



Brereton Million 15th March 2022

Partnership Meeting - 7.15pm - Hub

		Actions for next month	Finance expenditure to spend this month
1.	<p>Welcome and apologies – Chris Allen, Sam Rushton, Chris Stewert, Matt Walker, Kate Waterworth, Kevin Mann, Karen Mann, Tim Morton, Maria Smith, Jack Burkinshaw</p> <p>Apologies – Peter Fahy</p>		
2.	<p>Declarations and Minutes & matters arising – Led by Matt All matters from last minutes - Completed. Plan Update - The plan was submitted on the 2nd March. From there we have 28 days for local trust to approve the plan. Meeting with Parish council - Carried over</p>		
3.	<p>LTO update –Led by Jack, Matt, Kev Jack, Matt, Kev, Peter met with Support Staffordshire, Centric HR and Accounting Insights to look at the transition from Support Staffs to our own LTO/Finance (Accounting Insights) and HR (Centric) The transition date is the 1st April. Centric HR are locally based, who also collaborate closely with an accountant. These people will be best at submitting the contracts for the employments needed. The HR comes with minimum costs due to the KICKSTART project they have. They understand the need for an online service moving with the modern times.</p> <p>Tasks</p> <ul style="list-style-type: none"> - Draft job description for the support worker. - PAYE set up (Garry needs the authority to ask on behalf with the trustee) - Gill will set up the group on Xero - Pensions will be set up - Time scales are that we are working until the 1st of April, providing the plan kicks in by then. - Assets need to be sorted out - Support Staffordshire has no assets listed on any of their registers. Support Staffs are happy to send an email to say they have no interest in the assets and that those assets will belong to the CIC. - Insurances (employment liability insurance and public liability insurance) - Proposal that Gill sends through needs the Directors of the CIO or the trustees to sign. 	<p>MATT TO SEND TASKS TO GROUP MEMBERS</p>	

	<ul style="list-style-type: none"> - Matt to send the plan through to invested parties at the meeting yesterday. 		
<p>4.</p>	<p>Group stress the insurance should be priority.</p> <p>Welcome Chris Allen – Led by Chris Allen Chris is a big local Rep in a number of area's, who also assessed our Current plan for Big Local Trust. Chris Allen's deadline is the 25th march for the transition. Chris is happy with the plan and how BM are moving forward. He also mentioned if we need technical advice on the change, Local trust will happily pay for support on the areas needed.</p> <p>Policies we have in place/need:</p> <ul style="list-style-type: none"> - Adult safeguarding - Assets - Chairpersons' role description - Child safeguarding - Conflict of interest Policy - Constitution - Equality and Diversity - Finance policy - Health and Safety - Human Resources - Membership pack - Membership process Flow chart - Safeguarding adults concern form - Safeguarding children concern form - Secretary Role description - Treasurer Role description - Trustee Pack - Trustee process flow chart - Trustee Role Description - Financial regulations <p>Process will be:</p> <ul style="list-style-type: none"> - Making sure the policies are in place - Talking through the financials <p>Grants will be different in terms of application and publicity Publicity is the LTO responsibility Financial benefit is the 5% on top of each grant taken. The 5% is the financial management.</p> <p>Chris asked: At the moment you've got the partnership and the CIO (with the CIC becoming the CIO, are you intending to keep the partnership alongside the CIO as two entities or is the CIO going to become the partnership and meet the 8 voting members? – Jack answered one group with the LTO and the partnership merging with a subgroup tier motion. There we will have subgroup leaders who won't necessarily be on the partnership, LTO or trust. They will come to the trust meetings once every 3 months where they will explain what they want to spend in the next 3 months. At these meetings the trust will vote on it from a trustee point of view.</p> <p>Chris advised that 8 trustees is the magic number in terms of voting.</p>	<p>Sue/Emily Policies to be forwarded to Chris Allen</p>	

AGM will dissolve the partnership and welcome the new trustees.

In terms of trustees, we are planning to bring in some local businesses to become trustees, with a maximum of 12 – 7 who need to remain as residents.

BM have gone for the foundation model. BM did this because in past experiences, they have had people pass through the group who have not wanted the responsibility of a trustee/partnership member but wanted to volunteer.

In terms of the plan finances:

Chris discussed the Plan finances. The plan is £470.600 as the amount that is applied for,

The plan is for £470.600; however, on the statement he has included £194,928.31 in the pot but BM still needs to draw down £188,700 from the current plan. Which comes to 383k Which does show a short fall from Support Staffs.

There is a short fall in the plan we submitted. This is due to local trust estimating the balance, whilst BM have been going along rather than giving exact figures. The remaining funds will be accurate. It is £194,928.31, we are around 34k below what we have applied for.

It has been advised to spend the big local money before we spend money, we have raised ourselves.

Plan:

New building refurb and the current hub refurb? Is that the same building or new building?

We have a fund for doing the hub up and the feasibility to be able to bid on a plot of land if it ever came around.

Community café will be in the park, by reusing the asset of the support workers office to create a café in the park to create an incoming revenue.

Chris asked if we were planning to employ someone for grant writing? It was explained that we have volunteers that do that aspect for us.

Chris did not know why the LTO support shows a separate £8,300 over the next 3 years? It was explained that those are expected costs for a worst-case scenario for the HR and accountants. It will now be changed to Fee's.

The 5% business management is the asterisk on the plan.

The 5% needs to come out of the proposal.

Chris asked about mitigating against risk. What is the stuff we are doing that is innovating with risk in a positive way? Tim Morton explained how the Brereton Can Project was developed and how Brereton Can was the first and only Can have NHS backing, which has now been taken to a district

	<p>scale with the Cannock Chase Can. Sue also mentioned how having the Compassionate Communities Award we are being used as an example to other areas that are trying to achieve the award.</p> <p>Chris should be able to work to the 25th March deadline. Kevin Mann asked what the process in terms of authorisation was from here to get the green light moving forward? Tim Morton answered that Local Trust will double check Chris' work and then issue a funding agreement to BM. Plan to have an exceptional meeting at the end of the month</p> <p>Chris mentioned the 1st April the bank account won't be set up by then. May 1st is the estimation for the bank to be open. Chris explained that Local trust will need the CIO account to put the money into. They cannot send it to the CIC and then to the CIO after, as that would mean doing another due diligence.</p> <p>Part of the proposal process needs to include bank details; Garry at Support Staffordshire did say he would be quite happy to extend to the end of May. With becoming a new organization, there will be a three-monthly draw down payment. Chris Allen recommended we extend the Support Staffordshire agreement for another month. Any money Support staffs have will be sent back to local trust before it goes to BM.</p> <p>Can we start the plan in April regardless on what is happening in terms of the changeover?</p> <ul style="list-style-type: none"> - The problem is we cannot spend money that's in the new plan until we have the funding agreement in place. <p>Voting to request for Support Staffordshire to extend the funding agreement for another month</p> <ul style="list-style-type: none"> - All agreed and voted 		
<p>5.</p>	<p>Finance Report – The CIC has spent £6.168 so far, the positive for using this is the tax. BM needs to think over the next few weeks about how it all knits together and how its going to be presented. It is agreed the CIC to continue completing purchases for Brereton Million. Once the Brereton Can is completed BM are putting a limit on purchases.</p> <p>Matt to go to Gill to check the finance procedure policy.</p>	<p>Stationary to be ordered</p> <p>Matt to speak to Gill at accounting insights to make sure we have a financial regulations policy</p>	
<p>6.</p>	<p>Brereton Can Update - Led by Kev Date is set as 1st April for the event. We have marques, inflatables, signages for the advertisement, a farm, we have</p>	<p>Matt, Jack? Maria? Karen, Kev, Sam,</p>	

	<p>hired the village hall. And paid workers to come and help set up. We have a lot of groups turning up.</p> <p>At the last meeting all agreed a budget of 5k however it is looking like it will be over 5k and a more realistic 7k is suggested.</p> <p>The Brereton Can group have a lot of groups and tasters' sessions going on at the event the logistics for timings still need to be done.</p> <p>Volunteers are also needed.</p> <p>Football club has not confirmed games or fixtures that are going on during the event. Notice was given to them regarding the event.</p> <p>Starting time is 11am – 4pm. With volunteers starting at 6am to set up.</p> <p>The 7k expenditure is for the day event.</p> <p>Everyone voted to extend the budget from 5k to 9k -All agreed</p>	<p>Coming to the event</p> <p>Emily to Organize Volunteers</p> <p>Matt to speak to the manager of the football club.</p>	
<p>7.</p>	<p>AGM Notice – Led by Matt Notice given for the AGM, to be 30 days from the 15th march. Date to be set for Tuesday 10th May at 7pm. Jack Sent out the polices he had created during the meeting.</p> <p>Tim suggested at the end of the AGM to know who the board of trustees are for the CIO, and those Role and responsibilities to be clear to those becoming trustees. He also suggested finding out how to dissolve the CIC. All processes for this needs to be minuted at the meeting.</p> <p>Jack suggested that we need to review the policies and documents that Sue, Jack and Matt have, then create a subgroup meeting to discuss ready for the next meeting. Ideally after that subgroup meeting for all documents to be sent out to anyone who is interested in becoming a trustee. Which will then lead to a discussion to decide if that is how they would like to proceed.</p>	<p>Jack, Kate, Kev Peter to arrange a meeting to organize the policies ahead of the AGM</p> <p>Meeting booked 22nd March discussion regarding policies and expectations.</p>	
<p>8.</p>	<p>A.O.B –</p>		

	<p>Ukraine Appeal - Sue will be sending out an email to everyone who is attending for the Ukraine appeal at the weekend. More volunteers are needed. Jack and Matt Volunteered.</p> <p>Maria – Asked if some of the planters need to be moved. This will be revised once we get a new coordinator.</p> <p>Kev – Kev has written a short document on why BM want to extend to a line with the parish boundary, Kev asked if Tim can approve it before it is sent to big local trust.</p> <p>Sue – is feeling overwhelmed with the amount of work she has on at the moment. She is working around the clock again, however asked to consider how many hours she is working. the partnership suggested a member from the partnership taking on the jubilee for her. Once highlighted which partnership member it is, Emily is to find a working group.</p> <p>Craft group - In terms of crafters, it was suggested that the craft coordinator sets up an account at the wool shop that BM pays. Budget agreed for £50 per month. -All Agreed</p> <p>Sam – Asked Matt to send an email to Sarah Langdon for things she has that belong to Brereton Million.</p>	<p>Sue to send out to Tim then to big local</p> <p>The group to highlight which partnership member is taking over the jubilee, Emily to find a working group for the Jubilee.</p> <p>Matt to Email Sarah and organize the collection of items she has that belong to Brereton Million</p>	
9.	Date of Next Meeting – 12th April at 19:15pm		