

WeBigLocal Group Minutes Held on 2 July 2014 - The Acorn Centre @ 19:00

In Attendance

Jo Alesbury	Wecock Farm Resident - Voting Board Member
Bob Barker	Wecock Farm Resident - Voting Board Member
Laura Bevis	Community Officer, Havant Borough Council
Karen Clark	Community Life Champion, Asda
Fran Davis	Big Local Representative
Sharon Dickson	Wecock Farm Resident - Voting Board Member
Lesley Fripp	Finance Manager, Community First HEH
Mandy Harris	Community Development Worker, Community First HEH
Caroline Hellier	Chairperson, 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
Ann Waters	Wecock Farm Resident - Voting Board Member
Michelle Wilding	Community Development Worker, WeBigLocal

Apologies

Tim Houghton, Chief Executive, Community First HEH
Fred Monck, Wecock Farm Resident - Voting Board Member
Dominique Hodgson, Wecock Farm Resident - Voting Board Member

The minutes from the last meeting 4 June 2014 were agreed by all as a true record and all outstanding actions were discussed.

07/14 - 1

Chairpersons Update: - Caroline passed a document around for all Residents to sign; this was to enable Michelle to add them to the Plan. Caroline requested that it wasn't our signature that we use for our official documentation at home.

- 1.1 Terms of Reference, Caroline thanked everyone for signing theirs and discussed the timeframe for the submission of the Partnership Endorsement Form. Fran confirmed that very little information was required; the partnership must be approved before submission of the Plan.
- 1.2 Memorandum of Understanding, Caroline confirmed that although it sounded very wordy it was in fact only a statement of what we are already doing. Fran confirmed that it would only take about half an hour to complete and Caroline advised that it would be sent off within the next 10 days. A question about the diagram was mentioned but Fran confirmed that we can just put, please see the Terms of Reference.

- 1.3 Selection of a long term Big Local Rep, Fran was asked to leave the room so that this could discuss further; before leaving Fran was asked and confirmed that he would be more than happy to stay on as our Rep; he highlighted that the next contract would be for 18 months and then reviewed again, he informed the Board that they would be getting between 15/18 days of his time over that 18 month period. Fran went through the process of seeking a new rep through Local Trust and then left the room. A discussion was held and it was decided as Fran had given us a lot of support and guidance along with being genuinely committed Ann proposed, Bob seconded and then it was a unanimous decision by all to keep Fran for a further 18 months. Fran was called back in and informed that WeBigLocal would like to keep him as our Big Local Rep for the next 18 months.
- 1.4 Selection of our Locally Trusted Organisation (LTO), Mandy and Lesley were asked to leave the room whilst a discussion was held by the Board. Caroline went through what the LTO was responsible for, Fran advised that going forward there would be a cost of 5% which doesn't come out of our £1m but the LTO could request additional funding on top of that. A discussion was held about other areas and their LTO's. Karen proposed to keep Community First, Darren seconded and then a unanimous vote by all. Mandy and Lesley were asked to return to the meeting. Caroline advised them that WeBigLocal would like to keep them as our LTO for 2 years reviewed after one; we felt that additional support on the financial side would be beneficial. Caroline would ask Tim for a Service Level Agreement for the 2 years and requested that Sharon and Bob worked with Lesley not only to have a better understanding of the finance but also the processes and procedures that Community First use to enable us (as a Board) to modify and adapt as our own. **Action: Caroline Hellier, Bob Barker and Sharon Dickson**
- 1.5 Review of the Paid Workers Role, Michelle was asked to leave the room to enable the Board to discuss this further. Due to everyone's work commitments the sub group didn't manage to meet to discuss this in detail but a proposal was put forward for discussion. 2 roles;
- Project Manager for 20 hours per week – start early to mid September. Darren proposed and Sean seconded.
 - Project Assistant for 16 hours per week, as it is not an admin post it is in the spirit of community work it was agreed to be a project assistant's role. Ann proposed and Darren seconded.

Ideally this is to try and cover the whole week between the two jobs with core hours and a bit of flexibility for the other hours.

Caroline then went on to discuss keeping Michelle in post for 4 hours a week on a retainer basis. Michelle had already agreed to the variation of contract and Community First HR agreed that it was possible as an amendment to her contract. Michelle would then evolve from a community worker to project manager, Sean proposed, Bob seconded, although Michelle's title will be a manager it will be based on the same

rate of pay. CF's HR said that as long as Michelle was in agreement then it wasn't a problem. Michelle was asked to return to the room.

Caroline advised Michelle of the Board's decision to employ her for 20 hours per week from September as the Project Manager and on a retainer of 4 hours per week in the interim period as an extension to her existing contract. Mandy clarified that as it was the school holidays Michelle shouldn't incur any childcare costs, this was agreed by everyone.

A subgroup meeting still need to take place to discuss the two posts job description in greater detail. **Action Caroline Heller**

Sean mentioned that as Communications spokesperson he would be working closely with the secondary worker and that he would love for that person to take on the website management.

- 1.6 Local Trust is due to visit on the 6 August if we can get the Plan submitted by next week. It might involve more hours than the 4 hours for Michelle as overtime all agreed.

07/14 – 2

Community Development Workers Update: – Michelle stated that she'd sent the Plan out to everyone and asked for feedback, she'd taken that feedback on board and tried to give it a better layout. There is still some work to be done on it but all the finances are now in place, all the quotes are now in place, but it still needed to add the photos and signatures. Michelle informed the group that she'd taken out the budget which was on the action plan because it was only project costs and not staff costs plus other minor bits and bobs and could be misleading. The document is now self explanatory with the finance under the relevant headings. Also included is an evaluation of costs which shall need to be updated as time progresses.

- The equipment budget is fairly substantial as we would like to video evidence to put on the website and blogs and also use it as a workshop activity to evaluation
- External skills costs on Fran's advice so that anything we need support with like open space consultation and social enterprise, we will have additional funding to explore that
- Contingency is set at £4,000 to give some leeway to projects.

I suppose you all need to take time to look at it, if you are happy with it, I could do with you telling me you're happy with it. Then we need to get it out to a couple of people who are objective and see if they understand it. Caroline suggested 2 agencies and 2 residents Laura's boss Nicky was put forward as a suggestion. Michelle will send out the latest version ASAP. Caroline asked Fran and Sharon to give feedback by Monday and the other people's role is to just say they are happy with it. Fran will help with the evaluation; a new guide for monitoring and evaluation is due out from Local Trust, Fran will ensure we receive it when it's released. Big Local seems more interested in the softer outputs, recording the story, that's why I

suggested film. The opportunity to have a visual record year on year produced by the group and tied in with the web site.

I know Richard had spoken to you about targets and percentages but we do need to be collecting that and that's another role for the admin worker someone needs to be collecting these forms in at each event or someone needs to capture that information, Sharon advised that she was happy to capture the information, Sean mentioned that he had produced a report of activities from the last 12 months that can be used.

Fran mentioned that the big thing that has taken off in big local in visual minuting, you have an artist in the corner that creates the most incredible pieces of art. The group however felt the money might better be spent on activities.

- 2.1 It was agreed by all that the content of the Plan is Michelle's responsibility but the front cover has been delegated to Sean. The front cover was just put together quickly but as we have a graphic designer, I was going to ask Sean to produce something over the weekend. Big Local wants it to follow the same kind of theme as the profile I just thought it would be nice to get some different pictures as we do have some new ones. Sean confirmed it would be done by Monday morning
- 2.2 Caroline asked if we had to have a partnership meeting to confirm the Plan or can we just submit it? Fran confirmed that the Board could give delegated powers to Michelle unless they feel they would like another meeting first. Fran will be going through the visions with Michelle and although it won't really change, it will be more definite and some of the statements might need to be tightened up to show what we hope will change or be improved. It was agreed by all that Caroline and Michelle would agree and submit the Plan, prior to the next board meeting, 14 July was suggested as Local Trust will come back with any issues which could be addressed prior to the next board meeting which means we should have approval by September

07/14 – 3

Communications Group Update: – Sean Stated that The Big Lunch went really well, the smoothie bike was a great hit, we ended up doing about 70 portions in about an hour and 45 minutes, which is amazing, massive thanks to Bob and Sharon for helping us out with 3 trips to the supermarket but we now know what we are doing for this Saturday, Bob raised his concern that there could be more than one smoothie bike at Jubilee Park, suggestions were raised about stickers or badges to promote WeBigLocal although Sean said the uncertainty over the amount of funds available has been problematic in making any decisions.

- 3.1 T-shirts have had a hold put on as Sean needed some head space to sit down and research as there are literally hundreds of different items available. Sharon asked if Sean had thought about going to work wear through Community First and using their discount, Sean said finding places to do their logo etc wasn't a problem but people had suggested embroidered logos on the back and not many places are able to cater for logos that size, Lesley confirmed they used a company called TM Clothing and they did embroidering but its generally printing on the back

of polo shirts and t-shirts; several people said that embroidery wasn't a good idea as it didn't stretch and was uncomfortable. Sean confirmed that we were going to go for printing on the back but they were still coming out at £8/£9 per unit, Lesley said theirs including set up and design were about £12 each, where ever you go you will have set up costs so it might be worth going with someone that you want to continue with as once the set up is done they can use that with whatever you need printing on

- 3.2 I wanted to talk about internal communication but I don't really want to take up time doing that. I just want to get a quick straw poll of what everyone's thoughts were about emails and reply to all, everyone will have their own love hate relationship with this, Jo mentioned it's about using common sense when you reply, be careful with the reply all. A discussion about mailchimp, the marketing tool, was discussed and it was suggested that Sean could put some ideas together on it and feedback.
- 3.3 Summer Festival on Saturday, Sharon asked why the activity had been cancelled, Sean said it was because no one had put their hand up to do it, as the meeting was during the day and we were unable to attend we were not in a position to put our hand up. Sean said he sent out an email and it was in the minutes. It's just that we had a sponsor for it and we were more than happy to run with it and we said that at the group meeting/meet and greet event. Sharon was asked if they would consider sponsoring the activity at the Jubilee Fete, Sharon had concerns about this as Lee was interested in funding it because it was for Wecock Farm, although he is no longer living on the Estate, he was brought up on the estate, his family are from the estate and most of his workers are from the estate. Mandy confirmed that Jackson Groundwork has a passion for Wecock and most of his workers are from Wecock. Sharon would approach Jackson's for future investment opportunities'.
Action: Sharon Dickson
- 3.4 Mandy highlighted that although it was her suggestion initially to combine the Communications Group with the Events Group she feels it is now time that they are split again, several people agreed and Michelle said it needed to be defined, it isn't finance or communications, Bob agreed that people forget which hat they have on when attending meetings. Sean confirmed that he would love to have it divided. Think about it over the next month and discuss further at the next meeting.
- 3.5 The plan for Saturday, we are not looking at obtaining new ideas just finding out what skills people have got to offer. It starts at 12 so could everyone meet at the Acorn at 11am, Bob and Sharon gave their apologies that they couldn't get there until 12.30 as they already had a meeting to attend but we would be there ASAP.
- 3.6 It's a Knockout, Caroline asked, have we got a team? Sean advised that we have not had bodies come forward, Caroline was happy to join any team if they needed additional numbers along with Darren and Michelle, as long as there were enough people to run the smoothie bike as that was the priority event. Ann said she needed volunteers for her

team, Ann asked anyone who was interested in taking part to put their name down, Michelle's advised that her family were down if any more numbers were required.

Bob asked Sean how many people he would need to assist him; Sean did a tot up a couple of weeks ago and came out with just under 20 helpers, if we were doing a secondary event plus the bike plus the team. Sean stated we would never have 20 volunteers! It was confirmed the smoothie bike would only need 4 people with those engaged in the It's a knock out dropping in from time to time, it was questioned if that would be enough but it was decided it would. Michelle will discuss this with Sean. **Action: Michelle Wilding**

3.7 Putting posters up for theme specific events, was discussed at the last comms meeting but because we weren't sure about the budget the idea came about for existing projects so we didn't have to spend time and energy setting up projects/big events. We were looking at

- Bike fixing
- DIY
- Football
- Litter picking

Something easy that wouldn't cost much but keep our profile up, focus is going to be on getting hold of people that want to do something at existing events, so we can put posters up about these specific things, get people interested enough for them to volunteer, feedback from Fratton was they had 60 volunteers but no events, when they did have events, they contacted the 60 but only 3 people got back. So you have got to have something to give people to do.

07/14 – 4 Finance Group Update: -

- 4.1 Bob tabled the £2,000 application and Mandy confirmed that it should be with us by the end of next week if Local Trust keeps to their timeframes.
- 4.2 Projecting through to September and including the 4 hours a week for Michelle and the two events already scheduled there will be £317.00 in the pot the only thing not captured is the rental on Michelle's office, I need to get figures for that and we will just continue that in the forecast as we are accruing so much equipment/material that we need to store it somewhere let alone have a meeting area. Ann had concerns with the suggestion as we could be moved down the corridor until Michelle returned in September; we have enough money in the budget to pay for the room so it was agreed that it would be better to stay where we are.
- 4.3 Sean asked for clarification on his budget as he had been banking on the agreed £700. Bob verify that there was currently £164.63 in the Communications Budget, £26.84 in the Visioning Budget and £126.22

in the Events Budget; this already includes the identified expenditure of £300 for 2 sessions of the smoothie bike and ingredients, £34.80 for 2 room hires and £60 for the hard drive. Sean questioned the fact that room hires should not be out of his allocation and that he no longer required the hard drive. Sean apologised for taking up so much time but it was quite important to get the finances right. Caroline suggested that if he allowed Bob to continue he would clarify the situation along with notify everyone about the £2,000. Bob continue to confirm that the already identified spend and the already mentioned balances equated to the already identified available amount of £700. Mandy confirmed that the Events Group would need to go to the Finance Group with their proposal for spend, all spend should also be agreed but the committee and minuted.

4.4 Bob continued with notifying the allocation of the £2,000

➤ Wecock Summer Fete	£200.00	Events
➤ Waterlooville Summer Fete	£200.00	Events
➤ Worker	£675.00	Project Management
➤ Focus Groups	£75.00	Events
➤ Printing the Plan	£500.00	Communication
➤ Launch the Plan Event	£250.00	Events
➤ Room Hire	£100.00	Events

These are just rough figures to push this claim through although it will most likely be reallocated at a later date and was not cast in stone, we are expecting this money next week, let's say in two weeks time to be safe.

Please could I have copies of any spend including petty cash by Friday the 25 July to enable me to update the Budgets together in time for the next Finance Meeting?
Action:- Board Members

07/14 – 5 **Any other Business:** - Local Trust was to be invited for the 6 August they may stay for the Board Meeting but we won't be assessed on it.

There being no further business, the meeting closed at 20:45

Date for the next meeting is 06 August 2014 at 19:00

Action Table

No 07/14	Action	Responsibility	Comments	Date Completed
1.4	Additional support on the financial side from Lesley LTO	Bob Barker Sharon Dickson		
1.4	Request a Service Level Agreement for the next 2 years and requested that	Caroline Hellier		
1.5	Arrange a meeting to discuss the two posts in greater detail	Caroline Hellier		
2.1	Produce the front cover, to be ready for Monday morning	Sean Nye		
2.2	Submit the Plan, prior to the next board meeting, suggestion of the 14 July	Michelle Wilding Caroline Hellier		
3.2	Email etiquette	Sean Nye		
3.3	Approach Jackson's for future investment opportunities'	Sharon Dickson		
3.4	Splitting of the Comms and Events Sub Groups	Board Members		
3.6	Volunteers and responsibly for the Acorn Summer Fete	Michelle Wilding Sean Nye		
4.4	Copies of any spend including petty cash to Bob Barker by Friday the 25 July	Board Members		