

Boston Big Local Meeting 12th October 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	
Wendy Griggs (WG)	LTO	NR	
Lind Anso Edwards (LAE)		R	
Rachel A Lauberts (RL)	Facilitator	NR	
Bill Badham (BB)	Big Local Rep	NR	
Christine Hunter (CH)	Note Taker	NR	
Richard Barclay	Apologies	NR	
Hana Rafajova (HR)	Absent		
Michael Rafaj (MR)	Absent		
Mary Wright	Resigned		

	Apologies: As above.	ACTION
2.	Approve minutes of last meeting: Minutes were read and agreed as a true record, proposed by JD and seconded MG.	
3.	<p>Matters Arising: RL confirmed</p> <ul style="list-style-type: none"> The reasons why MW had resigned as a member of the Group. BB suggested RL write and thank MW for her contribution. The group suggested MW remain a member without having to attend evening meetings. RL and RT could meet with MW for coffee and update her on previous meeting, discuss the minutes and obtain a further vote if required. RL to ask MW if she would be agreeable. Following discussion around being quorate BB suggested we would then have a model which would allow others to attend the group, thus having a secondary meeting becomes a strength at times of lower numbers as a fall back. We need to have at least five people capable of voting around the meeting table. MG had somebody he could ask if they were interested in becoming part of the group. Community Chest - RL stated that the LTO and the Local Trust required a SLA to be signed by JR. RL had sent JR a schedule for him to complete and return. RL reported that the LCVS (David Fannon) had confirmed that Sophy had initially taken over the Community Events budget following Jo Blissett leaving. This (£44K remaining of the £120K budget) was now passed to JR to manage as well as the Community Chest budget. MG raised his concerns that there could be perceived to be a conflict of interest and WG stated we have to be open and transparent. Following discussion it was suggested that RL take over the secretarial function of the Community Chest budget and obtain all paperwork to be retained in the filing cabinet at Age UK. RL would need to complete a SLA to follow standard operating procedures and this additional work would increase her hours. RL read a letter from David Fannon. The Group 	<p style="text-align: center;">RL</p> <p style="text-align: center;">RL</p>

		ACTION
	<p>agreed to RL taking over the Community Chest to ensure continuity and show the Group is seen to be open. Mainly the Group wanted to ensure that JR is not open to any potential allegations when holding two funding pots. The group agreed that RL should speak to inform him of the proposed changes and that the group wants JR to continue to work with the Community Chest Panel and become a voting member. BB & MG stated they would like closer communications with the Community Chest panel to know what is happening. Community Chest meetings will re-locate to Age UK rather than the church. RL will contact JR to find out who is on the Panel, and provide dates and times of future meetings to WG and other Community Chest panel members. MG stated we need to be very clear which members constitute the Community Chest panel and which are BBL Group members.</p>	<p>RL</p> <p>RL</p> <p>RL</p>
4.	<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 12/10/2017 was £33,155.59. • Outstanding invoices for payment waiting for reports & approval are for the Credit Union (£750.00) , Boston United (£687.50), Boston Community Transport (£3,000.00), Guidemark Publishing (£1,378.80), Boston Mayflower, Memory Lane (£1,221.33), and BBC Aqua Physical at Geoff Moulder £1,922.50). • Year 2 monthly expenditure up to October 2017 including LTO fee was £31,778.05 • The Local Trust agreed to delay the 6 month report so the figures can be more accurate. • Once reports have been approved all invoices not received will be requested and payments made a.s.a.p. 	RL/WG
4.	<p>Doing Things</p> <p>a. <i>2nd Quarter Monitoring Reports</i> –the following reports were read through and approved for payment:</p> <ul style="list-style-type: none"> • <i>Boston Community Transport</i> – how are they going to be sustainable in the future? RL to inform them some projections and a business plan should be in the next report. What is really important that they are doing and what do they not want to lose? How much money is needed and where are they going to get it from? BB to e-mail these questions to RL. • <i>Geoff Moulder Swimming</i>- report was read and agreed to pay outstanding invoice when received. The report showed the swimming lessons were very worthwhile with a high pass rate. RL to obtain invoice. • <i>Boston United in the Community Sports Taster Days</i>- report read and improvements to the report were noted. MG stated the Group should know the nationality of attendees to show community integration. The group would like some photographs also. RL to obtain invoice for payment and request photos. 	<p>RL</p> <p>BB/RL</p> <p>RL</p> <p>RL</p>

	Please let RL know who will be attending for catering purposes.	ALL
5.	<p>Communications</p> <p>a. <i>Conference call</i>- BB thanked JB for the newsletter and asked if it is going to every home. JB confirmed this one was not but the Winter one would be. RL had been sending copies of reports and once she had received copies of the latest reports they would be included in the next newsletter. JB stated she had looked at how to include the results of the survey in info-graphic format and for an age and sex breakdown. JB agreed to present some info-graphics at the November legacy event. RT confirmed he was going to see Endeavour Radio next week to publicise BBL. JB reported the Group were in the Lincolnshire Reporter and we have a lot of good publicity. Getting a banner to events was discussed. BB reported that following good investment by the Local Trust additional funds should be coming into the budget of £105K; however this was not to be made public at this time. BB asked JB to put something on the website asking people to request more funds.</p> <p>b. <i>Autumn Newsletter</i> – Following discussion it was agreed to send out the newsletter in early November. JB asked for something from the Group to go in it. RT confirmed a presentation to Fydell House gardeners and would send details to JB. JB asked RT what we have learned from the survey results, including positives and negatives, and how we are going to use these to influence the Plan in the future. The Group updated JB on the Christmas Lights event and RL to keep JB updated if we get a pitch in the Market Place to put in the newsletter. JB asked for information to be sent so she could promote it on social media.</p> <p>c. <i>Christmas lights events and further events</i> - Christmas Lights Switch on 23rd November- RL had contacted C Willoughby to obtain a pitch in the Market Place but there were no vacancies. We were on a waiting list if anyone cancels, Following discussion about the alternative venues offered and the impact our offering free food & drink would have on present businesses it was agreed RL would speak to Boston Borough Council’s Chief Executive to see if he could obtain us a small pitch in the Market Place. RT asked for Group members to help out at 23rd November event, to speak to members of the public making them aware of what BBL does and to ask some questions.</p> <p><i>1940s event for 17th June 2018 and Boston Bike Night</i> – we need to have a budget and presence of BBL at these events. Already paid for by LCVS events fund. They have both sent us a plan for next year. We will put our name down for next year’s Christmas event and the Beech event.</p>	<p>RL/JB</p> <p>JB</p> <p>RT</p> <p>RL/JB RL</p> <p>ALL AVAILABLE</p> <p>RL</p>
6.	<p>AOB:</p> <ul style="list-style-type: none"> RT confirmed a cheque presentation from the Community Chest fund of £700 and had an invoice from AGE UK for £20 for additional photocopying. 	
	<p>Please see revised dates of next meetings below:</p> <p>The next meeting in November will be the Legacy Event at the Len</p>	

	Medlock centre on Thursday 9th November 2017 12.00 – 3.00 pm	
	Date & Time of next meetings all to be held at Age UK High Street: Thursday 14 th December 2017 6.00 pm Thursday 11 th January 2018 6.00 pm - Report Review Meeting Thursday 8 th February 2018 6.00 pm Thursday 8 th March 2018 6.00 pm Thursday 12 th April 2018 6.00 pm - Report Review Meeting	

The Meeting closed at 9.00pm