

Minutes of Radstock and Westfield Big Local Management Meeting 18th July 2017

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

- **Present:** Dave Dixon, Julie Harrington, Ron Hopkins, Jo Hurst, Julian Mellor, Marlene Morley, Keith Tyrrell, Sarah Westell, Rob Wicke
– 4 voting members present (not quorate)
- **Apologies:** Jaydean Dawkins, Caroline Green, Rhea Morgan, Robin Moss
- **Chair:** Marlene Morley
- **Note taker:** Rob Wicke

Approval of previous minutes – 20 th June 2017		
Minutes of management meeting of 20 th June 2017 were accepted as an accurate record of the meeting.		
Actions from previous meeting – 20 th June 2017		
<p>3.1 MM To draft a letter to Dom Chambers and circulate to management for approval before sending. Deadline 4th July.</p> <p>- Marlene apologised as she has missed the deadline.</p> <p>ACTION: Complete this action by 8th August.</p> <p>3.2 DD To ask his contact if they would be willing to take minutes of our meetings. Deadline 18th July.</p> <p>- Dave has spoken to his contact, who will think about it, he's on holiday at the moment. It was stated that it would be great to have him at the next meeting if he's available.</p> <p>4.1 MM to send the document to Julian to forward to Local Trust. Deadline 4th July.</p> <p>- Marlene has given the documents to Mark Goodman, once he sends it back Marlene will forward on to Julian. The holiday season may delay this.</p> <p>Completed 6.1 SW to email the Big Fund application proposals to the management members not in attendance for their response. Deadline 4th July.</p> <p>- All members have agreed, either by reply or in absence of a reply, to support the management's proposal.</p> <p>Completed 8.1 SW and RW to talk with Lesley Welch to get the Westfield School link as they are looking for fruit trees.</p>	MM	8th Aug

Also to link with Fosseway school. - Waiting for the links from LW.		
CIC Update:		
Covered in 'Actions from previous meeting' see above.		
LTO Update:		
<p>- Ron has received promising information that CFH board members seems to be in agreement to be our LTO and to also provide office space, however they will not do this until we become a CIC.</p> <p>- They are also interested in putting in place 2 non-executive director positions (legal and financial).</p> <p>- JM suggested we be mindful of them being in the position of being LTO as well as having a position in the CIC.</p> <p>- ACTION RH to find out more about what role and responsibility CFH want from having 2 directors on our proposed CIC board.</p> <p>- MM – We're absolutely delighted they've taken such a positive view.</p>	RH	8th Aug
<ul style="list-style-type: none"> Big Fund: 		
<p>The management considered an application from Somerset Coalfields Life Museum for the project 'A Good Time in Radstock'</p> <p>It was agreed that they had done everything we had asked them to do in our feedback on their first proposal, and that by funding this project we will contribute to people feeling like the area is an even better place to live. 4 in favour, needing one more favourable vote to fund this project application.</p> <p>ACTION: SW to send a proposal to the remaining management members asking for their vote. The proposal to say that we are minded to agree to fund this project.</p>	SW	19.07.17
Sugar Smart update:		
<p>Sarah gave an overview on what Sugar Smart is and what it aims to achieve, reiterating that our area has been chosen as a lead pilot.</p> <p>ACTION SW to contact Sophie Kirk regarding a way to present information about why Radstock and Westfield was chosen as the lead pilot.</p>	SW	01.08.17

<p>ACTION JM – To ask the reps if there are any other Big Local areas chosen to be Sugar Smart communities. SW and RW are visiting SVFM to promote Sugar Smart, this has no cost implications to Big Local.</p>	<p>JM</p>	<p>15.08.17</p>
<p>Any Other Business:</p>		
<p>- Our Vision: Having read a review of the first wave of Big Locals, one thing that was highlighted was the need to keep referring everything we do back to the vision – ‘Our vision is for a community that is creating its own future and working together to make things happen’</p> <p>- Proposal: Shall we change the tagline from ‘How to make the most of £1million’ to ‘Making the most of £1million’?</p> <p>Agreed to change.</p> <p>- Xmas:</p> <p>It was recognised that our presence on the day at the lights switch on events has not been very effective in raising our profile or furthering our aims, and that we should consider how we take part going forward. Westfield Lights Switch On is on the 30th November. It was agreed that we work with Virgin Care and Sugar Smart to hand out popcorn bags with our branding on. This would be cheap, cheerful, working in partnership and gives our brand visibility.</p> <p>Radstock Lights Switch On is on the 2nd December. The Museum will have their Xmas Fayre on the same day. Two people are interested in putting on a market and music event, the community workers are in communication with them.</p> <p>KT – Radstock Town Council (RTC) have a committee looking at working with the town traders regarding a market. Partnership working is very important.</p> <p>ACTION – KT to ask Jo Milling (Chair of town traders) to contact Jo Hurst regarding the town traders meetings as Jo has had difficulty getting hold of her.</p> <p>A discussion was had around the potential for a market and how it is important to Big Local that it benefits both Radstock and Westfield. Perhaps there could be one at Xmas in Radstock and another in the summer in Westfield.</p>	<p>KT</p>	<p>15.08.17</p>

<p>We need to consider why and how we would get involved, referring back to how it can help further our vision. Bearing in mind that we can't provide insurance or project management we will consider if there is an opportunity to partner in a meaningful way.</p> <p>MM – Reported back on Radstock and Westfield Youth Partnership meeting that took place last week. After a dearth of applicants to take on the consultancy, someone has now come forward – Vanessa Rogers, who appears to be an experienced and competent individual. She understands the Big Local's requirements for reporting. The consultation work will commence once the time frame has been finalised.</p> <p>JM – Reminded us that finance reports should be regularly viewed at the management meetings, and should be circulated in advance with the management pack.</p> <p>JM gave us news that Local Trust have been looking at the end of 10 year surplus. If their calculations are correct this will be about £40million – which will be distributed between the Big Locals. At the end of this year our Big Local will be given between £75,000 and £100,000 on top of our £1m. There will be further payments towards the end of ten years.</p> <p>JM informed us that in 2018 Local Trust will be reviewing the role of the reps. He is unsure what that will look like and will keep us updated.</p> <p>JM suggested that we watch an Our Bigger Story film at the start of each meeting as it could help us feel connected to the other areas. All agreed.</p> <p>ACTION RW – we will watch a film at each meeting. RW to select an appropriate one.</p> <p>JM – signposted us to a resource that uses the census data: https://local.communityinsight.org/</p>	<p>RW</p>	<p>15.08.17</p>
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<p>JM – signposted us to a resource that analyses community issues, he will send the link to the group.</p> <p>JM – informed us that there is new Local Trust guidance on conflict of interest, and will send the link to the group.</p> <p>JM – Informed us that our plan review was accepted by Local Trust. This information was sent to Robin as Chair.</p> <p>ACTION JM to forward all links to the group.</p>	JM	07.08.17
<p>ACTION SW + RW Revisit the timetable for Plan 2. Bring it to ODD and then to Management. It will be necessary to include what the relationship will be between the current group and the CIC – strategically and day to day.</p> <p>JM – Sent management a document about how to build legacy, which may be useful when completing Plan 2.</p> <p>It was agreed we will have no management meeting in December.</p>	SW/RW	07.08.17
<p>It was raised that there might not be an August meeting due to numbers (holidays) ACTION – RW to get a head count and consider if we need to cancel the meeting.</p>	RW	07.08.17
<p>RH – Asks should we follow up with our Chair to talk about his availability? ACTION MM to speak with RM about this.</p>	MM	07.08.17
<p>KT – Informed us that RTC will have a meeting with police to discuss the drug problem highlighted in Radstock – in process of starting a meeting between the youth and police along the same lines as the one in MSN.</p> <p>KT – RTC aim to address the continual speeding of traffic. They will have a safety speed camera set up Knobsbury Lane as well as other safety measures around the schools in Writhlington.</p> <p>KT - Terry Hill crossroads will be revamped and HGV weight restriction signs will be put up.</p> <p>KT – RTC aim to address parking in Radstock (to alleviate</p>		

<p>Waterloo Rd, and improve Post Office parking).</p> <p>KT – RTC are progressing with their ambition to twin Radstock with a place in France.</p> <p>KT - RTC hope to finalise moving their office to the community building by September.</p> <p>RH – The new owner of St Hugh’s Church has offered to make the church space a community space (putting in offices in rest of the space).</p>		
Dates for the diary:		
<p>- Management Committee Meetings: Tues, 7pm, Oval Office: 15th Aug, 19th Sept, 17th Oct, 21st Nov</p> <p>- ODD: Mon, 9.30am, Oval Office: 7th Aug, 4th Sept, 2nd Oct, 6th Nov</p>		
Meeting finished 9pm		