



## Brereton Million & Brereton Big Local CIO

### 31<sup>st</sup> January 2023 General meeting of Partnership / CIO - 7.15pm Brereton Community Hub

No.	Minutes	Actions for next month	Finance expenditure to spend this month
1.	<p><b>Welcome:</b> Jack Burkinshaw, Sue Merriman, Sam Rushton, Maria Smith, Christine Stewart, Debbie Thatcher, Tim Morton, Peter Fahy, Karen Mann, Matt Walker</p> <p><b>Apologies:</b> Kevin Mann</p>		
2.	<p><b>Declarations and minutes and matters arising:</b></p>		
3.	<p><b>LTO /CIO Update:</b></p> <p><b>Assets:</b> Matt Walker and Sue Merriman will meet to arrange to compile list of Assets.</p>	<p>Sue/Matt to arrange a meeting</p>	
4.	<p><b>Planning meeting Update:</b> The events/project annual plan was distributed (as discussed and agreed in meeting dated 17/01/2023. Each event/project is colour coded to link within the areas of 'Brereton Can' wellbeing cycle. The annual plan will be added to the website along with meeting dates.</p>	<p>Deb to send to Sophie annual plan requirements for the website.</p>	
5.	<p><b>Subgroup updates:</b></p> <p><b>Finance subgroup:</b> Christine Stewart, Kevin Mann, Sue Merriman, Jack Berkinshaw proposed meeting to 'add' Kevin as a named person on the Brereton Big Local CIO bank accounts. (Friday 3<sup>rd</sup> February, 2023-8.30am)</p> <p>Support Staffordshire confirmation of remaining funds (09/01/2023) <b>£3784.59</b> going to Local Trust</p> <p><b>Hub subgroup:</b> Date required for Brereton Community Hub 'pat' testing of appliance update and alarm test.</p>	<p>Karen confirming date/time with Kev.</p> <p>Maria to organise with Jack.</p>	

	<p>Fire Safety procedure ‘meeting point’ discussed, <b>UNANIMOUS VOTE</b> to change to nearer point (Mossley Tavern Carpark).</p> <p>CCTV Update, clarity required of who holds responsibility for CCTV and its accessibility.</p> <p>Extension planning - Karen Mann to contact Cannock Chase County Council questioning whether plans will meet new building requirements to be implemented April 2023. To also investigate building energy efficiency, renewable energy, sustainability and becoming a Net Zero energy building.</p> <p><b>HR subgroup:</b></p> <p><b>Policy Subgroup:</b> Beginning work on events policies and documents.</p> <p><b>Planning subgroup</b></p>	<p>Maria to discuss with Mossley Tavern landlady. Deb will update all documents/policies as and when required.</p> <p>Deb to update CCTV policy.</p> <p>Karen and Tim to work together.</p> <p>Deb to continue working on and update.</p>	
<p><b>6.</b></p>	<p><b>Local Trust:</b></p> <p>Tim Morton attended a briefing on Local Trust – ‘Close Out’ guidance.</p> <p>Dates:</p> <ul style="list-style-type: none"> <li>September 2025, Brereton Big Local required to have ‘committed’ all funds to a project/event.</li> <li>March 2026, Brereton Big Local to have ‘spent out’.</li> <li>March 2027, Big Local will have ‘spent out’ and closedown.</li> </ul> <p>There are still places available to register for the Community Leadership Academy.</p>		
<p><b>7.</b></p>	<p><b>Big Local Final plan:</b></p> <p><b>Open spaces:</b></p> <p>Bus stops - Brereton and Ravenhill Parish Council to be reminded of the grant awarded to them for ‘upkeep’ of bus shelters due to correspondence starting there will be no up keep. We will require a response within 7 days.</p>	<p>Karen to continue liaising with parish council, Sue to find minutes confirming grant</p>	

<p>Look at Collis Sheds to refurb bus shelters.</p> <p><b>Community fund:</b> Matt Walker to be added to the subgroup. Look at rolling grant applications.</p> <p>Volunteer organized afternoon tea (for charity) We have been approached to see if Brereton Community Hub is available to hire, waiving the hire costs. <b>UNANIMOUS VOTE</b> For this to go ahead.</p> <p><b>Events:</b> 'Scream fest' in the woodland walk, Brereton and Ravenhill Park added to plan for Halloween, to be held on the 31<sup>st</sup> October. To be run and organized by the Visions Youth Group.</p> <p>Party in the Park (Kings Coronation in Brereton and Ravenhill Park) - Looking out for grants, possibly through the National Lottery to fund. Day/Date on which to be held to be confirmed.</p> <p><b>Parks:</b> Assessment of gym repairs and bench installation required.</p> <p>Perimeter fences in need of repair/upkeep. These can be removed in sections to replace/repair. Look at HS2 for possible funding.</p> <p>Amazon volunteers – to investigate repair/upkeep of running track.</p> <p>A company called 'Inspiring healthy Lifestyles' produces granite sculptures for communities/schools. To consider whether Brereton Big Local would fund installation/production of Brereton. Look at funding to support this project – Heritage Lottery and Take a Part (Kim Wide) will support organizations to raise money particularly within the area of community arts.</p> <p>'Cannock Chase Can' are requesting a donation of <b>£5000</b> from Brereton Big Local CIO to support development of their GPS app for their Heritage Walks. More information is required.</p>	<p>amount. Karen to email Collis Sheds</p> <p>Jack to set up a WhatsApp group for Community fund subgroup.</p> <p>Sue to liaise with the volunteer.</p> <p>Matt to list repairs and chase quotes. Matt to request park safety assessments from Cannock Chase County Council.</p> <p>Sue to e-mail details for consideration</p> <p>Sue will organise a date for Cannock Chase Can pitch their product.</p>	
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	<p>Brereton Grows – possible Amazon volunteers.</p> <p><b>Skills:</b> A local photographer named Margaret would like to write a book on the Brereton Million legacy/story. It would involve discussions with trustees, volunteers, and the community development worker. Variations of how this could be achieved included 'the Covid story'.</p> <p><b>Brereton Can:</b> Compassionate Communities – Sue in communications with solicitors in preparation for will writing service workshops in September 2023.</p>	Sue	
8.	<p><b>Event / Project planned spend for the next 30 days:</b></p> <p>Student Internship (2 students Kitan and Alicja) 75 hours of their time to be used by end of May, will be organizing meetings with Sue Merriman</p>		
9.	<p><b>Updates from any other groups we may be a part of –</b></p> <p>Vysions- grant application submitted – awaiting further information request. First Aid course to be booked If any trustees, staff, volunteers interested/require updating.</p>		
10.	<b>AOB</b>		
11.	<b>Date of Next Meeting:</b> 28/02/2023 (7.30pm)	Time tree - Deb	