



Brereton Million Partnership Meeting – 11/10/2022

		Actions for next month	Finance expenditure to spend this month
1.	<p>Welcome: Jack Burkinshaw, Sue Merriman, Sam Rushton, Maria Smith, Christine Stewart, Tim Morton, Matt Walker, and Debbie Thatcher.</p> <p>Apologies: Karen Mann, Kevin Mann, and Peter Fayh</p>		
2.	<p>Declarations and matters arising: N/A</p>		
3.	<p>LTO /CIO Update: Finance, HR, Assets, Policies</p> <p>Finance – Finance team met last week.</p> <ul style="list-style-type: none"> • There are questions regarding ‘Zero’ and setting up. • Wages – clear payment run date (24th every month TBC) • Questions regarding who will hold responsibility for this? • Christine will be ‘stepping down’ as treasurer (end of October. Kevin’s name was forwarded to potential treasurer. • Spend report due to go to local trust. <p>Structure – Jack will forward the diagram/plan of structure of finance/funds to Sue reiterated the importance of ‘Big Local’ and other donations documented.</p> <p>Accounts The CIC account is still active and focusing on closure (see previous minutes, dated 13th September 2022 below)</p> <ul style="list-style-type: none"> • Resolve outstanding tax. • Ensure it lines up with finances with other groups. • Submit form that entitled winding up order and submitted to company’s house (when convenient with group) • Asset transfer <p>CIO account active Support Staffordshire account no longer active - cash transferred to CIO account, £27,465.65 (see previous minutes, dated 13th September 2022 below)</p> <p>Tim reiterated the importance of recognising and understanding the differences between ‘Big Local’, ‘Local Trust’ and ‘CIO’. Furthermore, highlighting on finance reports other monies ie, tax back, donations, reserves, events, sales related to.</p> <p>Expenses</p> <ul style="list-style-type: none"> • Finance team (Kevin currently on holiday) to organise meeting with Gill (Accounting Insights) regarding ‘Clio 	<p>Meeting with Gill (Accounting Insights) and Karen TBC</p> <p>Sue to create the structure process designed based on finance team design.</p>	

	<p>card' to be in place in preparation for a cashless system.</p> <ul style="list-style-type: none"> • Temporary system required; petty cash discussed to be held in office. It was suggested £500. Receipts are required to be handed to Sue or Debbie. Sue/Debbie to liaise with Christine. <p>HR:</p> <ul style="list-style-type: none"> • Trustees' handbook requires circulation. • Employees handbook <p>Assets Register of assets required. Matt has volunteered to take ownership and was advised by Tim it should be relatively straightforward requiring a letter from CIC to CIO.</p> <p>Policies The policy and procedure group are currently collating and compiling an eight-page list of policies and procedures and liaising closely with Sue, Debbie, and Emily</p>	<p>Any outstanding expenses need listing to enable Christine to transfer funds.</p> <p>-Sue to amend and proof. Peter to finalise? (handbook) -Peter to finalise employee handbook.</p> <p>Any outstanding assets to be forwarded to Matt. Jack to contact 'Hansens' regarding deeds transfer (outstanding action from previous minutes dated 13th September).</p>	
4.	Planning meeting Update: Kevin and Sue hold notes.	Sue to report on planning update.	
5.	Hub Group: Karen away	To report next meeting.	
6.	<p>Local Trust:</p> <ul style="list-style-type: none"> • Tim will devise quarterly report on Local Trust • Engagement forms sent out (check with Sue) to discuss reflection, community popularity, disagreements. • Connects update – Maria, feeling inspired and attended 'Big Local Together' workshop, a post Big Local workshop proposing what can happen next. Debbie felt it gave a good insight into Big Local and Local Trusts prior to starting as an admin position. 	<p>Feedback during the next meeting.</p> <p>Sue to right feedback report, Debbie, and Maria to input.</p>	
7.	<p>Brereton Can</p> <p>12th November – meeting re; Brereton Can networking</p>		
8.	<p>Event / Project planned spend for the next 30days.</p> <ul style="list-style-type: none"> • Remembrance Day Reef AGREED £18.50 • Horse therapy taxis AGREED £250. (Invoice when finished) • Craft AGREED £150 		

	<ul style="list-style-type: none"> • Cooking Together -budget being put together (to agree by e-mail) • Art Therapy – To be agreed via e-mail. 		
9.	<p>Updates from any other groups we may be a part of –</p> <p>Carnival group meeting 12/10/2022</p>		
10.	<p>A.O.B</p> <ul style="list-style-type: none"> • Lantern Parade – 3rd November 6.30pm, three schools, Brownies, guides involved. ‘The Ash Tree’ provides complimentary hot chocolate and hot dogs for children and hot drinks for volunteers. Numbers TBC and Volunteers TBC. To confirm with Jack re, insurance. • £100 AGREED donations to band. • Trustee roles – treasurer standing down, to discuss further roles. Voting on treasurer role at next meeting. • Tim is unable to attend next meeting. 	Sue to resend subgroups.	
11.	Date of Next Meeting 08th November 2022 7.30pm		

