

Big Local Group Meeting

23rd October 7-9pm Acorn Centre

In Attendance

Tim Houghton – Interim Chair of Wecock Farm Big Local/ Chief Executive, Community First

Ann Waters – Wecock Farm resident

Sean Nye – Wecock Farm resident

Caroline Hellier – Wecock Farm resident

Darren Pratt - Wecock Farm resident

Michelle Wilding – Community Development Worker, Wecock Big Local

Laura Bevis –Community Officer, Havant Borough Council

Mandy Harris – Community Development, Community First

Fran Davis – Big Local Rep

Actions

No	Key minutes/actions	Progress/completion date
1	Action – Sean will review templates for Community Grant Scheme and forward to those not present at the meeting. Responses to Mandy by Wednesday 30th October	
2	Action – Mandy to alter the application forms by Monday 4 th November.	
3	Launch of the We Big Local Community Grant Scheme – Monday 4th November 2013	
4	Action – Sean to devise a poster by the 4 th November to promote the scheme and add the details to our website.	
5	Action – Michelle to add details to the new facebook page and to ensure posters are placed in prominent areas.	
6	Action – Mandy to meet with Michelle on the 27 th November re Community Grant Scheme	
7	We Big Local Community Grant Event – Wednesday 4th December 5pm-6.30pm	
8	Second We Big Local Community Grant Event – Wednesday 5th February 1.30pm – 3pm	
9	Action – Fran will email over the details for meeting with Fratton Big Local to Michelle asap.	

10	Action – Michelle to email information about meeting with Fratton Big Local out to residents asap	
12	Action – Ann to approach young people about taking photos for the community profile	
13	Action – Tim to engage with Sandy from Motiv8	
14	Action – Sean to discuss running a photography competition with Communication sub-group	
15	Action –Michelle to discuss with Sean what input he could provide into the filming project for the profile	
16	Action – Fran, Sean, Ann and Michelle to have a telephone conference with the teacher at Cowplain Community School re producing a film	
17	Action - It was agreed that the decision to commit funds for a film as part of the community profile at the next meeting.	
18	Action – To complete the profile by 13 th January 2014.	

Agenda

1. **Apologies** from Bob Stanford and Jean.
2. **Welcome**
3. **Meeting Minutes**

It was agreed that the minutes from Big Local meetings should be typed up and sent out within five working days to all those involved in Big Local and will be made available through various means to include by post, on the website and at the Acorn Centre.

4. **Community Grant Scheme.**

The group confirmed that £4,000 of the 'getting started' Big Local funding was to be used to establish a community grant scheme where individuals and groups could apply for between £100-£300 for projects that benefit the residents of Wecock Farm. In exceptional cases higher funding will be considered. It is suggested this is split between a few events spread over a number of months.

Mandy talked the group through a tried and tested structure for running a community grant scheme with template examples of how the scheme could be adapted to suit the needs of Wecock Big Local.

Action – Sean will review templates and forward to those not present at the meeting.

Responses to Mandy by Wednesday 30th October.

Action – Mandy will alter the application forms to include the words ‘Wecock Farm’ in the questions (to make it clear that the funds are to benefit Wecock Farm residents) by Monday 4th November.

The basis of the scheme is that groups and individuals will be invited to apply for funding by filling in a simple application form. This will then be checked and not judged by Michelle to ensure each application benefits residents of Wecock Farm. Once the application process is closed, all applicants and the public will be invited to attend an event. At the event, everyone attending (including applicants) will be given a score card. Each applicant will get three minutes to speak about their project, after which, everyone attending will give a score of between 0-5. The votes are then counted and the applicants with the highest scores are awarded their funding until the pot of money available (suggested £1000 per event) has been used.

The issue of whether applicants had to be a registered charity was addressed and how funding would be given if there was no organisational bank account. It was agreed that anyone could apply and in the absence of a bank account, Community First or the Acorn Centre could handle the money on behalf of the applicant for accountability purposes.

It was agreed that funding could be issued within 2/3 working days and must be spent within three months of receiving it.

Mandy suggested that successful applicants should complete a simple summary of their project.

The group discussed criteria for applicants and decided that the funding was to support new projects run by new or existing groups.

Mandy has agreed to help facilitate the community grant scheme with Michelle and suggested the group meet again after the first event to review how it worked so any adjustments can be made before the second event.

It was agreed by the group that the first event should be tied in with the Wecock Big Local Christmas Party to make it fun for residents, with food such as hotdogs and a vegetarian option being served. It was suggested that the second event should be held at a different time of day to involve as many residents as possible over the whole scheme.

Proposed Dates:

Launch of the We Big Local Community Grant Scheme – Monday 4th November 2013

Action – Sean to devise a poster by the 4th November to promote the scheme and add the details to our website.

Action – Michelle to add details to the new facebook page and to ensure posters are placed in prominent areas.

Closing date for applications – Wednesday 27th November 2013

Action – Mandy to meet with Michelle on the 27th November to look at paperwork involved.

**We Big Local Community Grant Event – Wednesday 4th December 5pm-6.30pm,
(followed by Christmas Party!)**

**Second We Big Local Community Grant Event – Wednesday 5th February 1.30pm – 3pm
(to be held alongside the coffee afternoon)**

5. Visit to Fratton

Fran has been busy trying to set up a meeting with other 'Big Local' areas, and is in the process of arranging a visit to the Big Local in Fratton on Saturday 9th November. Information needs to be sent out to residents who would be interested in attending the visit. Fran has highlighted that we can only take a maximum of 8 people. **Action** – Fran will email over the details to Michelle asap. **Action** – Michelle to email information out to residents asap

6. Profiling of Wecock Farm

Fran gave an overview of creating a community profile, how it is required as part of the Big Local funding, and necessary to understand the resident's vision of what they want to achieve through the Big Local Funding. Fran feels we have already gained a good insight through previous public events held and summary reports provided by Sean to be able to put a profile together.

The group has previously considered developing a community profile using both video and print; Sean has been working on a budget from the 'Getting Started' funding.

The group agreed that any print should be very visual with 'snappy' text to keep the readers interest. It was suggested that young people of Wecock Farm could take photos for the profile, ensuring that permission was given for photos of people. **Action** – Ann to approach young people. **Action** – Tim to engage with Sandy from Motiv8

It was suggested that we could run a photography competition and/or a logo competition to engage residents with the profiling. **Action** – Sean to discuss with Communication sub-group

Cowplain Community School are keen to get involved and support Wecock Big Local and would like to produce a film as part of the profiling. The group agreed that a film would be a good idea but there is a need to commit funds of around £1,000. **Action** –Michelle to discuss with Sean what input he could provide into the filming project. **Action** – Fran, Sean, Ann and Michelle to have a telephone conference with the teacher at the school to discuss further. **Action** - It was agreed that the decision to commit funds should be discussed at the next meeting.

It was suggested that the profile be compiled by the We Big Local steering group and shared with the Big Local Group in draft form for final approval. **Action** – To complete the profile by 13th January 2014.

7. Next Big Local Meeting

Wednesday 6th November 10am-12pm at the Acorn Centre