link with JM	RW	
13. Radstock Town Council update:		
Hub- KT updated on initiatives for Radstock Town Council and projects that have gone well.		
14. Westfield Parish Council update:		

<p>No updates from Westfield Parish. Discussion about Christmas Light Switch on, Big Local stand and Sugar Smart.</p>		
<p>15. AOB:</p>		
<p>Julie Harrington – Has tendered her resignation and the committee would like to thank her for all her work and support and wish her well.</p> <p>Dragons’ Den – The next Dragons’ Den will take place on Friday 20th April 2018.</p> <p>Bristol Credit union – RM and RW declared an interest in this item. Bristol Credit union have approached Big Local for investment. After discussions, it was decided that there is no reason to pursue this at this stage as it does not meet plan priorities.</p> <p>New members JM- Due to recent resignations, JM discussed the need to recruit new members to the management group. SW will send emails to partners.</p> <p>JM Reported - Commissioned learning is winding down and made a suggestion that regional meetings would be very useful and supportive and a way to share expertise and experience. Due to the wide area, suggested a meeting in Exeter in Feb 2018.</p> <p>Youth Panel – SW reported the youth panel have met and would like to use £250 for first aid training for 12 people. This was discussed and agreed.</p> <p>XMAS meal at Swallows. This has been cancelled. It was decided all members will bring snacks/food to the management meeting on 19th Dec 7pm.</p>	<p>SW</p> <p>all</p>	
<p>Dates for the diary:</p>		
<p>- Hope House management committee meeting: Mon 4th Dec 9.30am Oval Office.</p> <p>-Management Committee Meetings: Tues, 7pm, Oval Office: 19th Dec (Bring snacks). 2018 - 16th Jan, 20th Feb, 20th March, 17th April, 15th May, 19th June, 17th July, 21st Aug, 18th Sept, 16th Oct, 20th Nov</p> <p>- ODD: Mon, 9.30am, Oval Office: 2018 - 8th Jan, 5th Feb, 5th Mar, 2nd April, 7th May, 4th June, 2nd July, 6th Aug, 3rd Sept, 1st Oct, 5th Nov, 3rd Dec.</p>		
<p>Meeting finished at 9pm</p>		