

**Boston Big Local Meeting 13<sup>th</sup> April 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	
Bill Badham (BB)	Big Local Rep	NR	
Richard Barclay	LTO	NR	
Rachel A Lauberts (RL)	Facilitator/Plan Coordinator	NR	
Christine Hunter (CH)	Note Taker	NR	
Jane Bettany	IT/Publicity Coordinator	NR	
Wendy Griggs (WG)	LTO	NR	Apologies
Lind Anso Edwards (LAE)		R	Absent
Mike Gilbert (MG)		R	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. CH asked for clarification as to whether John Bird, SC, LC etc. should remain on the minutes. Following discussion BB suggested those not attending on a regular basis should be contacted to find out if they wished to withdraw from the group. RL agreed to continue to send electronic copies of minutes and ask whether they wished to remain partnership members.	<b>RL</b>
2.	<b>Approve minutes of last meeting:</b> Minutes were read and agreed as a true record, proposed by DJ and seconded RT.	
3.	<p><b>Running things:</b>  <i>LTO Update</i> –RB explained:</p> <ul style="list-style-type: none"> <li>• Under Theme 4, the underspend was due to late invoices being received. RL confirmed she had met with WG and this was now sorted.</li> <li>• The amount of funds in the bank from the statement dated 13/04/2017 was £19,556.73, with invoices received pending sign off after report approval amounting to £6,598.90.</li> <li>• Up to April the total committed spend against budget was £102,240.48 with underspend and LTO 5% taken off.</li> <li>• The committed spend for year ending 31<sup>st</sup> March 2017 budget figures was reduced by £22,480 to £22,631.</li> <li>• The large Excel spreadsheet showed themes and spends for 2016-2017.</li> </ul> <p>The underspend against the Co-ordinator salary of approximately £1,200 was discussed and the group agreed to spend this on providing a new Laptop for RL to use. This would be the property of BBL held by the LTO,</p>	

		ACTION
	<p>given for the Plan Co-ordinator to use. RB confirmed this would be insured under BBL's insurance, which had been paid for next year.</p> <ul style="list-style-type: none"> <li>• WG thanked RL for her help chasing invoices. RL confirmed invoices &amp; reports will in future be chased a month before our scheduled cut-off point so we will be getting them earlier thus eliminating having to chase up last minute. This will happen 3 or 4 times a year. RL stated she will marry up reports with invoices before passing to RT for signature. BB stated this was a good area which the group covered extremely well by having setup these processes in advance. BB stated the Group may have times when funds are required up front but are aware of what those projects are.</li> <li>• RB announced that, as part of the Age UK audit process he would like to arrange meetings on a 1 to 1 basis with RL, RT and JR, over the next few weeks. RB to send an email to arrange.</li> </ul> <p><i>Building the Partnership</i>- BB suggested checking whether Jurate Matulioniene was interested in joining the partnership as a non-voting member. RL had e-mailed but received no response as yet. RL suggested Hannah Rafajoua may be interested in joining the Group and the person who produces the Polish newsletter affiliated to Boston Borough Council's newsletter. RL agreed to speak to Andrew Malkin/Emma Staff to find out the name of this person and contact them, also to contact Hannah and to chase up Jurate. BB stated additional funds in the new Plan would enable the Group to engage with a wider audience. He suggested getting some ideas together from joining other people's events to manning a stall handing out information. BB suggested the Group may consider paying somebody to do this. Discussion ensued on how to interact with the BBL residents and encourage people to join the Group; suggestions included organising mini street parties to promote BBL activities, attending one of Julian Thompson's Boston More in Common meetings to get more contact with the migrant community groups, and encouraging partners and people already associated with the Group to let more people know about BBL. RL agreed to Contact Julian Thompson and find out if we could attend their meeting. RT suggested producing A5 leaflets describing activities that have been/are going to be funded by BBL and providing contact details. RL agreed to speak to the Mayor who wants to do 6 events for his charities.</p> <p><i>Plan Endorsement</i> - BB reported that Anne, our assessor, had submitted her plan endorsement and recommendation to the Local Trust for the full approval of the Plan with full funding. The Local Trust will make their decision and inform the Group next week.</p>	<p>RL</p> <p>RB/RT/RL/ JR</p> <p>RL</p> <p>RL</p> <p>RL</p> <p>RL</p>
4.	<p><b>Matters Arising that are not on the main Agenda:</b></p> <p>BB reported the Local Trust have sent through to the LTO some small changes to the financial reporting which can be done on line and will give access to previous reports.</p> <p>JR announced he has decided to step down from the Partnership Group as a voting member as his LCVS role has now changed and he is now working in the Boston area 2 days a week supporting various groups, some of which are funded through BBL and he is concerned about a potential conflict of interest. He would be happy to continue with his</p>	

		<b>ACTION</b>
	<p>Community Chest role as he is not a voting member on the panel and his only role is to facilitate it. Discussion followed around the make-up of the Group needing to be 51% residents who live in the BBL area and how this would be achieved. DJ agreed to work with RT in signing off reports etc. on a regular basis. DJ's contact details were passed to RL who would forward to RT. The mood of the meeting was to keep JR as a Community Chest Panel member. JR and RL confirmed how they could work together regarding the Community Chest in the future. It was agreed an e-mail be sent to other partnership members before the next meeting, appraising them of the situation. The Group thanked JR for his support and hard work. JR confirmed as a non-voting member he would be able to attend within his LCVS role in a supportive and advisory capacity if the main residents' panel would like him to.</p> <p><i>Reports Received</i> – RL tabled the 5 reports received which were read and signed by DJ/RT. RL confirmed all invoices had been received, then handed them to RT for authorisation. All were authorised for payment by RT and DJ. RL to pass the invoices to WG to process for payment</p>	<p><b>RL</b></p> <p><b>RL</b></p> <p><b>RL/WG</b></p>
5.	<p><b>Doing things:</b></p> <p><i>Boston Marathon</i> – RL reported this is going ahead and raised the issue of terrorist threats which had impacted on help provided to the BBL team by the police cadets. Discussion took place and RT confirmed the he would be going tomorrow to collect water bottles, flags etc. for the Marathon event. The tall flags will be placed at the finish line at the College.</p> <p><i>Gizzits</i> -RT confirmed the underspend on gizzits and suggested purchasing bags, buckets&amp; spades and frizbees for the beech event. He tabled samples and the group preferred the hessian bag that Age UK had purchased and the larger Frisbee. The total amount to spend was £1,469 but £300 had to be reserved to pay for the Polo and T-shirts already ordered, leaving £1,169 for the above items. The group discussed logos, quantities, cost etc.</p>	
6.	<p><b>Communications:</b></p> <p><i>Conference Call</i> – A conference call was made to JB by the group. The group discussed the sample Frisbees, bucket &amp; spade and hessian bag confirming there would be a total of £1,169 to spend including VAT. They confirmed they would like the hessian bag with the BBL logo on in the same colours (natural hessian &amp; dark blue), the logo on blue larger Frisbees and buckets &amp; spades. BB to give JB a sample of the hessian bag. JB agreed to obtain costs for all and get back to RL/RT with quantities and costs. RL/RT would then make a decision on quantities for JB to order. Paying for the items was discussed and the group agreed to ask Wendy to forward the funds to JB prior to her purchasing the agreed items. WG would need to retain the £300 for the Polo &amp; T-shirt invoice.</p>	<p><b>BB</b></p> <p><b>JB</b></p> <p><b>RL/RT/JB</b></p> <p><b>WG</b></p>
7.	<p><b>AOB:</b> RL confirmed she was still working on the SLA's. As soon as we have Plan approved from the Local Trust. RT wants to look at the SLAs once produced. RT confirmed he had to read activity schedules and pass any comments to RL. RT reported the Credit Union wants a 6 monthly reporting process but JR stated it should be quarterly the same as all other SLA's. It was agreed all SLA's would be quarterly reporting. RT confirmed he had to obtain some endorsements from customers of the</p>	<p><b>RL/RT</b></p> <p><b>RT</b></p>

	Credit Union and RL agreed to speak to John Nutton to obtain the information.	RL
		<b>ACTION</b>
	<p>BB confirmed Jen Moore (JM) and Alison Fairman (AF), RT and JR were going to Sheffield event. Travel arrangements were discussed and Local Trust would be funding JM and AF. BB confirmed any future attendances by RL would be funded by BBL. BB agreed to e-mail RT to remind him to e-mail JM/AF to obtain travel and contact details. RL to send AF &amp; JM's e-mail addresses to RT.</p> <p>JR confirmed the Children's Triathlon has been set for 10<sup>th</sup> June at 4.00 pm at the Geoff Moulder Leisure Centre. The Team Triathlon is on 24<sup>th</sup> June at 4.00 pm, at the same venue and the Community Chest is funding these events. The Jerry Green Big Band Fanfare evening is to be held on 22<sup>nd</sup> July at Blackfriars at 7.30 pm. We have an opportunity to promote BBL and what we are doing. RL asked if there was a film projector. JR agreed to look into it and let RL know. Endeavour Radio may be covering the event. RL agreed to speak to JB and find out what she has available as a film for the Blackfriars event. BB confirmed there are films available from other BBL areas.</p> <p>BB suggested the Draft Survey item be added to the agenda for the next meeting. Once it has been agreed we will need to get copies printed.</p>	<p><b>BB/RT</b> <b>RL</b></p> <p><b>JR</b></p> <p><b>RL/JB</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>  Thursday 11<sup>th</sup> May 2017 6.00 pm (JR to attend to explain to everyone his reasons for stepping down)  Thursday 8<sup>th</sup> June 2017 6.00 pm  <b>Thursday 13<sup>th</sup> July 2017 6.00 pm - Report Review Meeting</b>  Thursday 10<sup>th</sup> August 2017 6.00 pm  Thursday 14<sup>th</sup> September 2017 6.00 pm  Thursday 13<sup>th</sup> October 2017 6.00 pm - <b>Report Review Meeting</b>  Thursday 10<sup>th</sup> November 2017 6.00 pm  Thursday 14<sup>th</sup> December 2017 6.00 pm  Thursday 11<sup>th</sup> January 2018 6.00 pm - <b>Report Review Meeting</b>  Thursday 11<sup>th</sup> February 2018 6.00 pm  Thursday 11<sup>th</sup> March 2018 6.00 pm  Thursday 11<sup>th</sup> April 2018 6.00 pm - <b>Report Review Meeting</b></p>	

Meeting finished at 8.15pm.