

**Partnership Meeting Notes**

**18th October 2017, St Ambrose’s Social Club, 7.00 pm to 8.30 pm**

**Present:** Helen, Brenda, Jane (Vestia), Louisa and Kim (CAATS), Colby, Adrian, Vander, Sarah, Bethany (prospective new member), Jayne

**Apologies:** Steve, Mark, Siri, Susie,

2. **Notes** from July meeting and September Workshop agreed and approved

3.. No **conflicts of interest** on agenda items for this meeting

4. **Ben. Comm** – How to set up with Louisa Edwards from CAATS Ltd

Kim and Louisa explained their role in setting up the Ben Comm for another Big Local. They ran through the ‘Asset lock’ requirements and how to register with FCA, at a cost of £900. The process to be covered in a session at the next Partnership meeting, November 15th as follows:

a) Discuss the wording of Objects (What you do) according to the Charities Commission criteria.

b) Using Community Shares to increase membership.

c) Draft the rules, decide on Trustees

d) Complete the FCA forms

(To enable the above the meeting on Nov 15th will start at 6.00 pm.)

To lead the above and submit application, CAATS will charge £750.

**Acceptance proposed by Sarah, seconded by Vander - Unanimous**

5. **Additional Lottery Funding -** £105,000 additional funding is available. Big Local DY10 will use this to set up the Ben Comm. To allow this, the Plan will need to be revised.

6. **Finances** . Jane Clark has submitted the return to Local Trust. There was £58k spent but this was a £75k underspend mostly on Access to Support and Horsefair and Proud, mainly due to staffing issues.

7. **Partnership Review** – Helen ran through questions Local Trust needed the Partnership to answer.

8. **Grant Application from Friends of Broadwaters Park** As the application was over £2,000, the Grants Committee had referred to the full Partnership – The amount of £10,450 was proposed (the ex VAT amount) on the understanding that there would be a plaque referencing Big Local Grant and no other applications from FoB for 12 months.

**Proposed Vander and seconded by Adrian, unanimous decision.**

9. **Santa visit to Sion Hill** Jayne explained the sequence of events that has led to the local Police asking for a grant to provide presents to the children of Sion Hill as the Round Table never visit there. It was proposed that up to £500 could be used to provide gifts and wrapping paper and that we would help facilitate the ‘Santa Delivery’.

**Proposed by Adrian, seconded by Sarah, unanimous decision.**

5. **A.O.B.**

**Horsefair Clock** The Horsefair and Proud project to re-instate the Horsefair Clock was discussed,. Half the money has now bee raised. Big Local to make a Grant of £5,000 to the project.

**Proposed by Sarah and seconded by Vander. Unanimous decision.**

**Halloween event** Big Local are to organize the Fancy Dress at the Springfield Park Halloween event. Volunteers were asked for. Bethany agreed to be there. Sarah is a judge along with Mary Rayner and Rev. Nigel Taylor. Mary had donated £50 toward the prizes. All entrants were to receive a bag of sweets. A box of Black Magic was to be given to the best Adult costume.

**Job Description for new worker** A sub committee of Brenda, Sarah, Vander and Bethany to meet and go through the J.D. for new worker.

**Ideas for engaging younger people.** Bethany ran through a comprehensive collection of interesting and exciting ideas for expanding our appeal to the younger generation.. These are to be worked up into a proposal. At the next meeting we will look at a Social Media brief.

**Visit to St Matthews, Leicester on December 4th** Helen to finalise details.

**NEXT MEETING: Please note earlier time.**

**Wednesday 15th November, 6.00pm at St Ambroses**