

Boston Big Local Meeting 9th February 2017
Age UK, William Garfitt House, 116 High Street, Boston

Name	Title	Resident/ Non Resident	Apologies
Richard Tory (RT)	Chair	R	
Jody Raggo (JR)		R	
Don Jenkins (DJ)		R	
Bill Badham (BB)	Big Local Rep	NR	
Richard Barclay (RB)	LTO	NR	
Rachel A Lauberts	Facilitator	NR	
Christine Hunter (CH)	Note Taker	NR	
Lind Anso Edwards (LAE)		R	Apologies
Wendy Griggs (WG)	LTO	NR	Apologies
Sarah Colbert (SC)		R	Apologies
Louis Colbert (LC)		R	Apologies
John Bird (JBi)		R	Apologies

		ACTION
1.	Apologies : As above The Group welcomed DJ to the meeting and round table introductions were made with explanations of what individual group members' various tasks were. BB gave an overview of BBL and its ethos, aims and objectives confirming it was resident led and we welcomed further residents to join us.	
2.	Approve minutes of last meeting: Minutes were read and agreed as a true record, proposed by JR and seconded RT.	
4.	Running things: Following discussion it was agreed this item should be moved to earlier in the Agenda, for this and all future meetings <i>LTO Update</i> – RB tabled the monthly financial report and bank statement and confirmed:- <ul style="list-style-type: none"> • The amount of funds in the bank from the statement dated 09/02/2017 was £67,062.34; including total spend to date in February of £3,707.04. • Up to February the total spend against budget was £54,734.89 with underspend and LTO 5% taken off. • The committed spend for the year was £59,587 for year ending 31st March 2017, being reduced by £4,574 due to underspend in the same areas as last month. • There is an over spend on Theme 4 Priority 4 of £192. RL stated that Theme 4 Priority 3 was not happening. The Group agreed to transfer the £3,000 underspend this theme to Priority 4's budget. RL stated we have to ensure we have enough funds set aside to continue to employ the Communications Officer until April. RB agreed to get WG to transfer the funds to Priority 4. • RB said WG had requested a list of committed spend organisations that will come in on target and be completed before 31st March 2017. 	RB

		ACTION
	<ul style="list-style-type: none"> JR raised the issue of the Horticulture Show and RB confirmed it would be held in Johnsons Garden Centre. It was agreed that the organisers could approach the Panel if they required additional funding next year. <p><i>February Underspend</i> - RL reported she would be contacting all project leaders to obtain their final reports and invoices by the end of February. This will give us a couple of weeks before we have to report the underspend to Local Trust for the year.</p> <p><i>Building the Partnership</i>- BB confirmed we needed at least 5 core resident members. RL reported the newsletter had been distributed and DJ confirmed he had received a copy and it was very interesting and eye catching. BB suggested encouraging interest from attendees of the public consultation meetings on 20th and 27th of the month. BB suggested RT and RL either call or e-mail members of local resident groups to invite them to the events. JR agreed to send out invites to Community Chest applicants. RL confirmed that SLA's instructed groups to attend at least one meeting a year.</p> <p><i>Gizzits/Banners</i> – RT confirmed the flags and oval signs had been received. Following discussion about remaining funds the Group agreed to ask JB to order 1,000 BBL badges slightly larger than last time and to obtain costs for 1,000 water bottles with the BBL logo on in white to hand out at the Marathon event. BB suggested WG e-mail the Local Trust and confirm she was transferring funds across.</p>	<p>RL</p> <p>RT/RL/JR</p> <p>JB</p> <p>WG</p>
3.	<p>Matters Arising that are not on the main Agenda:</p> <p>BB confirmed the Local Trust are aware that it takes some time to close one set of funding and start up the new plan, and are not worried if all is not finalised by 31st March. RL stated we need to get all the new SLA's up and signed. BB stated by mid-April we need to get the press ready to promote the new Plan and be finalising the old one by the end of April.</p> <p><i>Plan 2017-2019.</i></p> <p>RL tabled a draft version of the interim Plan confirming she, RT and JR had reviewed budgets following the Partnership meeting, which had been discussed and amended looking at areas that had not performed during this year's Plan to reduce budgets and increasing budgets on areas that had performed well/above expectation . Many of the themes from the original plan themes remained and there were some new themes/priorities. RT explained that, in an effort to remedy the first plan's underspend, the budget had been increased from £100,000 per year to £120,000 per year. The Group went through the various themes of the interim Plan noting the introduction of the Boston Community Transport and The Geoff Moulder Aqua Physical Classes. Increased funding was noted for some areas and other areas such as LCVS would not have funding allocated up front. Current funding allocated to the LCVS was discussed and the Group calculated that an underspend of £3,687.41 was due to be returned. RL to raise the issue of refund of the Event Scheme's underspend with LCVS. The Boston Marathon would have £2,000 allocated to pay for T shirts as the marathon itself should be self-supporting. The Community Chest would be allocated funds increased to of £12,000 per year. Other areas covered were Fit 4 Your Future, the Hansa and Catch 22. Under Miscellaneous Partnership costs RL put in for £1 per hour increase for the Facilitator and suggested the same increase for the Note Taker.</p>	<p>RL</p>

5.		ACTION
	<p>Doing things: <i>Reports Received</i> – The LCVS was discussed and JR confirmed they were not interested in continuing with their plan to hold any more events under Theme 3. RL confirmed 3 reports had been received and following discussion it was agreed to pay them the £917. RL to e-mail Esther Siggs and ask her to submit an invoice for this amount. RT and JR signed off the reports and also the invoice for the Banners. RL confirmed Boston in Bloom will be sending in their final report and she had asked Gen Moore to send through her report last week. They had forwarded the invoice for Theme 2 Priority 1 for the £2,350 for the Street Vac. JR/RT read through the invoice and signed to pass for approval for payment. It was agreed the invoices would be passed to WG.</p> <p><i>Recent Activity</i> – BB reported on the recent Sheffield workshop attended by himself and WG confirming that most attendees were impressed by BBL’s working practices and accounting procedures. RL agreed to take the large cheques into BBC and ask for them to be laminated. RL asked for and the Group agreed she could purchase more acetates.</p> <p><i>Community Chest</i> – JR confirmed that the next meeting of the panel would be on 28th February 2017 and the cut off for application decisions would be 8th March 2017. JR asked what was the latest date we need to get all the invoices in by and RL suggested we should be winding up by the 8th. The Group discussed whether there was enough funds in the Community Chest budget and agreed to transfer £3,750 from 1.3.3 and 1.4.2 into 3.3.3 bring to total fund up to £6,750. RL to speak to WG to ask her to transfer the funds.</p>	<p>RL</p> <p>RL</p> <p>RL</p> <p>RL</p> <p>RL</p>
6.	<p>Communications: <i>Communications Officer update</i> – A telephone conference call was made to JB who agreed to provide an estimate of her costs up to April to RL. The Group thanked JB for ordering the banners and arranging distribution of the newsletter. Delivery of the newsletter was discussed and JB stated we need to know that all newsletters are being delivered to people within the area. JB suggested asking people to complete a simple survey at the community events. Design of the survey was discussed and JB agreed to produce a survey relating to the new Boston Plan themes and forward to RL for the March meeting. Following discussion the Group asked JB to purchase badges and obtain quotes for water bottles, these would be needed for the Marathon event. RL agreed to forward JB a copy of the original badge order and RT would send her details of the badge websites. It was agreed not to purchase PVC banners JB confirmed she would attend one of the consultation meetings and bring her camera for some pictures.</p>	<p>JB</p> <p>JB</p> <p>JB</p> <p>JB</p> <p>RL/JB/RT</p> <p>JB</p>
7.	<p>AOB: RT confirmed that JR would be doing the half marathon and following discussion the Group agreed to refund the cost of purchase of his marathon vest (approximately £10) plus the cost of putting the BBL logo on it.</p> <p><i>Community Events</i> - BB suggested that at the Consultation meeting and the AGM RB provides a Treasurers report. He suggested using the Slides from the Partners meeting but updated by JB to show successes over the past 2 years to encourage conversation. RL to liaise with JB.</p>	<p>RL/JB</p>

		ACTION
	<p>RL and RT reported on a meeting with Boston Borough Council's Town Team regarding the Christmas Lights. The high costs of the lights was discussed (£35,000) and the fact that the Borough Council are not obliged to provide this service and would not be funding it this year. Following lengthy discussion the Group agreed not to allocate funding for the time being. RL to e-mail this proposal to other Group members highlighting the reason for this decision and asking their views. RL would then forward the overall decision to the Town Team.</p>	RL
8.	<p>Date & Time of next meetings Community Event - Monday 20th February 2017 1.00 pm – 4.00 pm, Len Medlock Centre Community Event & AGM - Monday 27th February 2017 6.00 pm – 9.00 pm, Len Medlock Centre</p> <p>Date & Time of next meetings all to be held at Age UK High Street: Thursday 9th March 2017 6.00 pm Thursday 13th April 2017 6.00 pm Thursday 11th May 2017 6.00 pm Thursday 8th June 2017 6.00 pm Thursday 13th July 2017 6.00 pm - Report Review Meeting Thursday 10th August 2017 6.00 pm Thursday 14th September 2017 6.00 pm Thursday 13th October 2017 6.00 pm - Report Review Meeting Thursday 10th November 2017 6.00 pm Thursday 14th December 2017 6.00 pm Thursday 11th January 2018 6.00 pm - Report Review Meeting Thursday 11th February 2018 6.00 pm Thursday 11th March 2018 6.00 pm Thursday 11th April 2018 6.00 pm - Report Review Meeting</p>	

Meeting finished at 8.32 pm.