

 <p>Big Local Radstock & Westfield - How to make the most of £1million -</p>	<p>Big Local</p> <p>Management Committee Meeting</p> <p>16th May 2017</p> <p>7-9pm, Oval Office, Westfield</p>
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Attending: Dave Dixon, Caroline Green, Ron Hopkins, Julie Harrington, Jo Hurst, Julian Mellor, Rhea Morgan, Marlene Morley, Sarah Westell, Rob Wicke

Apologies: Robin Moss

Not present: Mike Boulton, Jaydean Dawkins, Rob Watts

Chair: Marlene Morley

Note taker: Rob Wicke

No	AGENDA	Action by Whom	Action When
1	Welcome & apologies		
	A welcome back given to Julie Harrington.		
2	Approval of March 21 st 2017 minutes and April 18 th 2017 Minutes		
	Point of accuracy in the minutes of 21.03.17 – It had been agreed that we wouldn't ask Dom Chambers to be compere at Dragons Den until management had agreed a way forward with Somer Valley FM's outstanding work. Once correction is made minutes of 21.03.17 are accepted as true and correct.		
	Minutes of 18.04.17 accepted as true and correct.		
3	Actions from previous meeting	Action by	By when

		whom	
	<p>4.1 Action – The Plan review- to await communications at Dragons’ Den then complete the document for committee approval. (see item 5 below) Completed</p> <p>10.1 Action - Ron to chase up CFH at the Dragons’ Den to arrange a meeting: - Completed – Ron met Denise (who was a Dragon at our Dragons’ Den) who said leave it to her and she will ensure the relevant person will get back to him. Sarah has also followed up and got the same message from Denise. We noted our grateful thanks to CFH for the printing they carried out for our DDen event.</p>		
4.	<p>SVFM Funding Management discussed different options for action (21.03.17) regarding the incomplete projects. Robin Moss had an informal meeting with Dom Chambers (DC) on 5th May and outlined how the reporting of the monies for SVFM was (to a degree) out of our hands, and that we needed to be clear about what had been spent & how the balance should be spent.</p>	Action by whom	By when
	<p>Chair made clear we haven’t agreed anything with DC yet.</p> <p>Chair gave a run-down of the work outstanding and highlighted areas that need further consideration. A discussion followed about what information we need to see, specifically around evidencing before we can make a decision on how to pursue the matter. With regards the workshops there would need to be a very clear plan of delivery – e.g. who does what and when, costs, recording keeping that evidences names and addresses of attendees, with feedback evaluation etc.</p> <p>It was unanimously agreed that we would contact him in writing to request a detailed breakdown of what he has delivered (including</p>		

	names, dates, outcomes etc) within 28 days. With this information from DC we can then decide upon the next course of action. ACTION MM to draft a letter to DC and circulate to management for approval before sending.	MM	5.06.17
5	Local food proposal – Please see document 1. The working group met on 3rd May to discuss the draft food plan and identify what aspects we can realistically take forward. They came up with a new proposal to take to the management committee for discussion and approval.	Action by whom	By when
	<p>The proposal is to pursue the following projects:</p> <ul style="list-style-type: none"> • Community Kitchen for learning skills. • Sugar smart working with B&NES. (We've been commissioned £2000 to deliver) • Mini market, working with the organiser and community. • Community orchard working with Radstock Town Council. <p>A discussion followed outlining the need to add detail in terms of the who, what, when, where and how of project delivery. There was also recognition that we need to address the Local Trust outcomes. We will work out the time requirements of the community workers and volunteers.</p> <p>It was unanimously agreed to pursue the projects and bring detailed plans to the next meeting. ACTION SW RW to develop detailed plans for the project delivery.</p>	SW RW	13.06.17
6	Draft Plan Review – Please see document 2. We have completed a draft of the plan review, based on the plan review session we had 20th March. The next step is for this to be discussed / adapted / approved by management before sending off to Local Trust.	Action by whom	By when
	<p>JM offered feedback on the plan, which was gratefully accepted. As a result the plan will include:</p> <ul style="list-style-type: none"> • Details of the number of people who 		

	<p>responded to the survey at Dragons' Den.</p> <ul style="list-style-type: none"> • An indication of when the financial year runs from-to. • Pictures of the things we have done and projects supported on page 2. • The dots in the photo of section C are difficult to see clearly so we will put a table underneath it that presents the information clearer – JH recommends we use Venngage website that does lovely infographics. <p>ACTION SW RW to make the changes, send to Julian, and all being well send to Local Trust.</p>	SW RW	20.06.17
7	<p>Funding proposal for DNA art's Roundabout Radstock and Somer Valley Walking Festival –</p> <p>Please see document 3. Both these organisations pitched for funding at our Dragons' Den 5. They each had good support and received 46 votes and whilst not given funding on the night, were informed we would like to have a further discussion with them to see how we can support them. The community workers have put together a proposal for how we can support them for management to discuss and suggest a way forward.</p>	Action by whom	By when
	<p>SW gave a report on the Dragons' Den event. A discussion followed on how best to go about supporting the DNA arts Roundabout Radstock and the Somer Valley Walking Festival.</p> <p>It was agreed that we will give the following funding:</p> <p>DNA – £350</p> <p>Somer Valley Walking Festival - £400</p> <p>ACTION – SW to inform them of our decision and proceed with t&c</p>	SW	5.06.17
8	<p>CIC directors – We are at the stage where the first directors are asked to sign the documents.</p>		
	<p>3 signed – Ron Hopkins, Marlene Morley, Robin Moss. MM will send docs to Lemon Gazelle for processing soon.</p> <p>A concern was raised about a potential conflict of interest regarding Robin Moss who is standing as a parliamentary candidate in the upcoming</p>		

	general election. It was agreed that at this moment there was no conflict of interest.		
9	AOB		
	<p>a) Roundabout Radstock – we have a pitch at the mini market where we will be a human fruit machine – engaging with the public about Radstock and Westfield Big Local and being Sugar Smart. Each winner will get a piece of fruit. We need a volunteer to be the third reel please! Will the management authorise £25 for the fruit please? RH proposed. All agreed.</p> <p>b) Westfield Fun Day – we have been invited to have a pitch at the fun day and are happy to roll out the human fruit machine there too. We need authorisation from management as the cost is £15 for the pitch. Will the management also authorise £25 for the fruit please? RH proposed. All agreed.</p> <p>c) Sugar Smart – This is a B&NES run initiative aiming to reduce obesity and tooth decay and other sugar related illnesses. It involves promoting healthier eating and educating about the amount of sugar in processed food and drinks. We have agreed to be their lead community, which involves an investment from them of £2,000. We are working in collaboration with B&NES and Virgin Care to roll it out. We aim to target the schools as a priority.</p> <p>d) ODD members – Anyone from management can join ODD. It does involve extra work and at least one ODD meeting a month.. please talk to Chair/Vice Chair for more details.</p> <p>e) Note taker – We are still in a position where Rob has stepped up to note taking duties – this makes it harder for him to contribute fully to management discussions. Does anyone know of a trusted note taker we could approach? ACTION – SW RW to identify and train up a trust</p>	SW RW	Ongoing

	<p>worthy young person to take our minutes.</p> <p>f) Youth consultation update – the tender went out but no organisation applied. The deadline has been extended. Next meeting 4th July.</p> <p>g) Sports England bid – there is an opportunity to be involved in a B&NES bid to Sports England, which could bring in resources to our area. The community workers are attending meetings to discuss.</p> <p>h) Westfield Walks boards – Westfield Parish Council are putting up information boards that outline 3 walks in their parish to encourage people to explore the area.</p> <p>i) Big Fund application – Mandy Richardson is invited to put in an application. It was noted that we will consider speculative applications.</p> <p>j) Ron Hopkins gives fair notice to the management regarding a conflict of interest that is coming up – He is vice-chair of Westfield Parish Council and they will be approaching the Big Local for support to build a community centre in Westfield. He states that he will withdraw from the Big Local discussions on this item.</p> <p>Meeting finished 9pm.</p>		
10	Dates for your Diaries		
	<p>- Management Committee Meetings: Tues, 7pm, Oval Office: 21st March, 18th April, 16th May, 20th June, 18th July, 15th Aug, 19th Sept, 17th Oct, 21st Nov</p> <p>- ODD: Mon, 9.30am, Oval Office: 5th June, 3rd July, 7th Aug, 4th Sept, 2nd Oct, 6th Nov</p> <p>- 20th May – Roundabout Radstock, 12-5pm</p> <p>- 4th June – Westfield Fun Day</p>		