



Brereton Million & Brereton Big Local CIO

17th 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>Welcome: Jack Burkinshaw, Sue Merriman, Sam Rushton, Maria Smith, Christine Stewart, Kevin Mann, Debbie Thatcher, Tim Morton</p> <p>Apologies: Peter Fahy, Karen Mann, Matt Walker</p>		
2.	<p>Declarations and minutes and matters arising:</p> <p>Treasurer takeover: Accounts are up to date. Kevin Mann to be added as bank account holder.</p> <p>New emails: Maria Smith and Karen Mann not set up with new emails.</p> <p>Assets transfer Matt Walker was unable to give feedback due to absence from the meeting.</p> <p>Fridge freezer research for community shop Matt Walker was unable to give feedback due to absence from the meeting.</p> <p>Volunteer handbook: Sam Ruston and Emily May held a meeting 13/01/2023 to begin planning.</p> <p>Bus Shelter maintenance. Response received via e-mail to Karen Mann regarding vote to reconsider funding being applied to bus shelter maintenance. (Funding received from Brereton Big Local CIO to finance project</p> <p>Brereton and Ravenhill Park Installation of benches Park and equipment inspection</p>	<p>Sue, Chris, and Kev to organise a meeting.</p> <p>Sue to support Maria and Karen</p> <p>Sam and Emily To continue research</p> <p>Matt and Sue to organise a date and work together</p>	
3.	<p>LTO /CIO Update: Assets</p>		

	<p>Transfer of assets required from CIC account to CIO account to permit closure. Assets will need registering with the Land Registry, which will possibly require a solicitor to complete.</p> <p>Trustees are required to be registered with Charities Commission</p> <p>Finance Finance submission has been made and Big Local are prepared to release funds once accounts and bank statements x2 have been submitted. (Required to differentiate between the accounts)</p> <p>Funds will then be released next month.</p>	<p>Sue and Matt to organise a meeting.</p> <p>Form/login required Matt to send to Sue.</p> <p>Jack to submit the required information, Sue to send accounts to Jack.</p>	
<p>4.</p>	<p>Planning meeting Update:</p> <p>Railway Carriage VOTE - UNANIMOUS (5) to refurbish railway carriage into a hybrid space.</p> <p>Brereton Community Hub VOTE to Increase fees when hiring Brereton Community (4) OR introduce an electric meter (1)</p> <p>Fee increases for: Charity/community group – PROPOSED: £9 VOTE: UNANIMOUS (5) Private hire -PROPOSED: £15, VOTE: UNANIMOUS (5) Polling Station – PROPOSED: £150, VOTE: UNANIMOUS (5)</p> <p>Fees to be increased in April and update Terms and Conditions to ensure radiator switched off at the end of hire time.</p> <p>Community Shop Prior to a definite date of opening securing of office storage is now the priority. All paperwork up to date in preparation for opening. Once the office is cleared, we can then order the equipment required.</p> <p>Student Internship Starting January 24th January Sue and Peter, Maria to support students.</p>	<p>Kev to provide specification requirements for refurbishment and organise quotations.</p> <p>Deb to update hub T&C – heating and fees.</p> <p>Sue to organise</p>	

	<p>VOTE UNANIMOUS (5) for Brereton Big Local CIO to fund travel expenses for students travel funding for students.</p> <p>World Book Night Peter submitted the application.</p> <p>NAGS (Nan and Grandad Youth Group) Afternoon social club for adults, including educational talks from organistions such as the fire service.</p>		
<p>5.</p>	<p>Subgroup updates: Finance subgroup: ACC 1 £8467.9 ACC 2 £45,427.77</p> <p>VOTE – UNANIMOUS (5) to transfer £10,000 from ACC 2 into ACC 1 IF required to compensate for any hold ups of fund release from Big Local</p> <p>'Pleo' cards have arrived.</p> <p>Hub subgroup: No updates</p> <p>HR subgroup: Copy of updated Public Liability required. Trustee folder – 'Purpose of charity' on front page of Charity Commission</p> <p>Policy Subgroup: Policies to be circulated (5 per week) to trustees to read and sign.</p> <p>Planning subgroup Annual plan created by Sue Merriman and Kevin Mann to include:</p> <ul style="list-style-type: none"> • Social Network • Community Shop • Christmas/Feb meal UNANIMOUS VOTE (5) • Train Carriage • Woodland Walk • QR Code healthy walk • Gift Fund • Incredible Edible • Farmers Market – incorporate Brereton Can? • Kings Coronation – Party in The Park? • Carnival • Vysions Summer programme • Queens torch/compassionate Communities • Autumn Farmers Market • Remembrance parade • Lantern Parade 	<p>Jack to distribute.</p> <p>Jack to send to Debbie.</p> <p>Tim -emailed to Debbie.</p> <p>Debbie to circulate</p>	

	All information be shared with residents via a newsletter. UNANIMOUS VOTE (5) for annual plan		
6.	Local Trust: Tim Morton to support Brereton Big Local with: <ul style="list-style-type: none"> • Accounts subcommittee. • Hub subcommittee. • Student Internship • Funding strategy 		
7.	Big Local Final plan: <ul style="list-style-type: none"> • Open spaces • Community fund - Lead Trustees Chris, Jack, and Maria • Events • Parks • Skills 		
	Brereton Can: Citizens Advice: Monday morning 10-12 Brereton Community Hub Volunteer Portal – end of Feb going live. 'Together We Can' follow up meeting – lack of response feedback. Invitation to 'Rugeley Can'/Cannock Can' start up and collaboration.	Sue to follow up. Sue to respond to invite	
8.	Event / Project planned spend for the next 30 days: Christmas/new year residents' meal - £800 UNANIMOUS VOTE Community Shop £3000 UNANIMOUS VOTE Storage containers (office storage) £500 UNANIMOUS VOTE TOTAL		£ 800 £3000 <u>£ 500</u> £4300
9.	Updates from any other groups we may be a part of – Brace/Vysions – Assets information required	Sue	
10.	AOB Microsoft 365 updating Music license lamination	Emily Debbie	

	Doodle poll – Trustee meal	Sue	
11.	Date of Next Meeting: 14/02/2023	Time tree - Deb	

