



**Brereton Million Partnership Meeting – 08/11/2022**

		<b>Actions for next month</b>	<b>Finance expenditure to spend this month</b>
<b>1.</b>	<p><b>Welcome:</b> Jack Burkinshaw, Sue Merriman, Sam Rushton, Maria Smith, Christine Stewart, Kevin Mann, Karen Mann and Debbie Thatcher.</p> <p><b>Apologies:</b> Tim Morton, Matt Walker, Peter Fahy - arrived 8.45pm</p>		
<b>2.</b>	<p><b>Declarations and matters arising:</b> Meeting between Jack and Gill (Accounting Insights) Gill didn't turn up for the meeting. Jack has set up the accounts with 'Zero'</p> <p>Jack holds up to date copy of deeds (Hansens) -copy sent to Matt.</p>	<p>Finance team to chase Gill (Accounting Insights)</p> <p>Trustee assets lists to be e-mailed to Matt</p>	
<b>3.</b>	<p><b>LTO /CIO Update:</b> <b>TRUSTEE ROLES:</b></p> <ul style="list-style-type: none"> <li>Treasurer role - Christine Stewart will be stepping down. Kevin Mann has offered to take on position. Unanimous vote (5) to confirm that Kevin Mann will take on the role of Treasurer.</li> <li>Vice Chair role - Kevin Mann to step down due to accepting role as Treasurer. Kevin Mann proposed Peter Fahy with Sam Rushton to second. Peter accepted. Unanimous votes (6) to confirm Peter Fahy will take on role of Vice Chair</li> <li>Health and Safety Officer – Maria Smith offered to take on position. Unanimous vote (5) to confirm Maria Smith will be Health and Safety Officer.</li> </ul> <p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>Spreadsheets compiled and shared (Sue and Christine). The spreadsheets have been broken down into 'unrestricted' funds. This contains funds unrelated to Big Local. A second bank account was set up to hold these funds.</li> <li>Hub finance – no tax to be paid. £20,017</li> <li>CIC account recorded to July 2022; CIC Assets will need to be transferred over to CIO to enable completion of closure.</li> <li>Each 'project' has a spreadsheet to include own account and sheet. June 21 – June22.</li> <li>Individual 'Project report' revised to include funding requirements and spreadsheets (copies shared in meeting) The Craft Buddies' group (Sam) will trial the system and this will be reviewed in December. Sam will transfer receipts to Debbie. Currently the Craft Buddies hold £32.56 that will be stored in Petty Cash and a spreadsheet devised to accompany. Projects reports to be reviewed by trustees.</li> <li>Jack has ordered the 'Pleo' cards, we will initially have three cards, but more can be ordered at a fee if required.</li> </ul>	<p>*Form to transfer assets from CIC to CIO Sue will look at this as has previously completed.</p> <p>Debbie to devise petty cash/Craft Buddies spreadsheet</p>	

	<p><b>HR:</b> Handbook -Karen to complete, forward to Peter and Debbie prior to December</p> <p><b>Assets:</b> Lists to go via Chris/Debbie and Matt</p> <p><b>Policies:</b> Karen updating</p>	Handbook discussion, December.	
<b>4.</b>	<p><b>Planning meeting Update:</b> Railway Carriage: Help Squaddie part own – decisions whether to refurb. Discussion around hub refurbishment. Potential warm space, CAB meetings to provide a private meeting room and general meeting</p> <p>Peter - Student, 75 hours of paid time from one of their students to work on a project that we put forward. Peter proposing that we have the student work on a future funding strategy and start submitting more funding bids: All in agreement</p> <p>Planning 6 months – 2years Sue, Kev, Sam, and Peter Park project Wellbeing sessions Community cafe</p> <p>E-mail - trustees, employees to have individual g-mail accounts and all documents stored on Google drive to share,</p>	<p>Help a Squaddie meeting to discuss financing upkeep. Kev to discuss at Brereton Can meeting.</p> <p>Peter to proceed</p> <p>Sue – timeline/list</p> <p>Sue to set up</p>	
<b>5.</b>	<p><b>Hub Group:</b></p> <p>Finance: Chris/Kev transition. Kevin to contact Gill to arrange e-mail.</p> <p>Hub: Karen sent over grant info, deposit paid, balance paid, plan to follow. Hub meeting – all invited Tuesday 29<sup>th</sup> 7.30 -8.30 pm</p> <p>HR:</p> <p>Policy: Working document - Karen</p> <p>Planning: See planning update</p>		
<b>6.</b>	<p><b>Local Trust:</b> Tim will devise quarterly report on Local Trust</p> <p>The Spend report is required to be completed by (Jack waiting on clarification of date)</p>		

7.	<p><b>Brereton Can:</b></p> <ul style="list-style-type: none"> <li>• Community meeting – 12<sup>th</sup> November 10-1pm- £200 buffet, all agreed. Agenda to include What is the need, what is your sector doing, how can we co-ordinate.</li> <li>• CAB – refer to Sue’s report regarding the CAB suggesting a paid role. Sam has liaised with Paul from CAB and suggested training volunteers here at Brereton Big Local. Sam’s experience of supporting residents has been restricted due to long waiting times and often not being able to access information because of. Proposal put forward for Paul from CAB to be paid £10 per hour, two hours per week to train volunteers within the area of Citizen advice. Unanimous vote (7) for this to go ahead.</li> <li>• ‘Budgeting’ Sue has been building tools to support and educate residents with their budgeting. This was discussed and proposed to set up on back of our own advice bureau. Possibly looking Jan 2022</li> <li>• Parent/child cooking class fully booked, looking at increasing sessions due to popularity</li> </ul>	<p>Karen, to liaise with Sheffield ‘CAB’ regarding their ‘travelling’ CAB process</p> <p>Sue to discuss with Paul (CAB)</p> <p>Sam to liaise with Paul (CAB) initial meeting</p>	
	<p><b>Community Development Worker October 2022 report</b></p> <ul style="list-style-type: none"> <li>• Farmers market - next year with the vegetables donated from Amazon to include cooking in the park.</li> <li>• Volunteer portal – Sue has prepared and to be to be presented. Go ahead unanimous.</li> <li>• Subgroup agenda distribution</li> </ul>		
8.	<p><b>Event / Project planned spend for the next 30 days.</b></p> <ul style="list-style-type: none"> <li>• Lantern parade 3/11/2022. Well done and feedback exceptionally positive.</li> </ul>		
9.	<p><b>Updates from any other groups we may be a part of –</b></p> <ul style="list-style-type: none"> <li>• Zero carbon meeting - No response</li> <li>• ‘Lunch Bunch’ 14<sup>th</sup> December 2022 Christmas dinner all agreed donation £250 and use of hub cooker 13th December.</li> </ul>		
10.	<p><b>A.O.B</b></p> <ul style="list-style-type: none"> <li>• Corby – Date to be confirmed</li> </ul>		
11.	<p><b>Date of Next Meeting</b> 13<sup>th</sup> December 2022 7.15pm</p>		