



Brereton Million & Brereton Big Local CIO

13th December 2022 General meeting of Partnership / CIO - 7.15pm Zoom meeting minutes

| No. | Minutes | Actions for next month | Finance expenditure to spend this month |
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| 1. | <p>Welcome: Jack Burkinshaw, Sue Merriman, Sam Rushton, Maria Smith, Christine Stewart, Kevin Mann, Karen Mann, Debbie Thatcher, Tim Morton, Matt Walker, and Peter Fahy</p> <p>Apologies:</p> | | |
| 2. | <p>Declarations and minutes and matters arising:</p> <p>Treasurer takeover: Kevin and Jack attended a meeting with Gill (accountant). Outcome - employees required to submit working hours prior to 19th of month via 'BREATHE HR'. Employees will then receive payments on 24th of month. Transition of treasurer role between Kevin and Christine to continue in new year. Kevin is currently continuing to research Xero accountancy.</p> <p>New emails: Karen and Chris are still not able to access the new 'Big local' email.</p> | <p>Sue to address emails.</p> | |
| 3. | <p>LTO /CIO Update:</p> <p>Finance: See above regarding treasurer takeover. In addition, Kevin will need to be added as an account holder. Current bank account balances ACCOUNT 1 £13, 425 ACCOUNT 2 £42, 694 Local Trust will require a bank account balance.</p> <p>The Community Fridge grant of £3000 will be paid into Account 1 within the next 14 days.</p> | <p>Jack will work with Kevin to add details to the accounts.</p> <p>Tim will organise a meeting with Christine and Kevin to discuss it further.</p> | <p>Community Fridge Grant to be transferred</p> |

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| | <p>HR: Peter and Karen have completed the Employee Handbook. VOTE to agree on circulation of employee handbook. 2 ABSTAINED - 6 IN FAVOUR</p> <p>Assets: Assets required to be transferred from CIC account to CIO account to allow closure.</p> <p>Policies: Karen continuing to write/produce policies working with Debbie</p> | <p>Matt will begin the process of assets transfer.</p> | <p>into account 2 on receipt of.</p> |
| <p>4.</p> | <p>Planning meeting Update: Railway carriage quote required.</p> <p>Brereton Community Hub plans circulated, and amendments discussed (toilet area becoming storage and double door confirmation)</p> <p>Suggestions from Tim to build an economically sustainable and carbon neutral building.</p> <p>Short term plans for hub to incorporate office. The current office to be used as Community shop.</p> <p>Community shop – grant transaction will take place within the next 14 days. Decisions on equipment and resources prior to confirming opening date</p> | <p>Debbie to chase quote for required work on railway carriage.</p> <p>Karen to return plans with required amendments.</p> <p>Tim to share Information on how this can be achieved shared.</p> <p>Debbie to chase quote for required work on hub.</p> <p>Debbie to email Matt information on fridge/freezer/cash register etc</p> | |
| <p>5.</p> | <p>Subgroup updates: Finance subgroup: see above.</p> <p>Hub subgroup: Thank you to Maria for picking up/delivering the Christmas tree. Cleaner/caretaker review January 2023 Bookings - Christmas Day and boxing day. Elec meter possible installation to reduce energy costs– quote for internal meter £264 including VAT.</p> <p>HR subgroup:</p> | <p>Debbie to email revised Hub Terms and conditions.</p> | |

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| | <p>Christmas payment date 22/12/2022</p> <p>Policy Subgroup – See above re, policies. Sam and Emily to look at creating a volunteer’s handbook.</p> <p>Planning subgroup: – Kevin and Sue are currently working on a 12-month plan.</p> | <p>Sam and Emily to research handbook templates in the new year.</p> <p>Kevin and Sue to share and will Work towards grant ready for May 2023</p> | |
| <p>6.</p> | <p>Local Trust: Brereton Big Local has £434,480 remaining.</p> <p>Local draft assignment date -23rd December 2022, Tim will share.</p> <p>Pod cast (Chris Allen) would like to speak to someone from Brereton Big Local – particularly related to young people. Suggested that the youth group can take part I this (during sleepover).</p> <p>An opportunity has come about for anyone interested in signing up for the Community Leadership Academy.</p> <p>Matt has previously completed this and recommends it. Approximately 18 months – 2 years and will consist of networking and sharing experiences.</p> <p>Local draft assignment date -23rd December 2022, Tim will share.</p> | <p>Sue covering with young people sleepover.</p> <p>Please discuss with Tim or Matt if interested</p> | |
| <p>7.</p> | <p>Big Local Final plan: Open spaces, bus shelters (Karen pointed out that they have received funds from BM)</p> <p>Community fund: process to be addressed in New Year (£5000 for community fund) Dates for proposal may and October £10,000</p> | <p>Karen– to chase prior to Parish council meeting.</p> <p>Sue and Matt to organise park meet for inspection.</p> | |

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| | <p>Events: music license for Santa tour applied for through Brereton Big Local. 12-month license and no fees</p> <p>Park spaces: Problems with some equipment including 'the walker'. Other Park equipment will need inspecting and benches will need constructing and securing in the park.</p> <p>Skills: Cooking with families group proving to be popular, however, the volunteers hosting this group have been approached to hold a session at Rugeley community Centre also on a Tuesday.</p> <p>Craft Buddies, finished for Christmas. Christmas gifts are being distributed to residents.</p> | <p>Matt to liaise with contractors re; benches.</p> <p>Peter, Sue, Jack to organise a meeting regarding this.</p> | |
| | <p>Brereton Can:</p> <p>CAB: Weekly training volunteers. Advertising service via social media</p> <p>Volunteer portal proving to be popular and supported with funding.</p> <p>Impact report – what we have achieved during November 2022</p> | | |
| 8. | <p>Event / Project planned spend for the next 30 days: See community shop and Hub.</p> <p>Gardening (weeding) at hub- payment Horse Therapy taxis - payment Maria researching quotes for fire extinguishers. Defibrillator payment. Art Therapy payments</p> <p>Brace/Visions- Sue discussed meeting regarding constitution and assets regards to both becoming subgroups of Brereton Big Local</p> | <p>Defibrillator – Matt to organise payment.</p> <p>Jack - correspondence</p> | |
| 9. | <p>Updates from any other groups we may be a part of –</p> | | |
| 10. | <p>AOB Kevin would like to begin to consider a post 2025 strategy document.</p> <p>Co-op, Brereton have requested we provide with money tins to support our work.</p> | <p>Date for meeting early 2023</p> | |
| 11. | <p>Date of Next Meeting: 17/01/2023</p> | | |

