

Boston Big Local Meeting 14th September 2017
Age UK, William Garfitt House, 116 High Street, Boston

Name	Title	Resident/ Non Resident	Apologies
Richard Tory (RT)	Chair	R	
Don Jenkins (DJ)		R	
Mike Gilbert (MG)		R	
Richard Barclay (RB)	LTO	NR	
Rachel A Lauberts (RL)	Facilitator	NR	
Bill Badham (BB)	Big Local Rep	NR	
Lind Anso Edwards (LAE)	Absent	R	
Jody Raggio (JR)	Absent	R (non-voting)	
Christine Hunter (CH)	Note Taker	NR	
Mary Wright (MW)	Apologies	R	
Wendy Griggs (WG)	Apologies	NR	
Hana Rafajova (HR)	Absent		
Michael Rafajova (MR)	Absent		

1.	Apologies: As above.	ACTION
2.	Approve minutes of last meeting: Minutes were read and agreed as a true record, proposed by MG and seconded DJ.	
	<p>Matters Arising: RL confirmed</p> <ul style="list-style-type: none"> • she had spoken to the Chocolate Fairy (CF) who was happy to do the engaging with the wider community and she had a van. • we need to decide how and when we are going to do this. • as it is a free event no licence was needed. <p>budget was discussed and holding possibly 4 events between now and April. Funds could come from Theme 3.4 where there is a budget of £3,715 for the whole year. Piggy backing on planned events was discussed including the Christmas light switch on in late November in the market place, the Boston Marathon and Pilgrim Fathers events. RL to speak to the team organising the Christmas Lights switch-on and speak to the CF who is also attending. BB raised the issue of visiting streets in the BBL area and obtaining details of any events being held there; areas to visit were discussed.</p> <p>Under AOB from the last meeting the allocation of funds for encouraging small businesses and self-employed was discussed at length. RL confirmed that the amount of funds was not available and we need to follow the original fund allocation percentages agreed. RL confirmed Helen Thompson from Lincs Chamber of Commerce had submitted a SLA with a request for £1,200 for a business start-up event, venue to be confirmed for 20-30 delegates with refreshments being served. The group agreed this had already been done by the College without much success. The group agreed to rescind the decision to allocate the full £6,000, but to fund the £1,200 request with unspent money returned by Joe Blissett from the LCVS £1,175 with the remainder being taken out of</p>	RL

	Theme 3.1.3. It was agreed in principle that should the Lincs Chamber identify a need for encouraging small business start up then further funding could be made available from Theme 3.1.1 as currently the £24,000 allocated to that project appears to have been rather ambitious.	
		ACTION
	RL stated we still have some outstanding invoices to pay after reports had been approved for payment.	
3.	<p>Running things: <i>LTO Update –</i></p> <ul style="list-style-type: none"> • The amount of funds in the bank from the statement dated 14/09/2017 was £47,580.58. • Outstanding invoices for payment following report approval are for the Summer Beach event (£7,800) and the BBC Art Deco garden (£4,000) • Year 2 monthly expenditure up to August 2017 including LTO fee was £16,177.65 • Underspend is approximately £64,000. RT confirmed Aqua Physical invoice would be for approximately £7,700 for project equipment and training which taken place. The launch to start classes to the public would be in the very near future. <p>The procedure for processing invoices for payment was discussed. It was agreed that, after the group had approved reports and payments, RT would authorise and pass on RB, to countersign, who would then pass on to WG to process the payment. This would eliminate duplicate invoices. RL raised the issue of what will happen when Joe Blissett leaves the LCVS. At present his replacement is unknown and we need to know who will be managing their BBL SLA in his absence and possibly look at a contract review. It was agreed we need to speak to David Fannon (DF) because the key person is leaving. RB agreed to write to DF to arrange a meeting and contract review.</p>	<p>RT</p> <p>RL</p> <p>RB</p>
4.	<p>Doing Things</p> <p>a. <i>Quarter Monitoring Reports –</i> RL confirmed receipt of the following reports:</p> <ul style="list-style-type: none"> • <i>Aqua Physical-</i> report was read and agreed to pay outstanding invoice when received. RL to obtain invoice • <i>Cycling-</i> report read and unanimously agreed to pay invoice for £1,925. • <i>Horticultural division, Boston in Bloom -</i> the Group read the report and felt it was very comprehensive and showed a comprehensive overview of work carried out which resulted in a Gold medal being received for the third year running. • <i>Summer Beach Event -</i> the Group read the report and felt it showed very positive and enjoyable time was had. Read and approved. • <i>Boston Marathon Event –</i> Read and approved. <p>RT agreed to process all invoices received for payment.</p> <p>b. <i>Beach Event -</i> RT gave an in depth report on the event and highlighted positives and lessons that could be learned for next year. He explained about the Botolph Pound ice cream voucher and the questionnaire, activities undertaken by the children, i.e. sandcastle flag</p>	<p>RL</p> <p>WG</p> <p>WG</p> <p>RT</p>

	making, buckets & spades, frisbees etc. He confirmed the overall feeling of how the event went was very positive. He read through the initial results of the 322 questionnaire responses which were on the	
		ACTION
	<p>whole very positive about the event. The Group discussed how this could be expanded to include more events within the Town. RT agreed to bring a full report of analysis results to the next meeting and the Group discussed how they could share these with partners. RT agreed to give Jane Bettany (JB) a copy of his analysis of the questionnaire. The group discussed how JB could use these results to monitor how things are improving over the duration of the Plan.</p> <p>c. <i>Community Chest SLA</i> - RL stated that there was no SLA with the Community Chest and this needs reviewing in order to satisfy the Local Trust (LT) and the auditors. It was agreed to review the procedure and RL to raise a SLA. BB confirmed the person at present managing the Community Chest (JR) would not be attending regular partnership meetings but JR would be invited to come and report what is happening to the funding and present a written report. JR's role within the LCVs and Community Chest was explained to the Group. The Group agreed to obtain copies of documents relating to Community Chest payments to keep in the filing cabinet at Age UK as all working documents need to be in one place, for LT auditing purposes.</p> <p>d. <i>Proposals – Legacy Meeting in November</i> - The group discussed RL's suggestion of holding a Legacy meeting at the Led Medlock centre in the afternoon for partners to attend. RT could give the findings of the survey from the Beach event. MG suggested now is a good time to show how things are "on track" and highlight what is missing. We could get some ideas of what could go into the next Plan. RL was asked to invite people to the meeting from 12.00 – 3.00 pm (lunch provided), on Thursday 9th November.</p>	<p>RL</p> <p>RL</p>
5.	<p>Communications:</p> <p>a. <i>Conference Call</i> – was made to JB and the Group agreed for her to send off to print 250 copies tomorrow. The Group informed JB of details of the Legacy Meeting with partners on 9th November and she agreed to attend. BB confirmed RT would send JB the survey results and the group discussed how these could be monitored year on year to show improvements over time. JB confirmed she should be able to provide something showing how highlights from the results validate what the Plan is trying to do.</p> <p>b. <i>Autumn Newsletter</i> – RL asked if JB was going to produce a winter newsletter. JB replied she would need something from the Group to go in it. RL explained about the Christmas Lights event, and would like some publicity. Following discussion it was agreed to send out the newsletter in early November. JB asked for information to be sent so she could promote it on social media.</p>	<p>JB</p> <p>RL</p>
6.	<p>AOB:</p> <ul style="list-style-type: none"> RL reported on the event, hosted by Boston, for the East Midlands in 	

	Bloom awards ceremony. 290 people attended and lunch was provided showcasing many varieties of our local produce. At the event was for Boston was awarded another Gold medal (a hat-trick	
		ACTION
	<p>for BBL since it began supporting Boston in Bloom).</p> <ul style="list-style-type: none"> Review of the Partnership – BB tabled partnership forms and asked all group members to complete and sign with personal details. Please see revised dates of next meetings below: The next meeting in October will be a report review meeting. 	
	<p>Date & Time of next meetings all to be held at Age UK High Street: Thursday 12th October 2017 6.00 pm - Report Review Meeting Thursday 9th November 2017 6.00 pm – Legacy Evening Thursday 14th December 2017 6.00 pm Thursday 11th January 2018 6.00 pm - Report Review Meeting Thursday 8th February 2018 6.00 pm Thursday 8th March 2018 6.00 pm Thursday 12th April 2018 6.00 pm - Report Review Meeting</p>	

The Meeting closed at 8.30pm