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**Partnership Meeting Notes**

**16th May, 2018,**

**St Ambrose’s Social Club,**

**7.00 pm to 8.30 pm**

**And**

1. **Present:** Sarah, Vander, Adrian, Helen, Brenda, Siri and Jayne

 **Apologies:** Steve, Joanne, Colby, Bethany

2. **Notes from April meeting –** Jaynenoted that the Volunteer Fair wasfull and we should approach Horsefair and Proud to see if we could share their space.Notes Approved. Proposed by Vander and seconded by Sarah.

3. **Conflicts of interest on agenda items for this meeting.** None declared

4. **L.T.O. Update:** The District Church Council have given the go-ahead for St Georges to take on the role of LTO. The Parish Church Council of St Georges meet on May 21st to discuss and (hopefully) approve. Brenda and Vander will attend. Brenda and Jayne will prepare a list of payments that the LTO will need to make and a separate bank account will need to be set up to assist transparency.

5. **H.R. Update**: Meetings have taken place with HomeStart (HS) and their Employment Terms and Conditions are to be checked. Jayne’s TUPE has started with HS being the employer from July 1st.

6. **Recruitment of CDW**: Brenda met with Belinda to go through the CDW job description, which needs a few tweaks and will then be circulated. Brenda asked if we should add 5 hours a week to the 20 hour CDW role to cover social media. All positions to be collegiate. This was proposed by Vander and seconded by Siri. Carried unanimously.

7. **Premises:** With the aim of having 3 Big Local workers a larger office would be needed. One is available at the Big Print Shop (BPS) for an extra £45 per week. The need for premises that were safe for workers, could provide internet and data storage and the extras we get at BPS were discussed (storage room, conference room use and communal space). It was proposed by Adrian that we take the larger space, and seconded by Vander. Carried unanimously.

8. **Ben Comm formation – Louisa and Kim**: Brenda and Jayne had met with Louisa and Kim and been through all the alterations to the Rules the Partnership had identified in our various meetings. Louisa now had these in the document for our final review. We have three things to decide before we can go ahead with the formation of our Ben Comm.

 a) Name of the Ben Comm – Jayne to circulate a list of suggestions so far and others to think seriously of their preferences.

 b) Where will the registered office be? – Can we use Big Print Shop?
 c) Who will be the 4 Founding Directors (1 of which will act as Secretary)?

Louisa has produces notes to accompany the Rules. These files are attached. If you were absent from the meeting and require a hard copy of these, please let me know.

**DIRECTORS:** There are personal questions to be considered by potential Directors. For the Ben Comm Bank Account, Directors have to fit the Bank’s criteria, again this list is attached.

Directors will be appointed for an initial 3 year term, after which a third will step down.

**The Role of a Director** is to:

* + Oversee the direction of the Ben Comm,
	+ Manage staff and volunteers
	+ Make Returns to the FCA annually, Secretary is responsible for the form being completed. The cost of Annual Return is around £60 p.a.
	+ Manage funds – work with Accountant / Auditor
	+ Insurances
	+ Drawing up Policies and Procedures (we will have employed person to assist)

Brenda will not be standing as a Director but will continue to look after the Partnership. Jayne, as a worker, is ineligible.

**Directors Liability**: £1

**Goal:** A good set of Accounts to enable the Ben Com to become the LTO and a structure written down for operating the Ben Comm. This will be developed in the first few years by recording all the steps taken, and will result in Operating Manual.

**Formation:** Once we have the Name, Registered Address and Directors, Louisa will prepare the registration documents for us to submit to the FCA.

**9. A.O.B.**

 **GDPR** - Current Partners List – Partners were asked to sign to agree to use of their contact details by Big Local DY10.