

Wecock Farm

Local Trust | Big Local

WeBigLocal Group Minutes
Held on 6 August 2014 - The Acorn Centre @ 18:00

In Attendance

Bob Barker	Wecock Farm Resident - Voting Board Member
Laura Bevis	Community Development Officer, Havant Borough Council
Karen Clark	Community Life Champion, Asda
Fran Davies	Big Local Representative
Sharon Dickson	Wecock Farm Resident - Voting Board Member
Caroline Hellier	Chairperson, Wecock Farm Resident - Voting Board Member
Dominique Hodgson	Wecock Farm Resident - Voting Board Member
Tim Houghton	Chief Executive, Community First HEH
Fred Monck	Wecock Farm Resident - Voting Board Member
Sean Nye	Wecock Farm Resident - Voting Board Member
Margaret O'Connor	Wecock Farm Resident - Voting Board Member
Darren Pratt	Wecock Farm Resident - Voting Board Member
Richard Shaw	Resident Participation Officer, Portsmouth City Council
Gerald Shimbart	Local HBC Councillor
Zoe Sykiotis	Programme Co-ordinator – Local Trust

Apologies

Jo Alesbury, Wecock Farm Resident - Voting Board Member
Mandy Harris, Community Development Worker, Community First HEH
Ann Waters, Wecock Farm Resident - Voting Board Member
Michelle Wilding, Community Development Worker, WeBigLocal

The minutes from the last meeting 2 July 2014 were agreed by all as a true record and all outstanding actions were discussed.

Prior to the main meeting starting we all met with Zoe Sykiotis from Local Trust

Zoe Sykiotis introduced herself as the Programme Co-ordinator from Local Trust who was here today to talk us through the Plan and what we would like to do for the 1st years funding; to see if we can get a grant agreement together. Zoe confirmed that the Plan and Profile documents were absolutely excellent and very clear, she could see clearly that we have shown what our vision and priorities for the area are and they very clearly go into what we want to do for year 1. Zoe confirmed that this was not a test but the main thing she was trying to get out of today was further information backing up what had already been disclosed. I have 4 main questions; but I really want to get you chatting to me about what has been happening.

- 1 How as a group, from all the talking you have done, from all the background work, did you whittle it down to the priorities?
 - Caroline went through the folder of ideas obtained throughout the whole process, Building the Wecock Community, Children and Young People, Opportunities for Residents, Environment and Facilities, Older People. Sean confirmed that it came

out from all the events that we attended, we put a spreadsheet together and coloured up which were the most popular, it was obvious from early on that there were 5 key areas that had been identified. It's been quite challenging as about 40 – 50% haven't been interested at all. Caroline confirmed that we are caught in a catch 22 situation where we have gone away and done a lot of work but the community are thinking what are we doing, people are cautious about attending meetings and other people find it hard to speak up and be listened to as it is a new experience for them. Bob added that 16 months ago we announced that there was a million pounds but they haven't actually seen much happen since then apart from the odd stand that we put up at fetes around the area, until they start to see things actually happen we feel they are unsure of the whole concept.

Zoe confirmed that they had experienced this in other areas and that the initial work was very important as you then have a legitimate reason for the activities that you carry out; she understood that it can feel like very hard work and nothing to show for it.

- Caroline advised that we split into four Focus Groups to discuss a specific priority to be included in the Plan, this enabled us to discuss each priority in more detail without getting off point; we had the freedom to discuss all ideas without getting bogged down in feasibility; each group included people that had an interest but didn't want to be part of the Partnership or attend the structured meetings.
- Bob highlighted that it had been a good exercise getting a voice of the community to the council, we have found that people will say things to us then we will sit down with the council reps and say, I'm not sure if you are aware but this is going on, example - there are footpaths by the playing fields that are overgrown, the next thing it had all been cut back, so it is working and there are a lot of things that were mentioned in that process where the ideas weren't really for us to fix but by us being here it enabled feedback to the council. A good 40% of the ideas weren't our responsibility but we fed them back to the Councils, so it's almost as if they get a clearer idea of who is responsible. We are in a very peculiar position where 3 councils are involved in the estate and that has been awkward because people will complain to the wrong council about the wrong thing and nothing happens. Laura kindly confirmed that if anyone rang customer service they would tell you who was responsible for what. On the whole we now know who is responsible but there are pockets that neither council will take responsibility for. We have good relationships building up with the councils which we feel is really positive moving forward.

2 From those priorities, how did you identify the activities, how did you settle on the ones you decided to run? For example, I know the main focus is on Community Gardening, Bike Repair Workshop, Dog Owner Training and then there is the Support and Skills

- The ones we have looked at will give us quite a lot of visibility. Fixing bikes and scooters, with lots of young mums or single parent families on the estate, having the opportunity to knock out some cheap bikes for those that can't afford them, the fact that we are making them roadworthy there is also opportunities there for someone on the estate to take ownership of that to get a bit of respect, self pride and possibly if its someone in their early years it puts something on their CV, it was all things like that to see how we could raise our profile whilst benefitting the community.

I would like a few more details, the skate repair project, let's say tomorrow we give you the money, how exactly will you go about it are community first HEH helping you? What are the practicalities behind it?

- Motiv8 youth services have done some repair work, it's about not throwing things away and having some skills, research working in the schools as well, it's not just about having a hobby or an interest it's about investing in your own interest.

What I mean is from the practicality of running it, as you know my job is about taking the information and getting a grant put together, say for example I say a grant agreement has been agreed for the bike repair, dog owner training all the projects here, how would it run?

- Motiv8 and the Acorn already run it, we will act like a hub, we bring all these groups together and try and get something else arranged we have a skate park over on the field and that would be key to where anything will be placed; its more about funding for pre-existing groups to come together so that the impact is greater than they would otherwise do and in the fullness of time about creating a new social enterprise something that has impact on Wecock getting the kids in, getting them interested then leading on to further business planning for sustainable activities.

Just thinking about year 1, so tomorrow I transferred all this funding to you (in four payments) who is going to identify the first step.

- Caroline said it was networking really, looking at groups around our priority areas, as we already said there are some little projects already around so it would be working with them to identify let's say young people that aren't achieving academically but they could be developed in other ways to increase confidence and things. There are also middle aged people on the estate that are unemployed and there is a possibility there that one could come and take the bull by the horns so to speak and run with it.

Zoe asked if it was ok for her to say that our locally trusted organisation would receive the funds, the way the project will work will be by forming sub groups to run the 3 projects that already exist then bring some of the existing resources together, identify young people, identify training and then help to run it. Everyone agreed.

How about the Dog Owner Training, is that just training that you are going to provide yourselves or is there existing or council initiatives that you are going to tag onto or give them say an extra £300 for a dog event or hands on groups or puppy groups?

- We have sourced a local training company that are really excited about getting involved they do all different things including dog Olympics It is an issue on the estate, people have these beautiful dogs but don't know how to train them.

Ok so what's your plan for this, you have budgeted yourselves equipment, bins, training; how is that going to be delivered, your network with the training company are they going to be delivering.

- Bins are going to be done in conjunction with the council with nice big stickers on to get some publicity.

That sounds fantastic it seems you know how you are going to be going forward.

For the Community Chest have you actually run any?

- We have run 3 rounds already and it has been quite a success.

Are you continuing with the same criteria?

- We are going to tweak things a bit based on the feedback we have had from people and also because of the priorities as the children win all the time, even though we have had some good proposals for projects for adults, fitness club for older people, job club, supper clubs that type of thing but they have not really had a look in at all, people have had little open space ideas so we thought if we themed the event then they would have a better chance of obtaining funding.

How do you pick?

- The residents pick, everyone has a vote. It would be nice to see just residents coming forward instead of groups like nursery, scouts and boxing, it would be nice to see residents that want to put on a street party to get people together that kind of thing. We are learning all the time; it's something that we run in partnership with LTO who run it across the borough. It's also about like minded people coming together with an idea and trying to get it off the ground, it's so BigLocal can be the lever to getting bigger grants coming in. They are asked to come back and highlight their successes and challenges it is quite a good little model. It's about an investment in the community, an investment in the future. Giving an enterprising approach

I need to wait until Michelle gets back because I need to chase up documents like the 2 job descriptions I know you have been working on and the workers will be employed by Community First,

I just wanted to ask 2 quick things, we have spoken about gardening, I want to speak about outdoor maintenance, I wanted to say, you have budgeted that for year 2, the practicality from today, I ask for an endorsement decision, but in terms of funding that we release under a grant agreement for an organisation we do one level at a time; I will send it to Fran about month 9, we will ask you to look at your plan and ask about how it is going and if you wish to make changes for year 2 or additions otherwise if you tie yourselves in for 2 or 3 years to a grant agreement it is much harder to swop things around so I will leave that door open, you have obviously got your calendar of activities that you are going to continue to run for this year, is that right?

- Yes.

Essential Skills is what I was going to ask about, what exactly is that? Is it for when you need advice and support and consultancy work, that kind of thing?

- We don't know everything, like when we talk about the gardening we will be bringing in some experts from time to time that sort of thing.

No that is fantastic. I know you have got your Training and your Board Development, absolutely brilliant and I encourage you to do more of that sort of thing because that is legitimate stuff.

- We would like to do something for November time, we had Community Development Foundation come down to us a couple of weeks back and that was really good to reflect, it was just a small group but we all came away thinking, yes we need to do that with the bigger group

No problem at all that is fine, you can move things around but if you want to redo the whole budget then I will have to do a lot more work. The trick is if you change things around and it is additional to the project then you just come back and say there is another project that you want to draw down funding for; if it's in the budget then you can just do that but I just ask people to be clear with me if its additional so I need to get extra out or its already budgeted.

Can I ask about contingency you have got just under £10,000 for contingency what I need to do is attach a purpose to that, we try to keep the funding as restricted funding for the purposes you have got here and agreed; it's a lot harder to use it for other than but contingency seems a very open heading so it could be anything.

- We started off with a contingency fund for the initial £20,000 but all the money that was in it has been reallocated to other projects purely because we are not experts in project management we have just come on board and are running with this but have found that our original estimates are a little bit way off, we held a budget on the community chest but it was tight and we managed to stick to it but other projects like the smoothie bike was very popular but we are having to react which is what we are trying to say; we also had a conversation about staff and aren't sure if 36 hours will be enough so there could be a possibility for overtime things like that.
- Tim highlighted it will probably be the projects and although it's contingency it will be wrapped up into those costs

So could I add to the contingency heading, contingency under the existing headings, ie anything that we have already highlighted but nothing additional?

- All agreed.

Zoe confirmed that she would have to take it back and check with her Finance Manager but she could come back and ask you to apportion it.

That just leaves marketing, is that your basic promotional costs which would link into your projects?

- Yes

Well that completes what I needed to ask. Did anyone have any questions or anything they needed to know or anything that wasn't clear?

- Laura asked, when you have gone back and tweaked what you needed to do was that it done?

We take the budget that you have given me and I plan a payment schedule, what I will be asking is splitting it into 4 payments, obviously when you see it you might say well all this cost is going to happen in Qtr 1 rather than Qtr 4 so you can amend whatever you want, I

will ask about contingency costs and basically as you seem to know what you will be doing, I will be asking for a release of the funding.

- So will you be coming and monitoring what we do?

Actually you have a rep with you, Fran will be with you and will send us reports every Qtr so that will be fine; at about month 9 or 10 just before your year is up, I will be in touch with some paperwork; please tell us how your partnership has been working, how your plan has developed and what you want to do for year 2. That is 9 months in and we will ask you to do that every year, apart from that we don't really ask for details unless you want to change things around. I am aiming to get a response to you in 2 weeks, maybe 2 weeks and 2 days to get a letter out to you which will go to Community First, Michelle and Caroline.

- 3 The Partnership; how you are working, I've got a lot of documents that you have drawn up, your Terms of Reference etc along with my conversations with Fran, Michelle, Caroline and tonight I'm learning about you, the team and how you work together.
- 4 The final thing is about the Activities for Year 1. Which I feel we have already covered so thank you all so much for your time and the wonderful food and drink.
 - Caroline asked Zoe if she wanted to stay to the main meeting or did she have to leave

Zoe confirmed that she was more than happy to stay if everyone was happy with it, especially as there was still food left.

The Main Meeting Started at 19.15

08/14 - 1 Chairpersons Update: - Matters arising from the meeting of the 2 July 2014 were discussed and closed or highlighted to be addressed within the relevant updates of tonight's meeting.

- 1.1 Formalising the WeBigLocal Partnership Board, Caroline confirmed that she had submitted the documentation on the BigLocal portal; Zoe asked if she had been sent a signed copy of the Memorandum of Understanding of which Caroline confirmed had been sent. Zoe confirmed that she would process that alongside the Plan information. Zoe confirmed that she now had all our documentation in place. Caroline asked if anyone had any questions with regards to formalising the Board. None were received.
- 1.2 Role of the Chair – The original plan was for Caroline to be here until July and then to see if you would like Caroline to continue until the AGM. Caroline asked if we required her to leave the meeting so that the matter could be discussed in her absence. Tim asked Caroline if she was happy to stay as chair until the AGM, Caroline agreed. Tim proposed and Bob seconded Caroline staying on until the AGM.

Tim highlighted that the Board needed to think about a succession plan; the Chair is an important role and although CFHEH are here to help and advise, the best person to talk to about the role is Caroline, what is involved, the highs and lows, time commitments and things like that, it doesn't always have to be a role set in stone because someone has

done it in a certain way doesn't mean that the new person has to do it the same way. Think about succession planning and who else you might want to bring into the board in the future normally it would come with someone who had a bit of experience with the original board structure to enable them to bring the organisation forward. Expression of interest would need to be in by January time.

It was asked if there was a place on the Board for a vice chair, we are putting it forward as a proposal in case of sickness etc. Tim highlighted that the role between chair and vice chair needed to be defined succinctly saying this is what the vice chair will do mainly to step in, in the chair's absence. Some organisations have it written that the vice chair moves on to be the chair a year later, no we won't be going for that model.

Darren mentioned that he had made a suggestion that if Caroline was working he could attend and give Caroline feedback that evening or the following day about what had happened in her absence, everyone agreed that that was very helpful and Dom proposed that Darren then became interim vice chair. Darren stated that it was just to help, not be the actual vice chair.

Fran mentioned that we could do a quick nomination of vice chair to Michelle prior to the next meeting and have a vote in September. Tim highlighted that going forward when the projects are up and running we need to clearly identify who will be responsible for which area. It is not necessary for the chair to be present at every meeting but it is necessary for the information to be passed on to the chair to ensure they have an overview. Nominations to Michelle, bullet points and role, with opening date and closing date then take a vote; if there is more than one nomination and you appoint them at your next board meeting. Laura asked that maybe we could source some training for them; Tim highlighted that under community first programme could tailor it to be right for our requirements. Dom asked until we do it all properly couldn't we get Darren to support Caroline over the summer, Darren agreed he didn't mind being the support, he is happy to sit in on meetings and give feedback but couldn't manage the emails or other things that Caroline spends time doing.

Tim asked if we had clarity on when our AGM would be; Fran confirmed that we formalised the Partnership Board in June so I think we suggested the normal financial end of year, March time. Year one for WeBigLocal will start from the grant offer so will actually cross over 2 financial years for Community First. Most people are using March - April time regardless of when the Grant offer is received. It was confirmed that Caroline will be standing as Chair until the April AGM. Zoe confirmed that we could change to the financial end of year but our 10 year funding will go from when the grant offer is received.

Gerald highlighted that he understood that it was £1m over 10 years broken down equates to £100,000 per year but asked if we were able to draw down more funding in the 1st year, Zoe confirmed that it was possible and expected that we would do that, theoretically if we had

really good reasons for the projects we could draw it all down but you would have to have some really good reasons that you were meeting the BigLocal outcome. Caroline highlighted that we had blended in but confirmed that the Chair and Vice Chair had been covered and asked if we wanted to ask any other question or had we exhausted it all.

Caroline thanked Michelle for all her hard work in producing the Plan and if it was agreed we would like to shout it from the roof tops and have a launch event, work it in with the Picnic in the Park, Dom asked Zoe if she would like to come to our picnic in the park on the 30 August 2014 from 3 - 5, she asked for an invite to be sent and she would check her diary.

Action: Caroline Hellier

- 1.3 LTO – last month we voted to keep Community First as our LTO, and Tim has yet to draw up a service level agreement to set out what they will do. Tim went on to explain what they would be providing based on Fran's specification. Tim confirmed that he wanted to do what we needed him to do and could be quite flexible, remembering that the ethos of BigLocal is that you the residents are in control. You own the programme, you own everything that you do but you are not a legal entity it's not something you can do without a locally trusted organisation which is where we come in. In Fran's brief there are 4 key points that we have been asked to do, 1) Assisting in the recruitment and management for the employed staff, feeding back to representatives of the Partnership Board, 2) providing safe well governed and responsive accounting so that you can be sure that the money is absolutely transparent for all monies coming in, how it's being spent and allocated which is very much where we will work with Bob and the finance sub group but we have dual accounting and responsibility so we will account to you as residents through Bob and we have estimated that we will do that at least monthly but in the same time we will be turning the other way and accounting to Zoe and BigLocal which as you have already said will be done quarterly. Zoe will send us a template which we can use going forward. 3) Safely holding and disbursing the funds to ensure that anyone that we commission to deliver part of the service gets paid, we have a proper and appropriate system as with the getting started money we have a process with the purchase orders so that it is clear and transparent. And 4) attend meetings whether that is sub group meetings or to report to the Partnership Board so those are the things we will do. There is an additional amount outside of the £1m that you will be getting of 5% which is allocated towards the costs of us providing that service; having looked at the brief that Fran drafted and what I do estimate at the moment is that in year 1 because of some of the things we will need to put in place like the financial procedures and things will need to be reviewed and changed at the outset we think year 1 is going to cost us just a shade over £6,000 so what I will do as a result of tonight's meeting is work out a full proposal which I will share with Fran, Caroline and certainly with Bob and then to have a discussion about that so we may be asked £6,150 at the moment which is another £1,000 out of your budget to help cover the cost of that but as I said we are happy to have a conversation for year 2 onwards but we would be looking at a figure between £5,000 - £5,500 and we are very much looking forward

to doing it, it's a great programme and we are very keen to help you get it off the ground. I am happy to take any questions, the next step will be for me to write that up and get it to you to sign. Zoe asked for an updated BACS but felt they had everything else. **Action: Tim Houghton**

- 1.4 Project Manager and Assistant – Bob, Sharon and Ann have already had a meeting to discuss this but we need some other meetings to get Mandy involve to put together the role for the Project Assistant but the one for the Project Manager is pretty much tied down from the current terms of reference and job description. Some of it has come out like the Plan has gone from creating to managing and other areas will become the assistants role. We need to speak with Mandy fairly soon. Tim said he is happy to help if Mandy is not available, Zoe confirmed that we didn't need to rush on it but she would require copies once they had been agreed. Fran said that he would like to see Michelle geared up to run the advert from the 26 August 2014. **Action: Mandy Harris**

08/14 – 2 **Community Development Workers Update:** – Michelle was not in attendance due to prior booked annual leave.

08/14 – 3 **Communications Group Update:** – Sean opened by stating the Big Lunch and the Summer Fair were good for engaging with residents, mainly those watching the smoothie bike rather than taking part, around 20 people had listened to what the group were trying to achieve and 10 of them had e-mailed back in and that this was a really good response.

- 3.1 There was a good reinforcement of relations with the Acorn Centre during the summer fair. Sean accepted there was a lot of confusion over the involvement of One Stop being sponsored by the group and said he would discuss this at a later date. **Action: Sean Nye**
- 3.2 There was a push for better locations at future events as a lot of people felt we were a little out of the way at the events we had currently been engaged with.
- 3.3 Smoothie Bike – at future events it is planned to prepare the ingredients beforehand so that the people operating the stand would be giving standard portions each time and it should help speed things up.
- 3.4 Announcements over the PA system, we need to make more use of them.
- 3.5 Sean mentioned that he needed to think about assigning roles and time slots so that people have a better idea of who is going to do what so that everyone had the opportunity to actually enjoy the event.
- 3.6 Tee Shirts - 10 plain white tee shirts with iron on branding & logo were agreed. Sean highlighted how effective the one-stop team identity was demonstrated by their branding. Laura mentioned that the WeBigLocal branding needed to be easily identifiable from a distance. These tee shirts would be ready for the jubilee park event. **Action: Sean Nye**

- 3.7 Organise proper badges and the laminating of the signs on the info boards. **Action: Sean Nye**
- 3.8 An eyelet crimping tool is needed to put more eyelets in the banner, Sean asked if one was available, Caroline said she'd look into getting one from her friend who works in a craft shop. **Action: Caroline Hellier**
- 3.9 Sean said we need more literature for handing out at events a leaflet flyer for the picnic and the forum 2000 @ £45.00. **Action: Sean Nye**
- 3.10 Margaret said the business cards were really good for handing out and promoting the group. Sean to get prices. There is a mini comms meeting next week and the ideas will be thrashed out then.
- 3.11 Acorn Centre – activities over the summer holiday. The Acorn Centre has had too many youngsters running around and is struggling to cope so they may cancel some events. They have asked if we can support any of these activities. We have also been asked if we'd get involved with the Bat Walk activity at Billy's Lake, Sharon/Bob/Caroline have all said they're willing to assist.
- 3.12 Sean asked Caroline, Darren, Margaret and Dom if they'd be available on 20th to help on the coffee afternoon. Sharon added that both she and Bob had also offered to help the Acorn Centre on this date.
- 3.13 Sean also asked Dom if she was going to help out with the Crafty – Craft Activity 10:30 to 11:30 on the 14th both Dom and Margaret said they would.
- 3.14 Sean requested that everyone looked at the Acorn timetable of events and that if they had spare time could they turn up and give a big local presence to help promote our profile.
- 3.15 Fred was asked to give the group an overview of the memorial that had been built on the estate to commemorate the anniversary of the outbreak of the First World War and all of those who had fallen in the many conflicts since. Fred urged that if any of the group were available to attend the opening then they would be made most welcome, he also pointed out that there was tea and cake at the Acorn Centre on completion of the unveiling. Richard pointed out the time table of events and that the Mayor and British Legion would be in attendance. Gerry mentioned that he was expecting a large turn out from the reception the article in Street Life had received.
- 3.16 Waterloo Summer Fair – the application form has gone off. There has been no response from the Urbie Van organisation. Sean asked for volunteers. Richard pointed out that the pitches were first come first served, and that pitches were free for organisations who were distributing information and supporting the community and that they were £10 for profit making organisations. It was agreed that we'd be charging 50p per smoothie to help cover costs.

- 3.17 Sean stated that One Stop are happy to get involved in community activities and are looking for a charity to sponsor this year.
- 3.18 An editorial team needs putting together to manage the web site and publicity. It was agreed that this would be part of the job for the paid employees. There was a question on the operation of mailchimp; Sean said it was not advisable to use the social media link as it had not been set up correctly. Darren asked if the Facebook account had been set up with a Facebook group, he was told that the functionality he was asking for was already there if people pressed like they'd get auto updates. Gerry pointed out that most of the activities were covered by Street life. Margaret asked about trying to access local radio and it was said that Michelle was looking in to this activity. Gerry informed the group they should be sending information in to the various free newspapers in the area.

08/14 – 4

Finance Group Update: - Bob highlighted that since the last meeting it had been pointed out that the rental of Michelle's room which comes in at just under £200 per month hadn't been paid since the original agreement paid by Havant Borough Council ran out in April. I wasn't aware of it and it hasn't appeared on any of our spreadsheets so the budget looks somewhat different although anything that had been identified up until the last meeting still stands.

- 4.1 Sean emailed to asked for me to be added to the signatories for when there is no one that has got access to petty cash, Although this should have been a decision for the Partnership Board, I looked through the information from Lesley and I can confirm that I am actually the only person that can't be a signatory; I had a chat with Caroline who added it to AOB for today's meeting.
- 4.2 Sean said there was some urgency getting funds, of which I am confused about as all the things that had been identified were on the spreadsheet so if there was money needed it was just a case of putting the invoice in and it would have got paid. Sean highlighted that he needed to put a purchase order in for the next smoothie bike hire and he had looked back through and he couldn't see anywhere that it stated who can sign off the purchase order. Sharon highlighted that it had already been agreed by the Board that Sean could send an email to any of the signatories for authorisation and it then be forwarded to Lesley for payment. Sean felt that the 3 signatories were only to do with Petty Cash but was advised that it was for anything financial. Bob highlighted that we hadn't actually seen any invoices for the smoothie bike yet, Sean confirmed that he had one for £150 which was for all 3 of them and did I want that invoice or 3 separate ones? I confirmed it was fine, the money as the money for all 3 has been allocated.
- 4.3 Reallocation of the budget moving forward – I had a meeting with Lesley yesterday just to make sure that coming to this meeting we would have everything captured on the spreadsheet and like I said previously there are one or two things there are on query, a couple of room hires came in from the Acorn Centre which Michelle is dealing with, the profile launch £360 was allocated but we have not seen a

breakdown of where that money has gone. There is an invoice for the Church Hall that has just been received but I know that things have been purchased through petty cash but not yet made it to us to add to the spreadsheet. Hotdogs and rolls were kindly supplied by Asda so there is no charge to be added for that. It could be that £360 has been allocated but not spent so could be reallocated elsewhere, we just need clarification. **Action: Bob Barker & Caroline Hellier**

- 4.4 Ingredients and cups for the smoothie bike – I have not seen any receipts for that either. Richard was asked by Sean if he invoiced Big Local for the cups, Richard advised that he would check it out and invoice Bob directly. **Action: Richard Shaw**
- 4.5 We have had a conversation with Lesley and she is happy for everything to come to us in the first instance and then get forwarded on to her once it has been added to the spreadsheet, Bob confirmed that Lesley was more than happy with our spreadsheet and confirmed that ours was better than hers and we came out of the meeting with big smiles on our faces. **Action: Partnership Group**
- 4.6 Dictaphone – this had been agreed by the Board back in May and there is £120 identified in the budget for it but we haven't received it as yet, Bob to chase with Lesley. **Action: Bob Barker**
- 4.7 It's a knockout – I don't know how much was spent so I'm expecting invoices to be supplied, Sharon asked how much it was for the Team as that hadn't been supplied either, Sean confirmed that it was £20 and that he would get an invoice from the Acorn Centre, Sean said that there was £200 set aside so there should be plenty left, Bob confirmed that only £150 had been requested and allocated to that event. Bob highlighted that Mandy had mentioned in the last meeting that the figures put forward to Local Trust for the £2,000 Plan the Plan drawdown were just rough figures to push the claim through although it will most likely be reallocated at a later date. **Action: Sean Nye**
- 4.8 Consultation Budget – Sharon asked if the £120 left in the budget had been drawn down from Local Trust, Zoe confirmed that if it hadn't been spent Fran should draw it asap **Action: Fran Davies**
- 4.9 Splitting the Events Budget up to show room hires, the look on Sean's face at the last meeting when Bob highlighted that it was an event took the wind out of Sean's sails, Sean confirmed that he still wasn't happy about it, Sharon highlighted that going forward it had been identified on the plan as a separate item and it wouldn't be coming out of individual budgets.
- 4.10 Bob requested that all events and activity be added to the website calendar asap to enable him to chase costings along with residents being kept informed about things going on. **Action: Sean Nye**
- 4.11 Picnic in the Park event, are we expecting any costings because its bring your own? Caroline agreed that there shouldn't be a need to allocate any funds.

- 4.12 Jubilee Park – am I right in saying it's just the smoothie bike hire? Do we have to pay for a pitch? Sean confirmed that we didn't have to pay for the pitch. Laura said as it was for information only and we weren't selling anything there wouldn't be a charge. At the moment there is £115 allocated to Jubilee Park for the smoothie bike and ingredients, bob asked if this needed to be increased, this covers the bike, ingredients and cups, Sean said it must have been an estimation based on the first one that we did. Bob highlighted that the first two came in at £150 and we had to go out and buy loads of bits. Sean said that he didn't know about the ingredients cost at all, Fred and Laura highlighted that last year it was packed with over a thousand people attending, bob asked if we charged would we have to pay for our pitch? Karen confirmed that it was £10 for the pitch; everyone agreed that there should be a 50 pence charge to cover the costs. Sean highlighted that he had only guesstimated the costings and was trying to keep costings down.
- 4.13 Bob requested confirmation that there was nothing else on the calendar apart from Jubilee Park that required funding, Sean agreed unless we wanted to get balloons at the picnic, Caroline confirmed that if we did get something it would be less than £10 but wasn't planning on spending anything. Darren asked if we produced some leaflets prior to Jubilee Park then we could give them out at Jubilee Park to promote the picnic in the park. All agreed this needed to happen. **Action: Sean Nye**
- 4.14 Karen asked about getting some more banners, she had put up two banners promoting her event and the amount of people that mentioned that they had seen it on the banner, it was agreed that this would be looked into once the money came though.
- 4.15 Sean asked what was happening about the £18,000, Sharon confirmed that we hadn't drawn down the £18,000 as it was coming out of the £1m and we were at the point when that was just being signed off. Zoe confirmed that the Pathway funding comes out of the £1m so if we were at this point but our plan wasn't really ready and we needed additional resource we could draw that advance of £18,000, there is no point now because we are on track to get our first drawdown from the £1m. Tim confirmed that a cash flow problem was not a problem for them to sort out providing we have got the letter. Zoe confirmed that we can spend from the date of the offer letter, they cannot retrospectively fund anything. Zoe highlighted that she could see that we were managing the finances very well but if we needed access to additional funding please go to her but remember don't spend on year twos forecast until you have the letter for that year. Things come up and sometimes cost more than we plan, agree with the board and then come to us, but you have got your contingency already built in. Laura asked if there were other pots for us to tap into but Zoe said no. £2,250 per year for training, although we are considering adding it to the £1m pot.
- 4.16 Social investment – The idea of growing your £1m is a really good idea but it is up to you how you do that

4.17 Bob highlighted that he could go through the individual budgets but tabled the spreadsheet and said it is effectively in one pot now because we have been hit with this room hire but there is £225 left, there is something about some t-shirts we will need a price for that, Dom said that Sean was sorting out for her but was owed £32.50 Bob reiterated the need to be advised of the cost before anyone goes out and spends anything. Bob highlighted that he goes through the minutes of all the groups to see if anything had been identified and then adds it to his budget. Sean highlighted that he understands the problem but the problem he has got from the Comms/Events is sometimes I have to make decisions really quickly like now, Bob asked what about and Sean replied about buying something, I need something now, I need a decision about doing it, like what? T-shirts, Caroline replied but the t-shirts has been hanging around for months Sean, yes but the budget for that has just disappeared, Caroline highlighted that there is always forward thinking there shouldn't be a case where I need to make a big purchase, Sharon highlighted that that was the whole point of petty cash, Bob also highlighted that T-shirts were also in the plan moving forward. Sharon showed Sean on the Plan that £300 had been identified for T-shirts and or caps. Sean said he was really confused, why was he spending time looking at quotes to get t-shirts done, Bob confirmed that he still need to do it and pass them through to Bob but as nothing had been done for nearly 4 months and there had been no further mention of a purchase the money was reallocated as it was in the plan and would be there in a month's time. Bob confirmed that there was some branding needed and it is needed now but Karen highlighted that up until now the priority had been the Plan that had always been more pressing, now that is done we have the time to think how we want to be branded Bob agreed and advised Sean that the work he had done hadn't been wasted as we still need quotes and if we end up with spare t-shirts then new people that come through the door will have them waiting for them. Fran said that as we move forward that marketing budget that forecast moving forward if Sean wants to spend £200 on text marketing then you don't need Bob to confirm that the money is there and you will be calling off against that, Sean said so all I need to supply you with is a purchase order signed and that's where it begins, Sharon highlighted that it needs to go to the meeting, it needs to be put to your group with the quotes and the decision minuted. Bob agreed and then when he sees it in your minutes and he receives the quote, invoice then he knows what it's for and that's the process. Sean said the problem with this, and it's not the way you have been running it Bob, but the way these amounts of money have been bounced around it's been really really confusing for us not me personally but Comms not knowing how much I have had to play with. Sharon highlighted that she wasn't being funny but looking at the spreadsheet you haven't spent anything since April even though things had been identified and money put to one side, so I'm sorry but I'm confused, what is the issue here? Sean said he doesn't know how much is in there, Sharon said that we notify you every single month, Sean replied that we don't, Sharon suggested that we go back to the minutes. Caroline highlighted that in the notes that she sent out the other day she highlighted the processes for decisions and spending codes of conduct and all that kind of thing, they are not things for us to discuss this evening but they are things that

we need to bring to the table for September so whether that is worth you having a separate meeting, Bob confirmed that the only reason the budget got moved around is because we got to the point at the end of April when we decided to extend Michelle and we wouldn't have got the Plan done without her so the Plan became the priority, you were at that meeting when it was agreed. it's a case of do we pay the mortgage or do we go on holiday, Sean said he understood, Bob said he understood that it was frustrating for him to see £1000 going out of the budget but keeping Michelle was the agreed priority, you only needed to highlight that you needed to spend on something and then we could have talked about it, Sharon confirmed that as nothing had been identified we hadn't reserved anything prior to reallocating the budgets. As soon as something gets identified as a requirement and agreed in the minutes it goes on the spreadsheet, Sean was shown the spreadsheet and how things are split between identified and paid and he said there is no way I've spent that much on the smoothie bikes, Bob highlighted that that is what he had been saying earlier in the meeting, until we have sight of the breakdown of the 3 events we cannot reallocate anything, until that point we don't know how much you have spent. It was agreed that this needed to be discussed further outside the meeting and a date would be scheduled. **Action: Sean Nye, Caroline Hellier and Finance**

08/14 – 5

Any Other Business: - Caroline asked for opinions on how the petty cash should be accessed during the holiday periods. And the need for additional signatories, Darren was proposed and accepted by the group as a new signatory.

There being no further business, the meeting closed at 20:55

Date for the next meeting is 03 September 2014 at 19:00

Action Table

No 08/14	Action	Responsibility	Comments	Date Completed
1.2	Caroline to send an invite to Zoe to come to our picnic in the park on the 30 August 2014	Caroline Hellier		
1.3	Draw up a service level agreement	Tim Houghton		
1.4	Put together the role for the Project Assistant	Mandy Harris		
3.1	Clarify the confusion over the involvement of One Stop being sponsored by the Group	Sean Nye		
3.6	Organise 10 plain white t-shirts with iron on branding & logo ready for the jubilee park event.	Sean Nye		
3.7	Organise proper badges and laminating of the signage on the info boards	Sean Nye		
3.8	Look into getting an eyelet crimping tool	Caroline Hellier		
3.9	Literature for handing out at events	Sean Nye		
4.3	Chase all invoices and petty cash payments	Caroline Hellier Bob Barker		
4.4	Invoice for cups	Richard Shaw		

4.5	All financial payments to be sent to Bob	Partnership Board		
4.6	Chase the Dictaphone purchase	Bob Barker		
4.7	Obtain invoice for It's a knockout	Sean Nye		
4.8	Draw down the remaining Consultation Budget	Fran Davies		
4.10	All events and activity be added to the website calendar asap	Sean Nye		
4.13	Produced leaflets prior to and hand out at Jubilee Park to promote the picnic in the park	Sean Nye		
4.17	Arrange a meeting to discuss financial processes and procedures	Caroline Hellier Sean Nye Finance Group		