

**Minutes of Radstock and Westfield Big Local Management Meeting 16<sup>th</sup> January 2018**

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

<b>1. Welcome and meeting opened.</b>		
<b>2. Approval of previous minutes – 21<sup>st</sup> November 2017</b>		
Minutes of management meeting held on 21 <sup>st</sup> November 2017 were accepted as an accurate record of the meeting.		
	<b>Person</b>	<b>Action Date</b>
<b>3. Actions from previous meeting – 21<sup>st</sup> November 2017</b>		
<b>7.1</b> – summary of programme for learning seen. Agreed as an acceptable proposal from SVFM. Thanks given to Sarah for her work on this item. <b>(This also covers item 5 on the agenda)</b>		
<b>12.1</b> – This is actioned.		
<b>4. Hope House Surgery</b>		
Consultation brief will be discussed and fine tuned after the next meeting with Hope House Surgery.		
<b>5. SVFM outstanding work</b>		
See action note 7.1		
<b>6. CIC update</b>		
It was reported that Radstock and Westfield Big Local is now a community interest company. RM congratulated everyone for the hard work.		
<b>7. LTO</b>		
There are ongoing discussions with CFH. RH to provide further information. Thanks given to SW, RW and RH for their work on this.	<b>RH</b>	<b>Next meeting</b>
<b>8. Plan 2 Document</b>		
Plan 2 Document is ready, now awaiting endorsement by the LTO. SW and RW will keep committee informed.		

<b>9. Big Fund:</b>		
There have been no applications for Big funds.		
<b>SW</b> reported that there has been no further responses from Hayden Que Club regarding their application. It is understood that discussions are ongoing with the Que Club and the landowner regarding the tenure/lease hold, which will have an important impact to potential capital funding to build on the site.		
<b>10. Finances update</b>		
Finance Report discussed, noted and accepted.		
<b>11. Radstock Town Council</b>		
No report given		
<b>12. Westfield Parish council</b>		
No report given		
<b>13. AOB</b>		
<b>Dragons' Den (20<sup>th</sup> April)</b> – Detailed discussion took place regarding supporting applicants. It was felt that more preparation and support was needed for people prior to Dragons' Den for those people who are less confident with presenting and getting their messages across. JD made a previous suggestion of asking previous recipients to support future applicants, which would also bring stronger community links. Dragons contacted are not all available, and discussion took place about other possibilities. SW and RW to contact possibles.	<b>SW, RW</b>	
<b>Recruitment to management group-</b> <b>JM</b> – Urgent need to recruit was emphasised. Emails to partnership were sent, but no responses. Lengthy discussion took place around how to recruit and ideas of how to re present Big Local in the community to attract interest. <b>RM</b> suggested that this item be brought up at the next ODD meeting.	<b>SW, RW</b> <b>All</b>	
<b>Big Local Gathering reminder</b> – 3 <sup>rd</sup> February 2018 in Exeter for South West Big Locals.	<b>ODD</b> <b>JM, SW</b>	
<b>Dates for the diary:</b>		
<b>-Management Committee Meetings:</b> Tues, 7pm, Oval Office: 2018 - 20 <sup>th</sup> Feb, 20 <sup>th</sup> March, 17 <sup>th</sup> April, 15 <sup>th</sup> May, 19 <sup>th</sup> June, 17 <sup>th</sup> July, 21 <sup>st</sup> Aug, 18 <sup>th</sup> Sept, 16 <sup>th</sup> Oct, 20 <sup>th</sup> Nov		
<b>- ODD:</b> Mon, 9.30am, Oval Office: 2018 - 5 <sup>th</sup> Feb, 5 <sup>th</sup> Mar, 2 <sup>nd</sup> April, 7 <sup>th</sup> May, 4 <sup>th</sup> June, 2 <sup>nd</sup> July, 6 <sup>th</sup> Aug, 3 <sup>rd</sup> Sept, 1 <sup>st</sup> Oct, 5 <sup>th</sup> Nov, 3 <sup>rd</sup> Dec.		
Meeting closed at 19.52pm		