

**Boston Big Local Meeting 14<sup>th</sup> April 2016**  
**Age UK, William Garfitt House, 116 High Street, Boston**

Name	Title	Resident/ Non Resident	Apologies
Richard Tory (RT)	Chair	R	
Lind Anso Edwards (LAE)		R	
Jody Raggo (JR)		R	
Rachel A Lauberts (RL)	Facilitator	NR	
Bill Badham (BB)	Big Local Rep	NR	
Jane Bettany (JB)	Communications (conference call)	NR	
Christine Hunter (CH)	Note Taker	NR	
Wendy Griggs	LTO	NR	
Hannah Walker (HW)	Lincs County Council	NR	
Richard Barclay	LTO	NR	Apologies
Sarah Colbert (SC)		R	Apologies
Louis Colbert (LC)		R	Apologies
Ziedonis Barbaks (ZB)		R	Absent

		<b>ACTION</b>
1.	<b>Apologies</b> : As above	
2.	<b>Approve minutes of last meeting</b> : Minutes were read and agreed as a true record, proposed JR seconded RT.	
3.	<p><b>Matters Arising that are not on the main Agenda:</b></p> <p>RT reported he and RL had met with people from the Royal Exchange Theatre Manchester, who are putting on a series of plays one of which features Boston.</p> <p>HW introduced herself to the group and gave an overview of the work she and Jenny carry out within Lincs County Council and confirmed that Jenny covers the Boston Area. HW reported on a meeting with TJS and clarified what the BBL funding of £6,000 would purchase. (Under Theme 1, priorities 2, 3, and 4). Basically it would not be an App but a website that could be accessed via a computer, mobile phone or tablet, providing details of information relating to health and wellbeing. There would be 3 phases with the basic level pilot being run for a 6 month period, and then this would be monitored and amended/extended to include improvements or updates. HW explained that BBL would have to take ownership and run the website, monitoring what was put on etc. LCC would not administer it. Following lengthy discussion the group felt that much of this information was already available via the website. The group took a vote at RL's suggestion to drop the proposal for provision of a Health &amp; Wellbeing App. The voting was unanimous and RT agreed to contact ZB, LC and SC obtain their vote. HW agreed to speak to Jenny and TJS to update them and let them know we are not going ahead with the proposal at this time.</p> <p>RL reported on the success of the group held by K. Sperring and agreed to forward HW a copy of her Action Plan.</p>	<p><b>RT</b></p> <p><b>RL</b></p>

		<b>ACTION</b>
	<p>Purchase of the Gazebo and costs were discussed. The price had increased to include artwork, VAT and purchasing a stronger gazebo and the cost was now £1,099.44. The Group agreed to proceed with the purchase under theme 3, priorities 3, 4, and 2. WG to place the order for the Gazebo a.s.a.p.</p> <p>Birthday event update. RL confirmed the caterer was unable to cover the event. Helen Staples had agreed to make cup cakes; RT &amp; RL had bought 2 cupcake stands at £4.99 each. It was agreed tea &amp; cakes would be sufficient for refreshments. The celebration cake was discussed and the Group agreed to RL ordering one with the BBL Logo on the top. ZB, SC and LC had been invited to the celebration and leaflets had gone out to households within the BBL area informing them of the event.</p>	<p><b>WG</b></p> <p><b>RL</b></p>
4.	<p><b>Running things:</b>  <i>LTO Update – WG :-</i></p> <ul style="list-style-type: none"> <li>• Tabled the monthly financial report and bank statement and confirmed expenditure during March was £6,797.90 and April £4,787.50, leaving a balance of £25,004.99. WG confirmed one bill had been paid in Year 1 and needs to update Year 2's budget by £500.00.</li> <li>• Insurance – WG confirmed the insurance company asked for a further £400.51 per year to cover BBL as an “umbrella” organisation. Following discussion it was agreed WG and RB to go back to the insurers and explain that BBL were part of Age Concern UK and not an “umbrella” organisation, therefore the additional insurance should not be paid. If they do not agree the group may have to pay the additional cost.</li> </ul> <p><i>Building the Partnership-</i> BB suggested making the group; into a 2 tier group – the first part making the day to day decisions and contacting the second part when a vote was required. The first group (Management Group) would continue to meet on a monthly basis and the second group could meet once a quarter on a more informal basis, but could attend the other meetings if they wished. Discussion ensued around how the 2 groups would work together LAE felt if the second group was more open and people did not have the pressure of decision making, more would join. The group voted and agreed to try this model.</p>	<p><b>RB/WG</b></p>
5.	<p><b>Doing things:</b>  <i>Reports Received –</i> RL confirmed we had received a report from Boston United Football in the Community 1.3.4. Multi-Sport Taster Days. RL tabled the report and the group discussed it. The group felt this needed to be improved to show that attendees were from the BBL area. RL agreed to discuss this with the group further to indicate shortfalls. BB suggested updating the Action plans to include a map showing the area of benefit.  <i>Recent Activity –</i> RL handed out an activities plan from Boston Mayflower and reported on the proposal to continue with the Arts for Dementia group. RL confirmed as Mayflower were taking this over as a new project there should be a new SLA. The group read through the plan and agreed with RL raising the new SLA for Boston Mayflower.  <i>Community Chest –</i> JR confirmed they had carried out a couple of visits to groups to monitor progress and photos had been sent to JB. RT and JR visited the Bears Coaching group at the Peter Paine centre and reported on the activities and attendance.</p>	<p><b>RL</b></p> <p><b>RL</b></p>

		Action
	They had also reported on the SMYLLE Boston (the Leukaemia support group) confirming they will meet with them in May. <i>Proposals – none.</i>	
6.	<p><b>Communications:</b>  <i>Communications Officer update</i> –the Group held a conference call with Jane Bettany (JB) who updated on her blog, tweets and Facebook. RL agreed to forward JB a database of asset mapping to be put in the website. JB thanked the group for forwarding information from Community Chest re Endeavour Radio and confirmed they would be put on the website. RL agreed to send JB the photographs of RT with the Street Cleaning machine to put on the website.            RL confirmed she would be attending the marathon in a supporting role and BB agreed to take photos to send to JB.            Changing the website host was discussed and JB agreed to delay until after the marathon. JB agreed to pay for the initial host fee and pass the charge to BBL, but a direct debit would need to be set up for future payments. WG to organise future direct debit to be registered to BBL c/o Age UK Boston &amp; South Holland. JB confirmed the website may be down for a couple of days for maintenance and changing the web host.            JB agreed to get some headlines about the approval of the second year budget from RL to put on the website.            RL to forward Tom’s e-mail to RT/JB relating to what has been achieved so far. BB stated Tom was very positive about 5 areas relating to BBL. These were:-</p> <ol style="list-style-type: none"> <li>1. Well organised</li> <li>2. Website is prominent and shows transparency and accountability</li> <li>3. Showing all SLA’s and reporting how the Group are on top of things</li> <li>4. Links with the Council are refreshing as they were not operating from any agenda</li> <li>5. The group were responding to the needs of residents.</li> </ol> <p>JB confirmed she would send RL a copy of the newsletter for the 19<sup>th</sup>.            RL to send out invites to all partner organisations and ask them to bring along people who have benefited from their projects.            JB reported on her new project which would enable her to produce an “e-book” on what has been achieved by BBL.  <i>Boston College News Hub</i> – RL agreed to raise a SLA to start in September with JB as Project Manager and submit to the College. JR confirmed as part of the SLA they would have to meet with JB on a regular basis.  <i>Projects – covered above.</i></p>	<p>RL/JB</p> <p>RL/JB</p> <p>JB JB</p> <p>JB/WG</p> <p>RL/JB RL</p> <p>JB RL</p> <p>RL</p>
7.	<p><b>AOB:</b>            BB reminded the group of the BBL Birthday celebration between 4.00 pm – 6.00 pm on 19<sup>th</sup> May at the Len Medlock centre. BB reminded the Group they will be contacted by Big Local to sign a partnership review.</p>	
8.	<p><b>Date &amp; Time of next meetings: Next meetings will be on Thursday 19<sup>th</sup> May 2016 at Len Medlock centre as part of the Birthday celebrations 4.00 pm – 6.00 pm.</b></p>	

<p><b>Dates and times of next meetings are all at Age UK High Street, Boston at 6.00 pm on:</b> <b>Thursday 16<sup>th</sup> June 2016</b> <b>Thursday 14<sup>th</sup> July 2016</b> <b>Thursday 11th August 2016</b> <b>Thursday 8<sup>th</sup> September 2016</b> <b>Thursday 13<sup>th</sup> October 2016</b> <b>Thursday 10<sup>th</sup> November 2016</b> <b>Thursday 8<sup>th</sup> December 2016 (Xmas drinks)</b></p>	
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Meeting finished at 8.30 pm.