



Brereton Big Local CIO

Agenda Partnership Meeting Tuesday 12th September 2023

		Actions for next month	Finance expenditure to spend this month
1.	<p>Welcome: Tim Morton, Emily May, Jack Burkinshaw, Peter Fahy, Sam Rushton, Maria Smith, Chris Stewert, Matt Walker, Kevin Mann.</p> <p>Apologies: Sue Merriman will arrive late.</p>		
2.	<p>Declarations and Matters Arising – Minutes from last meeting agreed. Sue is now an elected parish councilor for Brereton and Ravenhill</p>		
3.	<p>Following up from Tour around village – The trustees had a tour around the village and highlighted a few issues.</p> <p>Engaging people and encouraging resident ownership of their spaces/areas. *Update in community connector – Mad hatters Tea Party*</p> <p>Sign posting/signs – Matt emailed estate signs, who cannot quote prices and discuss what we would like without a design. Matt had an idea to circulate some ideas around the trustees after the meeting. The point of the sign is to create a legacy point in the area on the community greens. The types of signs suggested:</p> <ul style="list-style-type: none"> - A simple composite street sign like the woodland walk as an example. Brereton Big Local CIO (with the BM logo in the corner and a QR code in the opposite) with the greens name underneath. <p>Transport – Peter contacted a parish councilor on Volunteers' Day. Once available she will look at their proposed solution, she is going to work alongside him. Peter will work with Emily to promote the Cannock Chase Volunteer Driver Scheme, due to lack of drivers in the local area. The Parish council are also looking at transport as well, jack is awaiting an email from Miles.</p> <p>Disabled access – Peter highlighted there is no disabled access to the park, with the slope on the road coming into the car park is too steep for a wheelchair. Peter also mentioned the pelican crossing outside the park also doesn't have a beeper on it. Jack suggested changing the kissing gate at the end of park to a disabled access kissing gate. Jack suggested speaking to councilors regarding crossings.</p>	<p>Jack to email Mary Gear at highways.</p>	
	<p>CIO internal matters 1919 Brereton big local CIC Closure 5th July – The CIC has closed, as far as jack is aware they haven't heard back yet from land registry.</p> <p>Chris has received a bill from Companies House for late filing of £300 and something, which she has been instructed by Companies House to ignore however has received another.</p>		

	<p>Finance- Chris mentioned the accounts are due. There have been problems registering Brereton Big Local for the tax return. Kevin has explained that they don't owe any tax, however they do have to submit a return. Kevin is going to speak to Gill for assistance. Chris also offered to assist Kevin with finance.</p> <p>The trustee's agreed to move money from account two to account one due to account two being low, this for staff wages.</p> <p>The Spending report needs to be sent to the Local trust. Peter to put together the narrative for the annual accounts.</p> <p>Matt has the card for the Nat West account, Matt gave the card back to Jack to destroy. Jack to remove Matt from the bank account.</p> <p>Peter has done a report on the options for the future of Brereton million, which he will circulate after.</p> <p>HR – Meeting is due for HR subgroup.</p> <p>Policies – No update</p> <p>Hub – a tend document has been circulated, we haven't had any returns on the quotes for the hub. Jack asked for 3 items to be quoted:</p> <ol style="list-style-type: none"> 1. Office space, 2. Toilets and drains 3. Block up existing entrance way where the foyer is and turn it into a storage for the tables and chairs along with a disabled entrance way. <p>A new Portaloo toilet has been ordered for £12 per month plus VAT.</p> <p>Quotes for the hub to be agreed over WhatsApp.</p> <p>Bus stops – accident claim Jack asked for a crime number and Jack hasn't heard anything back.</p> <p>Any other communication received, (staff) documentation for all trustees should be on charities commission. Peter is going to do the last 12-month update for charities commission</p>	<p>Peter to put together the narrative for the annual accounts.</p> <p>Peter to circulate report.</p> <p>All Trustees to try accessing the charities commission.</p>	
5.	<p>Subgroup updates:</p> <p>Brace – Sue updated the trustees on the structure of Brace currently, the carnival is still going ahead on Saturday. Brave have their accounts audited in September and then will be handed to Brereton Million. The trustees made decisions about liabilities, and they understand the structure of brace and how to support them.</p> <p>Advice service and debt advice training (peter and sam). Peter spoke to Sam and Paul. For Brereton Million to do the training they have to join the money advice center. To pay an initial introductory fee of £750 and £75 per person for the training, along with training on software system which includes role play exercises for the debt advice. This would mean we could come to an official "money advice center". It's marketed as money management not debt management.</p>	<p>Sue to give a debrief after the Event.</p>	

	<p>Vote to join the money advice center and receive the training. 5/6 trustees voted yes. The majority voted accepted.</p> <p>Shop – Chris gave the trustees an update on the shop. Currently they have 290 members. £3278 in the account for the shop from donations and grants. Tim has spoken to the pantry in brawnstone and was suggested best way wholesalers. BM have got a wholesale account, Jack, and Chris to go the warehouse.</p> <p>Jack suggested a review in February to work out if the shop is self-sufficient and decide whether the shop will fund fair share or Brereton Million. Tim recommended a grant for the shop - Defra/government emergency food.</p> <p>Community connectors mad hatter’s street party, ST Michaels Green 01/07/2023 – The event had mixed reviews from the trustees, unfortunately there were some personal clashes with the connectors which affected the event.</p>	<p>Chris and Jack to go the wholesale warehouse.</p> <p>Tim to send grant information.</p>	
<p>6.</p>	<p>Further Updates: St Matthews Corby – unfortunately St Matthews are too busy at the moment.</p> <p>Proposal updates- Granite statues – Sue met with them and together they came up with an idea for “inside out” inspired trial in the woodland. Woodland work is amazing for mental health, which ties in great together. Unfortunately, due to the current workload, it cannot be organised until autumn. Project proposal date for meeting – September/October. 6/6 TRUSTEE VOTED ALL AGREED</p> <p>Counselling – Matt sent an email to Ann, for some clarity. Please see below for the questions Matt asked.</p> <ol style="list-style-type: none"> 1. How will the support provide additionality to services currently available through regular referral? 2. What is the process at the completion of the project? 3. How do the group assess the effectiveness of the funding given information would be and should be confidential? 4. how do we assess who should be and likewise who shouldn't be given support. 5. How is it linked to current services. <p>Matt is currently awaiting a response. Matt will circulate Ann’s response.</p> <p>Brereton Million Book – Emily Updated the trustee’s on where the book was before she left, Chris also updated photos taken while Emily was on annual leave. Margaret has emailed some concerns with the project and unfortunately BM have decided to put the book on the back bench.</p>	<p>Sue to organise meeting.</p> <p>Tim to also send Sue the Master Plan.</p> <p>Matt to circulate response.</p> <p>Jack to email Margaret.</p>	
<p>6.</p>	<p>Event/project planned spend for the next 30 days.</p>		

	15th July/ Carnival – Finance been pledged, made aware of issues with brace. 7:30pm marshalling meeting.		
7.	<p>AOB:</p> <p>Website - Debbie to update and correct Peter's name on the website.</p> <p>Local trust update – Tim's assignment runs out 30th September. Local trust is having its last connects meeting on 27th 28th October, Brereton Million have booked 3 spaces. Brereton Million has about £300,000 to spend by September 2025.</p> <p>D Day 80th anniversary 2024 – Won't be putting on an event but are happy to accept requests from other local groups for funding if they are organizing an event.</p> <p>Award for all budget - was increased to £20,000 from October with wider range of funding.</p>	Debbie to update and correct Peter's name on the website.	
8.	Date of Next Meeting: September (unless created via WhatsApp)		

