

Boston Big Local Meeting 11th January 2018
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	
Lind Anso Edwards (LAE)		R	
Carol Lloyd (CL)		R	
Graham Lloyd (GL)		R	
Jurate Matulioniene (JM)		R	
Wendy Griggs (WG)	LTO	NR	Apologies
Rachel A Lauberts (RL)	Facilitator	NR	Apologies
Bill Badham (BB)	Big Local Rep	NR	
Christine Hunter (CH)	Note Taker	NR	Apologies
Richard Barclay (RB)	LTO	NR	
Jane Bettany (JB)	Communications	NR	Apologies

Round table introductions were made and the group welcomed JM to the meeting. BB gave an outline of BBL and how it fitted in with the Big Local picture and explained about the 4 themes and the Local Trusted Organisation (LTO).

1.	Apologies: As above.	ACTION
2.	Approve minutes of last meeting: Minutes were read and agreed as a true record, proposed by RT and seconded MG.	
3.	<p>Matters Arising: BB requested that RL now circulate the Legacy Conference Report to the delegates who attended. RL also to:</p> <p>Meet with Ian Farmer to discuss renewable energy.</p> <p>Contact David King to discuss investment in Social Housing, and follow up with Stuart Hellon and Murray McDonald if appropriate.</p> <p>Meet with Wendy Griggs to discuss the long term plans for Pensioner House.</p> <p>Set up meeting with MG and Jen Moore to explore ideas around environmental legacy.</p> <p>MG also offered to look into how we could invest in housing to generate an income.</p>	<p>RL</p> <p>MG</p>
4.	<p>Running things:</p> <p><i>LTO Update –</i></p> <ul style="list-style-type: none"> • The amount of funds in the bank from the statement dated 11/01/2018 was £66,193.33 • BBL expenditure to date £51,936.31 • Overspend: - 4.2.1 Boston Hanse Group £45 agreed by resident's partnership to be deducted from next year's budget. 2.3.1 Boston Borough Council £2,872 brought forward from next year's budget to 	

	<p>replace unsafe swing area in Woodville Park. Agreed by the Partnership.</p> <ul style="list-style-type: none"> Under spend: - Year 3 full budget is £117,870 with total spend of £51,936.31 – Quarter 3 and Quarter 4 invoices remain to be paid. Any areas of under spend/transfer of funds will be discussed with LTO and Facilitator before the March Meeting. 	
		ACTION
5a.	<p>Doing Things: <i>Third Quarter Monitoring Reports</i> – RL confirmed that there were 13 reports to be reviewed and invoices agreed for payment. The Group read through all reports and comments/actions were agreed as follows:-</p> <ul style="list-style-type: none"> <i>1.1.1 Boston Community Transport Scheme</i>- report read and unanimously agreed to pay invoice for £3,000. <i>1.2.1/2 Holiday Inflatable Sessions/Crash Course Swimming</i> – report read and agreed to pay £88.00. Resident Partnership would like to see evidence of use by BBL residents and a more invigorated promotion of the schemes. <i>1.3.1 Boston United</i>- report read and unanimously agreed to pay invoice for £687.50. Clarification as to the number of participants from the BBL area to be requested. <i>1.4.1 Boston Mayflower, Memory Lane</i> - the Group read the report and felt it was very comprehensive and showed extremely good value for money. The group unanimously agreed to pay invoice for £869.00 <i>1.5.1 Cycling Road show Event</i> the Group read and agreed the outline plan for the 2018 event. <i>1.6.1 Aqua Physical</i> – the Group read the report and approved payment of £1,927.50 RL to invite invoice for said amount. RT and RL to arrange meeting with Project provider to discuss advertising options <i>1.6.2 BBC Triathlon</i> - the Group read the report and felt it showed very low numbers attended with very few coming from within the BBL area. After much discussion the Group felt it could no longer fund the project and instructed RL to terminate the Service Level Agreement. <i>2.1.1/2 BBC</i> – the Group read the report and approved payments of invoices as they came in. RL to meet with Project provider to discuss progress of the project. <i>2.2.1 Boston in Bloom</i> – the Group read the report and approved payment of £3,000.00. RL to invite an invoice <i>3.1.1/2.LCVS</i> – the Group read and approved the report, it was noted that LCVS had been paid their entire years allowance for the project. Therefore no invoices should be submitted until Q1 of 2018. <i>4.1.1 Fit 4 Your Future</i>- the group read the report and approved payment of £1,250.00. <i>4.1.2 Credit Union</i> – The group read the report and approved payment of £750.00 RL and RT to arrange a meeting regarding concerns around marketing/advertising and to encourage involvement with the Health and Wellbeing Event and the possibility of working in conjunction with CAB. 	<p>WG</p> <p>WG</p> <p>WG</p> <p>WG</p> <p>RL</p> <p>RT,RL</p> <p>RL</p> <p>RL</p> <p>RL</p> <p>RL</p> <p>RT,RL</p> <p>WG</p>

	<ul style="list-style-type: none"> • <i>4.2.1 Hanse Group</i> – The Group read the report and it was agreed that the project was working successfully. • <i>4.3.1 Guidemark Publishing</i> – The group read the report and agreed JB had done an excellent job. It was agreed to pay the invoice of £1,379.00 	WG RL
		ACTION
5b.	<p>Community Chest: - At the previous meeting copies of the draft SLA and SOP's were handed out to group members for them to read. RT explained that various events had lead to the current situation whereby the Community Chest Scheme (CC) needed to be reviewed and restructured. BB stated that the CC had always been managed through the BBL Partnership and as long as the facilitator of the CC was a member of the Partnership that model was in place. However with JR's resignation from the partnership there was a recognition that because we were not contracting an organisation to run the CC, BBL needed to take control and the group had agreed for the BBL Facilitator to take on the organisation and running of the scheme. Prior to JR's resignation the LTO had raised the issue of accountability to Local Trust and we were in the process of agreeing a Service Level Agreement when JR resigned. The Group agreed to adopt the draft SOP's and SLA. A meeting was arranged for Thursday 1st March 2018, at Age UK starting at 6.30pm.</p>	RL
5c.	<p>Blackfriars: - Following a meeting with RT and DJ at Blackfriars we have received a funding application from them to the value of £22,000.00 for the installation of a lift. The management group of the Theatre have already raised £11,000 which has been ring fenced for the project. The application was discussed and the group agreed to fund the project unanimously. RL, RT and DJ to arrange a meeting at Blackfriars. RL and WG to look at the budget to find the funding.</p>	RL,RT,DJ WG, RL
5d.	<p>Communications Officer:- JB has announced her intention to resign from Big Local on 31st March 2018. RL suggested we approach Mark Baker as a possible candidate.</p>	RL
5e.	<p>Survey Questions:- As JB was unavailable this item was postponed for discussion until the next meeting.</p>	
6.	<p>Communications: <i>Conference Call</i> – No conference call took place as JB had offered her apologies. Newsletter: JB to have draft newsletter out by next week for approval</p>	JB
7.	<p>AOB: RL offered her apologies for the next meeting 8th February, it was agreed to move the meeting to 15th February 2018.</p>	

8.	Date & Time of next meetings all to be held at Age UK High Street: Thursday 15 th February 2018 6.00 pm Thursday 11 th March 2018 6.00 pm Thursday 11 th April 2018 6.00 pm - Report Review Meeting
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The Meeting closed at 8.25pm