

**Boston Big Local Meeting 9<sup>th</sup> March 2017**  
**Age UK, William Garfitt House, 116 High Street, Boston**

Name	Title	Resident/ Non Resident	Apologies
Richard Tory (RT)	Chair	R	
Jody Raggo (JR)	Community Chest Coordinator	R	
Don Jenkins (DJ)		R	
Lind Anso Edwards (LAE)		R	
Mike Gilbert (MG)		R	
Bill Badham (BB)	Big Local Rep	NR	
Wendy Griggs (WG)	LTO	NR	
Rachel A Lauberts (RL)	Facilitator/Plan Coordinator	NR	
Christine Hunter (CH)	Note Taker	NR	
Jane Bettany (JB)	IT/Publicity Coordinator	NR	
Richard Barclay	LTO	NR	Apologies
Mary Wright (MW)		R	Apologies
Sarah Colbert (SC)		R	Apologies
Louis Colbert (LC)		R	Apologies
John Bird (JBi)		R	Apologies

		<b>ACTION</b>
1.	<b>Apologies</b> : As above BB welcomed MG and DJ to the meeting and round table introductions were made to MG. BB gave an overview of BBL and its ethos, aims and objectives, confirming it was resident led and highlighted the themes of the Plan. BB explained the remit and accountability of Age UK, the role of members of the partnership group and the Local Trust. BB stressed the challenges the group face over the next two years and praised them for the successes over the last 2 years.	
2.	<b>Approve minutes of last meeting:</b> Minutes were read and agreed as a true record, proposed by DJ and seconded JR.	
3.	<b>Running things:</b> <i>LTO Update</i> – WG explained to new members how the LTO were accountable for the accounts and how the process worked. WG tabled the monthly financial report and bank statement for Year 2 and confirmed:- <ul style="list-style-type: none"> <li>• The amount of funds in the bank from the statement dated 09/03/2017 was £43,086.96</li> <li>• Up to March the total spend against budget was £78,710.27 with underspend and LTO 5% taken off.</li> <li>• The committed spend for the year was £45,111 for year ending 31<sup>st</sup> March 2017, being reduced by £14,476 due to underspend in the same areas as last month.</li> <li>• The large Excel spread sheet showed themes and spends for 2016-2017.</li> </ul>	

		<b>ACTION</b>
	<ul style="list-style-type: none"> <li>• There is an under spend on Theme 4 Priority 3 of £1,833. WG and RL to arrange a meeting to investigate further to ascertain if this has been allocated to the wrong code</li> <li>• WG confirmed accounts would be finalised by the middle of April and asked for invoices &amp; reports to be received by Thursday 13<sup>th</sup> April 2017</li> </ul> <p>BB explained what happened if there was an underspend, and confirmed that all accounts did not have to be finalised by 31<sup>st</sup> March 2017 – WG could take these over into April. RL stated we need to be very pro-active in getting reports and invoices in and, due to short time constraints, asked for authority to make payments without the reports being authorised as the next meeting will be in the next Financial Year. The Group agreed. BB suggested WG could contact Local Trust to indicate what funds are likely to be paid after the end of the financial year from the current Plan.</p> <p><i>Building the Partnership-</i> RL confirmed MW had agreed to join as a new member. RL had attended a meeting where Jurate Matulioniene (leading light in the Lithuanian community) had suggested she might like to join the partnership as a non-voting member. Jurate would not be able to attend all meetings and would try to bring in some more new members as she had contacts in the Lithuanian community. The Group agreed for RL to invite her to future meetings. RL suggested inviting representatives from the Youth Council and Police Cadets to attend a meeting to give them an idea of what BBL does. The Group agreed.</p>	<p><b>WG/RL</b></p> <p><b>RL</b></p> <p><b>RL</b></p> <p><b>RL</b></p> <p><b>RL</b></p>
4.	<p><b>Matters Arising that are not on the main Agenda:</b></p> <p><i>Community chest</i> – JR tabled a report showing community Chest awards for the last 2 years. JR to e-mail a copy of the awards list to JB. JR confirmed the panel met yesterday to review 11 applications for approval. 8 had been approved with 7 going through at the present time. JB explained some of the awards were for equipment, The Boston in Bloom award related specifically for the BBL area in Boston and RL confirmed there had been earlier discussion on whether they should be approaching Community Chest for additional funding. Age UK were awarded £150 for the second horticultural show to cover mainly advertising. Kuk Sool Wan received £250. The 7 awards totalled £3,000 which used all remaining funds allocated. Blackfriars Arts Centre were requesting the £1,000 to use as match funding to improve the chances of their Arts Council bid and would only need it if successful. There were 6 repeat applications and a total of £18,000 had been spent over the last 2 years.</p> <p><i>Reports Received</i> – RL confirmed receipt of interim activity report from Boston Community Transport with a list of supportive comments from users of the scheme. RL to send comments to JB. RL stated we need to produce a SLA. RL reported receipt of invoice for payment from S. Hellon for the £5,279 total agreed funding from November. RL tabled a report from the Community Events scheme confirming there is still some funding remaining. They are looking at funding Boston Bike night as Boston Borough Council are withdrawing funding. Funds are being reclaimed from Just Lincolnshire Unity in the Community. RL confirmed all future funding in the new Plan will be held by the LTO who will make payments directly to organisations upon receipt of a monitoring report. RL confirmed a final report had been received from the Hansa Group. All reports will be e-mailed to RT by RL.</p>	<p><b>JR</b></p> <p><b>RL</b></p> <p><b>RL</b></p> <p><b>RL</b></p>

		ACTION
5.	<p><b>Doing things:</b></p> <ul style="list-style-type: none"> <li>• <i>Draft Plan Review</i> – discussed at length. RL asked if anyone had any problems with any areas. RL and RT to have a final Plan review meeting on Monday, and with the group’s approval it will be sent to Local Trust for endorsement. BB reiterated no funds from Local trust are assured until they have approved the Plan. BB stated once the Plan had been received by Local Trust a representative would come to meet with the Group to discuss the Plan and he suggested this was done as previously with us preparing the Agenda and individual members reporting on different themes.</li> <li>• <i>Draft Budget Review</i> – RT explained how the budget figures were arrived at for each theme. Various increases in themes were discussed and RL suggested that funds for Theme 3 Priority 4 (promoting BBL at local events) needed boosting and proposed reducing the Community Chest budget from £24,000 to £21,000 to permit this. Following discussion it was agreed to leave the proposed Community Chest budget at £24,000 for the two years and to increase the Theme 3 Priority 4 budget by transferring funds from Theme 3 Priority 2 (support community facilities) as there was currently no specific use for this money and any underspend could be used to boost this item in the 2<sup>nd</sup> year. RT pointed out that, due to the general budget increase and the groups’ failure to identify a suitable additional Activity for the second plan, there was £10,030 of unallocated funding in Theme 2. MG suggested setting aside this money, to act as a general pot to support local environmental groups. Following discussion the Group agreed to this proposal – Listed as Theme 2 Priority 4 in the plan.</li> <li>• <i>Declaration of Interest</i> – RL handed out Declaration of Interest forms to BBL resident members to complete and sign. BB stated there was a copy of the policy dealing with complaints/concerns on the website if needed. RL to forward a Declaration of Interest form to MW to complete and return. Partnership agreements will be handed out at the next meeting for all to sign.</li> <li>• <i>Code of Conduct</i> – to be included with the new Partnership agreement at the next meeting.</li> <li>• <i>Election of Chair</i> – Following discussion MG proposed RT for the post of Chair seconded by LE. The vote in favour was unanimous.</li> <li>• <i>Election of Community Chest Facilitator</i> – BB stated that the Community Chest panel was strengthened by having non partnership members but the facilitator post should be somebody from the Partnership Group. MG nominated JR as Facilitator as he has shown first class leadership over the past 2 years. DJ seconded and the vote was passed unanimously.</li> </ul>	<p>RL ALL</p>
6.	<p><b>Communications:</b></p> <p><i>Conference Call</i> – A conference call was made to JB by the group. BB confirmed Chair and Community Chest Facilitator vote decisions. JB confirmed she would forward DJ and MG and MW some questions to produce an article for the website. RL agreed to contact MW and let her know JB would be in touch with her. RL agreed to forward copies of the</p>	<p>JB RL RL</p>

		<b>ACTION</b>
	<p>reports received to JB.</p> <p>JR agreed to forward the list of Community Chest expenditure to JB and it was suggested JR/JB write an article about the highlights of the scheme.</p> <p>RL will forward a copy of the final Plan to all Group members and once it has been endorsed by the Local Trust to JB to put on the website. BB suggested having a press release about the new plan and consultations.</p> <p>JB to draft and forward a copy to RL. JR suggested having a map and street list of the BBL area on the new Plan. JB stated she had enjoyed her visit to Boston and had managed to take some useful photographs. JB confirmed the dates for the Beach event with the Group as 3<sup>rd</sup> and 4<sup>th</sup> August 2017. RL reported Boston is also going to have an open area cinema in the park and a 1940s event in the Summer. JB confirmed she was on leave from 24<sup>th</sup> March to 2<sup>nd</sup> April. RL confirmed we need activity schedules and set up SLAs to be ready to start on 1<sup>st</sup> April with the new Plan. RL agreed to speak to the Marathon Association to see if they have bags for the T-shirts, medals and water bottles.</p>	<p><b>JR/JB</b></p> <p><b>RL</b></p> <p><b>JB/RL</b></p> <p><b>RL</b></p>
7.	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>• MG gave apologies, in advance, for the meeting on 13<sup>th</sup> April.</li> <li>• The Plan approval meeting with Local Trust was discussed and BB suggested a letter or e-mail be sent when this has been arranged.</li> <li>• BB handed out training leaflets to new members of the Group explaining what training was available from Local Trust.</li> <li>• The Sheffield Workshop was discussed and RL confirmed she would be attending with Jen Moore, RT and Alison Foreman representing Boston in Bloom. Group members were asked if they wanted to attend also and RL agreed to find out if accommodation and travel is funded.</li> <li>• JR confirmed he would be running the half marathon for the Jerry Green dog rescue centre.</li> <li>• RL confirmed the Hansa League had asked for £5,000 in the new Plan increasing from the original £3,000 budget, rather than having to access the Community Chest for additional funds. The group agreed.</li> </ul>	<p><b>RL</b></p> <p><b>RL</b></p> <p><b>RL</b></p>
8.	<p><b>Date &amp; Time of next meetings all to be held at Age UK High Street:</b></p> <p>Thursday 13<sup>th</sup> April 2017 6.00 pm</p> <p>Thursday 11<sup>th</sup> May 2017 6.00 pm</p> <p>Thursday 8<sup>th</sup> June 2017 6.00 pm</p> <p><b>Thursday 13<sup>th</sup> July 2017 6.00 pm - Report Review Meeting</b></p> <p>Thursday 10<sup>th</sup> August 2017 6.00 pm</p> <p>Thursday 14<sup>th</sup> September 2017 6.00 pm</p> <p>Thursday 13<sup>th</sup> October 2017 6.00 pm - <b>Report Review Meeting</b></p> <p>Thursday 10<sup>th</sup> November 2017 6.00 pm</p> <p>Thursday 14<sup>th</sup> December 2017 6.00 pm</p> <p>Thursday 11<sup>th</sup> January 2018 6.00 pm - <b>Report Review Meeting</b></p> <p>Thursday 11<sup>th</sup> February 2018 6.00 pm</p> <p>Thursday 11<sup>th</sup> March 2018 6.00 pm</p> <p>Thursday 11<sup>th</sup> April 2018 6.00 pm - <b>Report Review Meeting</b></p>	

Meeting finished at 8.20 pm.