



## Brereton Million & Brereton Big Local CIO

### 09<sup>th</sup> May 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><b>Welcome:</b> Sue Merriman, Sam Rushton, Maria Smith, Christine Stewart, Debbie Thatcher, Kevin Mann, Emily May, Matt Walker, Tim Morton, Peter Fahy</p> <p><b>Apologies:</b> Jack Burkinshaw</p>		
2.	<p><b>Declarations and Matters arising:</b></p> <p><b>Proposals</b></p> <p>Healthy Lifestyles (Granite Statues) – Kevin will take the lead on discussions, meetings and other options as documented in meeting minutes 18<sup>th</sup> Aril 2023.</p> <p>‘Hear Me’ (counselling project) – Jack and Matt will take the lead on moving forward with this project as documented in meeting minutes dated 18<sup>th</sup> April 2023. Emily believes such a project would be used as a steppingstone for residents to access further projects supporting mental health by Brereton Million.</p> <p>Brereton Million book - Emily and Margaret Beardsmore met on Wednesday 3<sup>rd</sup> May. Together they have devised a plan going forward to access information and have organised meetings between Margaret and three other residents f research purposes. Devised a plan going forward and three resident meetings set up.</p> <p><b>Advice services (Debt advice)</b></p> <p>To further scope with the advice services offered through Brereton Million Peter has been researching training in offering debt advice to residents. It is a requirement that we would need to be registered with the FCA. Currently we will continue providing advice and support on budgeting and benefits. Peter has contacted Stoke CAB who offer on-site training to charity volunteers.</p>	<p>Kevin will organise a meeting with Louise Rose of ‘Healthy Lifestyles’</p> <p>Matt and Jack will organise a meeting with Ann Finucane</p> <p>Peter to organsise a ‘Zoom’ call for</p>	

	<p>Peter also contacted CMA group that gives advice, training, and tools to support advisers. They accredit you with FCA.</p> <p>They also provide the option of referring up to 15 residents to themselves for further advice and support. To access this service would cost £500 to join an affiliation fee and an annual fee £1000.</p> <p>Tim added that other Big Locals have been supporting CAB advisors with anywhere between £1000 a month and have accessed £5million benefit support and have provided advice to clear half a million pounds in debts.</p> <p><b>Trustee Update Procedure:</b> All trustees will receive a letter from Company's House informing of the closure of Brereton Big Local CIC. Currently the DS01 form has been completed online. There will be a 2/3-week window for any appeals and the closure will be published in The Gazette, Official Public Record 2 months from 24 th April.</p> <p>Matt will ensure the asset transfer from CIC to CIO prior to closure. The solicitor will be required to put the deeds in place in a matter of urgency. The property held by Brereton Big Local CIC needs transferring with the Land Registry as a matter of urgency.</p> <p>Christine has transferred the final £21 from the CIC bank account to the Brereton Big Local CIO account.</p> <p>Trustee Meeting Meet and Greet will be held Tuesday 6<sup>th</sup> June 7pm at Brereton Community Hub.</p>	<p><b>him and Sam to gain more information.</b></p> <p><b>Sue will contact Ansons Solicitors 10/05/2022 and relay information and further requirements.</b></p>	
<p><b>3.</b></p>	<p><b>Student Internship</b> Alicja completed her internship with the presentation to the trustees on 2nd May.</p> <p>Peter continues to work with Kitan on funding bids but hopes to close off her work soon.</p>		
<p><b>4.</b></p>	<p><b>Subgroup updates:</b></p> <p><b>Finance</b> – Congratulations to Kevin Mann who is now Brereton Big Local CIO Treasurer. Thank you to Christine Stewart for her many years as Brereton Big Local treasurer.</p> <p>Kevin is currently working on a financial forecast based on current commitments.</p> <p>Currently Account 1 holds <b>£28,461</b>. Account 2 holds <b>£39,948</b>.</p>		

	<p>The HR/Finance subgroups are currently under accountant provider discussions.</p> <p>The Community Shop aims to be self-financing but at times needs topping up when bills come in before payments received. It was proposed that this top up would come from the Eat Well Brereton Can budget.</p> <p><b>UNANIMOUS VOTE</b> – Brereton Million will provide funding for the Community Shop when required.</p> <p>Kevin proposed that £5000 transfer back into account 1 from account 2 <b>UNANIMOUS VOTE</b> (please see minutes dated 17<sup>th</sup> January 2023)</p> <p>Currently there are <b>£343, 000</b> funds held by Big Local.</p> <p><b>Hub</b> –  Toilets – A report from Jack is required regarding toilet update and work completed.  South staffs will be required to confirm access, possibly via a manhole on 99 Armitage Road, WS15 1DF.  The ‘Portaloo’ is costing £780 per month.</p> <p>Brereton Community Hub Extension plans – A report is required explaining what the Brereton Community Hub currently offers, how the changes proposed will affect usage and how this will impact on the local community. They would require more information on Brereton Big Local CIO or the website details.</p> <p>Three of the radiators in the hub have had new sockets.</p> <p><b>HR</b> – The ‘Breathe’ HR system is no longer in use. Peter has organised a system for annual leave and sickness and Sue has devised an employee working hours system.</p> <p><b>Policy</b> – Event policies have taken priority and are now completed. All have been signed off by Cannock County Council</p> <p><b>Planning</b> – Meeting to be confirmed, will reflect the spending forecast.</p>	<p><b>Hub subgroup to organise a Meeting as matter of urgency.</b></p> <p><b>The hub subgroup are required to compile information for the report.</b></p> <p><b>Deb to share with the policy group</b></p>	
<p><b>5.</b></p>	<p><b>Further Updates:</b></p> <p><b>Community Shop.</b> The community shop is still having new members sign up weekly, including 11 new members today (09/05/2023).  The feedback remains positive.  The shop has been organised and fitted out with a closing down shop furniture and still requires collection of an upright freezer (£100). They are waiting for confirmation of any more equipment which would be a donation.</p>		

	<p>'Fareshare' are their main supplier of goods, but Christine and Gemma are also shopping at Aldi, B&amp;M, Tesco, and Bag a Bargain. Christine and Gemma are researching Costco, Bookers, eggs suppliers and possible local farmers. Mileage/expenses sheets are being logged.</p> <p><b>Brace</b> – Emily will be attending a meeting 10/05/2023.</p> <p><b>Kings Coronation Event</b> – Lots of positive feedback and residents enquiring when the next event will be, they also communicated suggestions for events such as the pop-up cinema. Sam, Ben and Sue were in attendance.</p>		
6.	<p><b>Event / Project planned spend for the next 30days:</b> Newsletter - amendments from last week's meeting.</p> <p>Community Fund – advertisement shared via Facebook, and three applications have been sent out. Closing date Sunday 21<sup>st</sup> May. Next Community Fund will be 23<sup>rd</sup> October 2023</p>		
9.	<p><b>AOB</b> Mase are a Registered Charity in Staffordshire and look after Carers and their cared-for with Alzheimer's, or in fact any form of Dementia. We have no paid workers, and the groups are run by 35 Volunteers (five of which are the Trustees). Trustees interested to find out more about the work the charity does. Peter will take the lead corresponding with MASE.</p> <p>Emily has been finding there has been lots of initial interest from residents interested in becoming a volunteer, although not all are following up the initial interest. However, Emily has been signposting future trustee interest to the meeting held on 6<sup>th</sup> June. Emily has also noted there appears to be a greater need for mental health support since the last meeting, often related to medical needs not being met. Emily will be using 'Staying Well' NHS referral service to support the residents.</p> <p>Peter questioned safeguarding of staff when visiting residents. Emily explained the system in place to communicate whereabouts of staff.</p> <p>Congratulations and welcome to the new Community Council team winning the local elections.</p> <p>Charity commission, new trustees. Guidance from Peter/Tim</p> <p>Tim – Local Trust asking for speaker related to health and wellbeing, Brereton Can. This will involve conducting one</p>	<p><b>Debbie to forward email</b></p> <p><b>Matt to correspond.</b></p> <p><b>Tim to forward</b></p>	

	<p>to one meetings and group sessions throughout May 2023</p> <p>Maria suggested a Brereton Big Local visit to St Matthews or Corby Big Locals to share and gain more information.</p> <p>.</p> <p>Peter suggested a limit on phone/ Whatsapp communications. To be conscious of evenings, early mornings, or weekends</p>	<p><b>information to Kevin.</b></p> <p><b>Maria, Sue and Tim to organise</b></p>	
<p><b>11.</b></p>	<p><b>Date of Next Meeting: 13<sup>th</sup> June</b></p>	<p>Time tree - Deb</p>	

