



Brereton Million & Brereton Big Local CIO

28th February 2023 General meeting of Partnership / CIO - 7.30pm Brereton Community Hub

No.	Minutes	Actions for next month	Finance expenditure to spend this month
1.	<p>Welcome: Jack Burkinshaw, Sue Merriman, Sam Rushton, Maria Smith, Christine Stewart, Debbie Thatcher, Peter Fahy, Matt Walker, Kevin Mann</p> <p>Apologies: Tim Morton, Karen Mann</p>		
2.	<p>Declarations and minutes and matters arising:</p> <p>CIC close down</p> <ul style="list-style-type: none"> Sue Merriman and Matt Walker finalised all requirements, will now involve completion online. <p>Treasurer takeover</p> <ul style="list-style-type: none"> The online banking application to add Kevin Mann to the account has been rejected online. 'Pleo' cards requiring signature authorization to set up. <p>Trustee/staff email set up update.</p> <ul style="list-style-type: none"> All emails in full operation. <p>Volunteer handbook</p> <ul style="list-style-type: none"> Final Draft complete. <p>Bus shelter maintenance (£2000 donation to Brereton and Ravenhill Parish Council Update)</p> <ul style="list-style-type: none"> Brereton Big Local CIO have received a response from Brereton and Ravenhill parish council in the form of a letter stating that previous emails had not been received and would require evidence of email sent. In addition, stating donations had been spent. The letter was responded to with a phone call from Sue and was advised that Brereton and Ravenhill parish council are holding a finance meeting on 28/02/2023 so, therefore, a breakdown of expenditure was requested by Brereton Big Local CIO. <p>Brereton and Ravenhill Park (benches/inspection)</p> <ul style="list-style-type: none"> Organisation of installation of benches Park and equipment inspection 	<p>Matt Walker to complete.</p> <p>Kevin Mann to investigate further.</p> <p>Jack Burkinshaw to complete.</p> <p>Sam Rushton to circulate the completed document.</p> <p>Brereton Big Local CIO will wait for a response before the decision of action.</p> <p>Sue to forward correspondence to Karen to reply. Jack and Matt will attend meeting in support of Karen if required.</p>	

	<p>Railway carriage specification</p> <ul style="list-style-type: none"> Kevin Mann is beginning to form specifications for train carriage refurbishment. <p>Hub Health and Safety</p> <ul style="list-style-type: none"> 'Pat' testing all complete Decisions on rewiring and CCTV <p>First Aid</p> <ul style="list-style-type: none"> Staffordshire Council of Voluntary Youth Service (SCVYS) are hosting First Aid training at Brereton Community Hub. They are offering 3, free places to Brereton Big Local CIO Trustees, staff, or volunteers. <p>Community Fund</p> <ul style="list-style-type: none"> WhatsApp group set up in preparation. 	<p>Matt and Sue to organise the inspection.</p> <p>Keve to circulate specifications once complete.</p> <p>The hub group to add to their agenda.</p> <p>Please let Sue know if interested.</p> <p>Jack to set up WhatsApp group</p>	
3.	<p>Our Final Big Local Plan: Website:</p> <ul style="list-style-type: none"> Sue Merriman, Debbie Thatcher, and Sophie Moulton planned website update 	<p>Deb to continue to liaise with Sophie on all updates.</p>	
A	<p>Program Delivery Office:</p> <ul style="list-style-type: none"> The office equipment has been transferred to the Brereton Community Hub and external sheds have been used. The Red Lion Public House Brereton have provided an external barn as storage for event equipment. 	<p>A list of assets is required and an Insurance update.</p> <p>A copy of The Red Lion Public House building insurance will be required and written confirmation of the barn's ownership.</p> <p>A sign is required inside the barn stating BBL CIO property.</p>	
B	<p>Open Spaces</p> <ul style="list-style-type: none"> See bus stops under declarations and matters arising. 	<p>Emily to source</p>	

	<ul style="list-style-type: none"> • Discussion of possible events to encourage participation in the park, growing plants, family and children involvement and activities. • Phase 1,2 of park complete. Phase 3 will require further discussion 	volunteers/coordinators and forest school volunteers and to compile a project report.	
C	<p>Community Fund:</p> <ul style="list-style-type: none"> • Brereton Big Local CIO have received correspondence requesting a donation towards an Afternoon Tea hosted by St Michaels. VOTE – NO, UNANIMOUS due to Brereton Big Local CIO already agreeing to provide Brereton Community Hub as the venue free of charge. • The Community Fund relaunch will be April 2023. Brereton Big Local CIO will be taking applications for the Community Fund from April 2023 	Reply required - Sue	
D	<p>Events</p> <ul style="list-style-type: none"> • Farmers Market -Amazon to share contact for Farm they currently use. (25th May approximate date). • Kings Coronation – party in the park on the Sunday 7th May 	<p>Date to be confirmed.</p> <p>Look into Kings Coronation Grant application- Peter</p>	
E	<p>Ravenhill Park</p> <ul style="list-style-type: none"> • Benches Old– resident request via the website to turn the benches around to face the playground. Response VOTE – NO, UNANIMOUS due to Safeguarding children. • New benches are now being stored at the back of Brereton Community Hub. • Fence refurbishment – Amazon are supplying paint alongside volunteers to complete the work. Fences that will need replacing - Cannock District Council have no recommendations or contracted companies. • Woodland Walk – Amazon volunteers to move memorial seating into open area, in view of camera to deter against criminal damage. 	<p>Sue to respond.</p> <p>Sue to source Fencing company, possibly via Staffordshire County Council</p>	
F	<p>People – Brereton Can</p> <ul style="list-style-type: none"> • CAB – Brereton Advice Bureau –resident support increasing, not only during organized sessions at 	Peter to organise	

	<p>Brereton Community Hub but 'house calls' to residents unable to attend. House calls will be open to Brereton and Ravenhill residents only. More volunteer training required.</p> <p>The next Partnership Meeting to invite all the below to discuss/pitch their involvement and/or support to/from Brereton Big Local CIO</p> <ul style="list-style-type: none"> • Cannock Chase Can • Granite Statues. • Brereton Million Legacy – Our story written in a book. • Brace 	<p>volunteer training.</p> <p>Sue to invite</p>	
G	<p>Brereton Community Hub –</p> <ul style="list-style-type: none"> • See Declarations and minutes and matters arising: 		
H	<p>Planning Update</p> <ul style="list-style-type: none"> • Railway Carriage – See Declarations and minutes and matters arising 		
I	<p>Events/Projects Planned for the next 30 days.</p> <p>Community Shop</p> <ul style="list-style-type: none"> • Is now Stocked with refrigerator, freezer, cash register, ambient food, household, and toiletries. • Sam Ruston will be ordering food and stock. • The shop will open every Tuesday 10-12pm, Thursday 4-6.30pm with volunteers organized to run. • The grand opening will be on Tuesday 14th March with the previous week being a 'signing up' week whilst hosting community tables. • Amazon will be donating bags and support with food/stock. • The shop will require a petty cash to begin with and funding to purchase food. • £1000 release Majority vote <p>Co-ordinated Projects</p> <ul style="list-style-type: none"> • Agreed expenditure for projects. 		
4	<p>Local Trust</p> <ul style="list-style-type: none"> • requires Trustee update. • Final Brereton Big Local event in October <p>Training prospects funded by Power to Change.</p>	<p>LTO update of trustees and removal.</p> <p>Jack to e-mail</p>	
5	<p>LTO/CIO Update</p> <ul style="list-style-type: none"> • LTO update of trustees and removal. • CIC assets transferring to CIO. • Policies 	<p>Sue is working towards.</p>	

		Deb/Karen to continue working on.	
5.	<p>Subgroup updates: Dates: Finance subgroup: Accounts shared. Big Local finance meeting to organise Kevin, Matt, and Chris)</p> <p>Hub subgroup: (Matt, Jack and Karen, Maria) Fire extinguishers checked, will be required to look at hub requirements i.e., electrics.</p> <p>HR subgroup: (Jack, Peter, Karen) HR Finance/HR meeting 5pm 6th March and SUE Hub</p> <p>Policy Subgroup: Maria, Karen, Sam, and Deb</p> <p>.</p> <p>Planning subgroup: (Sam, Peter, Kev, and Chris) Focus on a Together We Can community meeting amongst Brereton businesses, groups due to lack of response from previous meeting. 20th March 5pm HUB - SUE</p>	Jack to organise dates/meeting.	
9.	<p>Updates from any other groups we may be a part of –</p> <ul style="list-style-type: none"> • Visions have reached the second round in their application for a £625,000 grant. Confirmation of a successful application should be received end of March//beginning of April. 		
10.	<p>AOB: Microsoft 360 premium is now organized</p>	Chris to share account access as and when required.	
11.	Date of Next Meeting: 14/03/2023 6pm	Time tree - Deb	