



Brereton Million 15th February 2022

Delivery Meeting minutes - 7.15pm – Brereton Community Hub

NO	Agenda Title	Actions for next month	Finance expenditure to spend this month
1.	<p>Welcome and apologies – Tim Morton, Matt Walker, Sam Rushton, Sue Merriman, Emily May, Jack Burkinshaw, Christine Stewart, Kate Waterworth, Kev Mann, Karen Mann</p> <p>Apologies – Peter Fahy, Maria Smith</p>		
2.	<p>Declarations and minutes & matters arising</p> <p>Sue received budget from Jack</p> <p>Mat hasn't ordered a skip because the majority could be taken to the tip via cars.</p> <p>Karen did spell check on plan and sent back to Sue</p> <p>Sue forwarded invoices to Chris for the website</p> <p>Emily sent out email to all volunteers who were interested in event planning</p>		
3.	<p>Brereton Can – Lead by Sue</p> <p>Cannock chase can has launched their Cannock chase can app. Sue has asked everyone to get the app and have a look at it. This will help everyone understand Brereton can when it's re-launched and how we are putting projects under the Well theme.</p> <p>Sue has had a meeting about Brereton can and has been in talks with local businesses and community groups who were signed up to us and has found a lot of businesses and community groups are still keen to get back on board. We're hoping to relaunch on the 3rd April. A community group and Business meeting on the 3rd march is being held to let everyone know how Brereton Can and Cannock Chase are coming together; to ensure everyone joining the re-launch will understand how their project fits into the app; the Well wheel as well as how to add projects to the app.</p> <p>Kev informed us that Cannock Chase Can is happy to support us with our Brereton Can campaign. The meeting will be at the Hub at 7.30pm.</p> <p>Kev is looking at marquee hire for the event.</p> <p>Kev is looking at sponsorships from Amazon however if not Brereton Million will be funding the whole re-launch,</p>	<p>Everyone encouraged to download Cannock Chase Can App – as this will help everyone understand the campaign.</p>	<p>Spend agreed at £5000 to be reviewed at the meeting.</p>

	<p>looking at roughly £4000-£5000, dependent on the sponsorships. Sues youth group will be there to support the event.</p> <p>Jack asked if Cannock Chase Can is going to put some of Brereton Cans advertising onto the app? Sue confirmed that the Cannock Chase Can app would be, as well as adding our own Brereton Can trophy for residents to complete. Once they complete our challenges they collect so many which will add up to gain the Brereton Can trophy. They also have a match-funding budget of £1000 for a Brereton project.</p>		
<p>4.</p>	<p>Jubilee In the last meeting Jack sent information to Sue about the jubilee torch, Sue applied and was granted the jubilee torch, with a fee of £500. Sue thought the torch would be great on the parish council's tennis courts.</p> <p>Sue asked everyone's thoughts on an event on the Thursday evening, as the Lantern needs to be lit at 9.45pm. Explaining that if everyone just came for the lantern to be lit it would feel like a bit of anti climax. Sue asked if anyone had any ideas to pass them on and she would take it to the event group to see what their thoughts were also.</p> <p>The street parties are being held on the Sunday, Rugeley town are having an event on the Saturday Everyone agreed to an event for the lantern. The Church is having an event on the Saturday and asked us to run a Royal scarecrow festival. The street parties are happening on the Sunday.</p> <p>We are putting a list of all the information together.</p>	<p>Ideas for Jubilee weekend.</p>	<p>All agreed the £500 for the lantern.</p>
<p>5.</p>	<p>Brereton Grows Sue has been looking into incredible edible. With the idea to changing Brereton Grows into Brereton Incredible edible. All the information is on their website as to how to become an incredible edible area. The closest incredible edible is Trentham Gardens, who have also started an edible playground. Sue suggested changing Brereton grows to Brereton Incredible edible because this is where the Brereton Grows idea came from. She explained she looked on the Incredible Edible website to look at taking a group to visit again, and they have grown that much there are over 100 areas now that have adopted the Incredible Edible, along with Edible Playgrounds. As we were looking for a new coordinator it was maybe a new time to edit the project with a fresh look as all the work and advertising was all laid out on the Incredible website. Matt asked about association fee. Sue is to look into the Association fee for the next meeting. ALL AGREED for this action</p> <p>Kev suggest launching it at Brereton Can relaunch</p>	<p>Sue to look into the association fee</p> <p>All encouraged to look at the Incredible Edible website</p>	

<p>6.</p>	<p>Team building team Sue mentioned Team building will be the 4th March 7pm at the Pit stop. £10 deposit per person to book this. All agreed for this to be paid</p>	<p>Sue to produce invoice for this</p>	
<p>7.</p>	<p>Branding – Website, Clothing Sue is closing the Brereton Can website and moving it under the Brereton Million website – Sophie has agreed that this will be achievable with the time scale of re-launching the Brereton Can. Kev wants to look at clothing merchandise for Brereton Can that would be used as part of their budget. for Brereton Can. Sue asked if everyone’s sizing was the same and it was agreed the sizing form will be resent out, and everyone to complete and return asap. Matt suggested using blueprint in town for our Brereton Million or Brereton Can branding. All agreed.</p>	<p>Websites to be completed by 3rd April. Sue to order new Branding clothing and ask to set up a tab to be set up so all can order going forward when they need new wear.</p>	
<p>8.</p>	<p>CIO-CIC Change over Update Brereton Million is now a registered charity, which is also on Companies House. However Brereton Million are still a CIC as well. Matt suggested we need to formally close the CIC. Chris spoke to the bank and Brereton million needs to close the CIC to open a CIO bank account. Tim advised that the CIO trustee needs to open the bank account. The CIC board should close the CIC bank account. At the point of having a CIO bank open to transfer the funds, that is when Brereton Million close the CIC bank account. Then that’s when Brereton Million close the companies house. Chris has spoken to a lady at Lloyds who has offered to come along one evening and set this up for us.</p>	<p>Sue to advertise that Brereton Million is now a registered charity</p>	
<p>9.</p>	<p>LTO change over Update Matt met with Centric HR and they are in the process of making the staff handbooks. Sue asked what we need to do to become LTO – Tim has informed Fiona at local trust about BM becoming a registered charity. If Support Staffordshire put the plan in then they will be the LTO, Brereton Million needs to be able to submit the plan to become their own LTO. Local trust granted Brereton Million a 4 week turn over with a deadline of 31st of march. Jack suggested a meeting with big local, to discuss the transition to an LTO and invite Support Staffordshire Local Trust, the accountant and Centric HR. We will give a presentation of how plan to work as an LTO.</p>	<p>Matt to email Local Trust.</p>	

	<p>Matt confirmed that Centric will be taking over the accounts for Brereton Million.</p> <p>1197599 is the charity number</p>		
10	<p>Plan submission update</p> <p>Sue to check the Plan and then send it out to partnership members.</p>	<p>Sue to send the plan out to all partnership members</p>	
11.	<p>ASANA – Projects</p> <p>ASANA is back up and running. Sue deleted it all and restarted it so that we are starting with current projects and roles. Everyone was asked to go on and see if there are any tasks they can take on and put their names next to those they can do. Instead of marking off when complete; to fill the date in when they have completed the task.</p>	<p>Sue to re-add everyone back on to Asana.</p> <p>Everyone to check for tasks they can do on Asana</p>	
12.	<p>Meeting with Parish Council</p> <p>Sue asked who would like to be involved in the meeting with the parish council about the remembrance parade.</p> <ul style="list-style-type: none"> - Karen and Kate volunteered to attend the meeting 	<p>Meeting to be arranged with Parish Council</p>	
13.	<p>Anything to feed back from other groups we may be apart of.</p> <p>Sue explained what this part of the agenda is and that it will be added to future agendas to keep everyone updated on what local groups are doing in the area.</p> <p>Jack - Beacon Park golf course is closing down. They are taking submissions for ideas of what to do with the space.</p> <p>Matt mentioned the police are looking at road closures for the jubilee.</p> <p>Tim gave websites to help with funding:</p> <p>Myfundingcentral Charityexcellence</p>		
14.	<p>A.O.B -</p> <p>Matt Leach visited. Jack mentioned that in the visit there was a discussion about expanding our boundaries, to a line with the parish hall boundary. This covers the Power Station all the way to Stile Cop Road.</p> <p>Matt also talked about other areas having a business within the charity.</p> <p>Sue mentioned all the parks are being asked to run a commonwealth event.</p> <p>Tim mentioned everyone has received an email from Margaret regarding the Big Local get together.</p>	<p>Tim to send to Emily, Emily to send out to all.</p>	

	<p>Kate asked for roles and responsibilities to be added to the next meeting agenda.</p> <p>Sue explained that the next meeting would be all about setting up the Trustees and how the group plans to work.</p> <p>Chris raised the defibrillators update. Matt has taken over defibrillators from Chris. All deliberators have been checked but advised the pads for defibrillator at St Joseph's is due in august.</p>	<p>Emily to add Roles and responsibilities to next meeting.</p>	
<p>15.</p>	<p>Date of Next Meeting 8th March 7.15pm</p>		

