

**Boston Big Local Meeting 14 March 2019  
Chantry House, Boston**

Name	Title	Resident/ Non Resident	Apologies
Richard Tory (RT)	Chair	R	
Don Jenkins (DJ)		R	
Lind Anso Edwards (LAE)		R	Apologies
Mike Gilbert (MG)		R	
Mark Baker (MB) - minutes	Communications	R	
Carole Lloyd (CL)		R	
Graham Lloyd (GL)		R	
Nick Thompson (NT)		R – 3rd Meeting	
Katy Roberts (KR)	Plan Coordinator	NR	
Darren Bayley (DB)	LTO	NR	
Bill Badham (BB)	Big Local Rep	NR	

	Today's meeting started at 6pm	ACTION
1.	<b>Apologies:</b> Lind	
2.	<b>Approve minutes of last meeting:</b> Minutes were read and agreed as a true record, proposed MG seconded DJ.	
3.	<p><b>Matters arising not on the main agenda:</b></p> <p><u>Welcome KR to BBL:</u> Everyone shared how happy they are to KR onboard.</p> <p><u>NT's 3<sup>rd</sup> Meeting – Full Member?:</u> NT stated he would like to be a full member and the group voted unanimously to welcome NT as a full member.</p> <p><u>Community Chest Reports from Women's Aid and Samaritans:</u> The thank you and explanation from Boston Women's Aid was gratefully received. The group commented how it was appreciated that the breakdown of how the money was spent by the Samaritans to train new Samaritans was so comprehensive.</p> <p><u>Plastic Bottle Refuse Collection by Schools:</u> Andrew Malkin and Jen Moore from Boston Borough Council enquired with the group if the funding provide in our next plan can be used to encourage schools to help with the town tidy of plastic bottle which will turned into a sculpture. The group agreed that it is fine to proceed with this. MB to email confirmation</p>	<b>MB</b>
4.	<p><b>Running things:</b></p> <p>A. LTO Update – DB presented the monthly budget report, confirming:</p> <ul style="list-style-type: none"> <li>• Bank balance c.£38,428.27</li> <li>• Monthly expenditure c.£5,892.23</li> <li>• To date: c.£94,640.15 spent this financial year</li> <li>• Deduct LTO 5% Fee £6,615.25.</li> </ul> <p>B. BL Rep updates</p> <ul style="list-style-type: none"> <li>• Positive feedback from the Mark Bishop who evaluated our 2019-21 plan. He fed back that as group we organised, welcoming, well informed, logical and work well across the community. He liked our outsourcing model and commented what an excellent job we did by picking up the reign after unforeseen changes within the group.</li> <li>• Cluster groups of Big Local areas to share best practice. We will be</li> </ul>	

	<p>contacted soon to see if we wish to participate.</p> <p>C. GDPR for new members</p> <ul style="list-style-type: none"> <li>We became aware that new member may fall through our GDPR checks. The group has agreed that at a new member's first meeting we will get verbal agreement regarding contact by email and phone after the third meeting when the new member becomes a full member the will sign the group agreement which will have a GDPR line added to ensure we all fall within the rules.</li> </ul> <p>D. Claiming Expenses</p> <ul style="list-style-type: none"> <li>Agreed that the current way creating an invoice and having it signed by 2 residents is the correct way to proceed.</li> </ul> <p>E. BBL Operating Year</p> <ul style="list-style-type: none"> <li>RT raised that our current Community Chest and Events funding quarterly dates are out of sync with the needs of our residents. We agreed to adjust the dates to be the first Tuesdays of January, May and September.</li> </ul>	<p>KR</p> <p>KR</p>
5.	<p><b>Doing things:</b></p> <p>A. <u>BBL Plan – Update</u></p> <ul style="list-style-type: none"> <li>DB shared that on the portal is said offer. BB confirm this means we should be receiving our offer letter soon to confirm our 2019-21 plan.</li> <li>RT shared that the Credit Union would like to move £1,800 from year 2 of their plan to Year 1. BB confirm that DB is ok make the Local Trust aware.</li> </ul> <p>B. <u>Carers First – Community Chest Application</u></p> <ul style="list-style-type: none"> <li>This application was considered due to it being left off our Feb 20<sup>th</sup> meeting by accident. The group voted unanimously to support the full application of £1,070</li> </ul> <p>C. <u>Discuss Big Connect – 13-14<sup>th</sup> Sept 2019</u></p> <ul style="list-style-type: none"> <li>Agreed that we would like to reserve 3 places and it would nice if KR could attend to gain a wider understanding of Big Local and 2 residents who have not been before to go.</li> </ul>	<p>DB</p> <p>KR</p>
6.	<p><b>Communications:</b></p> <p>a. MB shared the new Newsletter design and all agreed, that once the amends have been made that they are happy for it to be printed and distributed to all 3000 properties in the BBL.</p>	<p>MB</p>
7.	<p><b>A.O.B.</b></p> <ul style="list-style-type: none"> <li>Invite Fran Taylor to our next meeting</li> <li>BB invited the group to attend a 30min training on the difference between monitoring and evaluation. The group agreed and that the it should take place at the next meeting, which start at the earlier time of 5:30pm.</li> </ul>	<p>MB</p>
8.	<p><b>Date &amp; Time of next meeting: Thursday 11th April 2019</b>  <b>Chantry House 5:30pm</b></p>	

Meeting finished at 7.40pm.