

WeBigLocal Group Minutes
Held on 8 January 2014 - The Acorn Centre @ 19:00

In Attendance

Tim Houghton	Community First HEA, – Interim Chair
Bob Barker	Wecock Farm Resident
Laura Bevis	Havant Borough Council
Karen Clark	Asda Community Colleague
Fran Davies	Local Trust
Richard Glastonbury	Wecock Farm Resident
Ken Hardy	Wecock Farm Resident
Mandy Harris	Community First HEA, Community Development
Caroline Hellier	Wecock Farm Resident
Fred Monck	Local Volunteer
Richard Newnham	Local Volunteer
Darren Pratt	Wecock Farm Resident
Richard Shaw	Portsmouth City Council
Michelle Wilding	WeBigLocal, Community Development Worker

Apologies were received from:-

Sharon Dickson	Wecock Farm Resident
Sean Nye	Wecock Farm Resident
Ann Waters	Wecock Farm Resident and Trustee of the Acorn Centre
Kara Palmer	Schools Cluster Coordinator

Note

Due to the Dictaphone failing to produce a useable recording, these minutes are based on a very limited set of notes.

The meeting opened at 7pm with introductions.

1. Chairman's Report

- 1.1 Tim Houghton reminded the Group that although he was happy to continue in the capacity of Interim Chair, it was hoped that a resident would take on the role at some point. Tim made the Group aware that Caroline Hellier had expressed an interest in the position and discussed the process that should be followed to electing a Chair Person. It was a unanimous decision that Caroline Hellier should be voted in as Chair with Tim's supporting her for a period of three months, at that point a review of her progress could be discussed before it is agreed if Caroline should take the helm without assistance.

2. Community Development Workers Report

- 2.1 Michelle informed the Group of the publicity WeBigLocal had been enjoying thanks to the relationship that had been built up with the News, she highlighted a couple of articles on the WeBigLocal Notice Board.

- 2.2 Michelle asked residents to mark where they lived on the map to enable her to gain an insight into which areas are not currently represented by residents. **Action: The Residents**
- 2.3 Community Chest - Michelle updated the Group on the success of the 1st Community Chest Event. The next round is to take place on the 5 February 2014 between 1300 and 1500. The posters need to be revamped prior to the event which is to coincide with the Coffee/Cake event. It is hoped that this will improve the resident representation in the voting process.
- 2.4 A discussion was held about the funding limits. It was decided that it should be up to £300 to allow for more groups to obtaining funds. It was also confirmed that there would only be two further rounds and each round would have a budget of £1500. Michelle will ask Lynda Potter from the police to speak at the next round about her successful application as they are the only group to have finished their project.
Action: Michelle Wilding
- 2.5 Michelle explained that evaluation of each project was in place, candidates were given an evaluation form to complete and picture evidence had been requested.
- 2.6 Community Consultation and Profiling - It was suggested that questionnaires could be sent out asking residents requirements from the WeBigLocal fund. Although it was agreed for this to be taken forward, further discussions about how this could happen are required - could the website be used to reduce the admin burden on Michelle?
Action: WeBigLocal Group
- 2.7 The all Stars Project was identified as a possible funding route to promote activities/individuals in the area if criteria was met It was also mentioned that it might be worth contacting Jinx Music Fusion from Havant to see if they could do a project at the Acorn Centre to engage the youth group.
Action: Michelle Wilding

3. Communications Sub-Group Report

- 3.1 Sean was absent due to illness. There was nothing to report as there had not been a meeting since the last WeBigLocal meeting. The next meeting would be on the 15 January 2014. This group was failing to get off the ground; it was felt that it needed new members as this group is key for all events along with the community profile. Everyone was asked if they would like to be involved.
- 3.2 Photography and art competition - This has been launched with a deadline for entries on February 21st and an exhibition is to be organised to show entries and announce winners. Flyers need to be put up in public places. Michelle to contact the press to promote. **Action: Michelle Wilding**
- 3.3 Community Profile Film - Fran advised the Group that he had received three expressions of interest from organisations interested in producing our community film. He informed the Group that each had its own merits but all three would be interviewed in a couple of weeks, there was a 12 week period to work with residents and in turn produce the film.

4. Finance Sub-Group Report

4.1 Bob Barker reported that there were no updates since the last meeting on the 27 November 2013. The next meeting is scheduled for the 29 January 2014. The only issue outstanding that might require the Groups attention was the possibility that the film project may require an additional £500. It was felt that the money in the contingency fund to cover this uplift.

5. Youth Sub Group Report

5.1 The youth sub-group was a more fluid group, which currently comprised of Michelle visiting youths in their environment. Current work is a mug activity at Motiv8 asking them to draw/write what they want WeBigLocal to fund/Change etc. taking place on Thursday 9th January 6-9pm

6. Any Other Business

- 6.1 It was identified that the Group needed to engage with the local media organisations to promote WeBigLocal via their newsletters and possibly within the local council magazines It was also request that information could be put in to book bags at the local schools. **Action: Michelle Wilding**
- 6.2 Michelle will give an article to Richard Shaw for the March issues & discuss the idea further with local schools. **Action: Michelle Wilding**
- 6.3 Questionnaire needed to get feedback from recipients of Big Local Community Chest awards to help populate the community profile **Action: Comms Group**

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

Action Table

No	Action	Responsibility	Comments	Date Completed
2.2	Residents to mark where they lived on the map	Residents		
2.4	Ask Lynda Potter from the police to speak about her successful application	Michelle Wilding		
2.6	Further discussions about how to obtain residents requirement for the WeBigLocal fund and how to reduce the admin burden on Michelle?	WeBigLocal Group		
2.7	The all Stars Project was identified as a possible funding route	Michelle Wilding		
3.2	Michelle to contact the press.	Michelle Wilding		
6.1	Engage with the local media organisations to promote WeBigLocal	Michelle Wilding		
6.1	Article for Richard Shaw	Michelle Wilding		
6.2	Discussion with local schools.	Michelle Wilding		
6.3	Obtain questionnaire feedback from the Community Chest Awards to help populate the community profile	Comms Group		