

Boston Big Local Meeting 14th January 2015
Age UK, William Garfitt House, 116 High Street, Boston

Name	Title	Resident/ Non Resident	Apologies
Richard Tory (RT)	Chair	R	
Lind Anso Edwards (LAE)		R	
Jody Raggo (JR)		R	
Rachel A Lauberts (RL)	Facilitator	NR	
Bill Badham (BB)	Big Local Rep	NR	
Wendy Griggs	LTO	NR	
Jane Bettany (JB)	Communications (conference call)	NR	
Christine Hunter (CH)	Note Taker	NR	
Richard Barclay	LTO	NR	Apologies
Sarah Colbert (SC)		R	Apologies
Louis Colbert (LC)		R	Apologies
Ziedonis Barbaks (ZB)		R	Absent

		ACTION
1.	Apologies : As above	
2.	Approve minutes of last meeting: Minutes were read and agreed as a true record, proposed LAE seconded RT.	
3.	<p>Matters Arising that are not on the main Agenda:</p> <p>RL asked for the next meeting to be moved with the agreed date being 18th February at 6.00 pm. Apologies for the meeting received from BB RT confirmed a complaint had been received from one of the applicants for the Community Chest. RT explained the reason for this and confirmed RL and he had attended a meeting with the complainant to discuss further. The issues raised were procedural and as an outcome the paperwork had been updated and the procedures improved. RT suggested the group use this as a learning curve. It was agreed RT/RL would draft a response to the questions raised and pass to BB for his suggestions, before forwarding to the complainant. BB thanked JR for the way he dealt with the complaint as well as his overall efforts with the Community Chest. JR confirmed LAE was entitled to attend the Community Chest panel meetings, and agreed to forward dates of the next meeting to her.</p>	<p>RT/RL</p> <p>JR</p>
4.	<p>Running things:</p> <p><i>LTO Update – WG:-</i></p> <ul style="list-style-type: none"> • tabled the updated financial report and bank statement, confirmed the amounts spent during the month and closing balance as £1,420.60. • confirmed she was expecting a payment from the Local Trust later this week/early next week, which should improve the balance. • had spoken to TaylorITEX, M Taylor and the Local Trust re the invoice queries, and M Taylor will confirm the final figures. • The Local Trust had received the October/November report and everything is OK 	WG

		ACTION
	<p>The group went through the report in depth noting the reducing balance, overspends and underspends. BB stated it was due to WG's diligence that the Local Trust has nothing to worry about. RL and WG agreed to meet on Friday 22/1/2016 to discuss progress and budgets further.</p> <p>BB:-</p> <ul style="list-style-type: none"> • suggested it would be a good time to review how things have progressed. The Group discussed and agreed to using a traffic light system to monitor progress. This would be an Agenda item at the February meeting to review how plans are progressing. • confirmed there were questions to be responded to with the second year's budget application having to be completed on line. RL agreed to complete the questions and online application by the end of February • Group discussed how to arrange the 2nd year budget and agreed not to have a "carry over" budget figure from the first to the second year. RL asked what happens when invoices are not submitted for activities already carried out prior to the budget 1st year end. BB suggested the Group would know which activities had taken place and RL would chase up invoices. Where the group knew activities that were not going to be invoiced before the end of the 1st budget year they could amend next year's budget accordingly. <p><i>Building the Partnership-</i> The Group discussed this further with it being noted that it was in SLA's that they must come to an annual meeting. The format for the AGM was discussed and it was agreed that this be on Thursday 21st April (shortly after the Marathon event). It was suggested the AGM be a separate informal celebration event with slide shows, tables, pictures, budget sheets etc. showing success stories. RL to look at finding a venue and update at next meeting. It was agreed the chair would produce a short AGM report showing good news stories and a summary of accounts.</p> <p>JR asked if we still needed to purchase a gazebo for the Marathon event. RL confirmed how the marathon event would be organised and suggested we needed a gazebo at the finish with BBL banners, etc. RL to speak to TaylorITEX to find out where our banners etc, are to have them ready for the marathon event. JR to look at Gazebo prices</p>	<p>WG/RL</p> <p>CH</p> <p>RL</p> <p>RL</p> <p>RT/RL</p> <p>RL</p> <p>JR</p>
5.	<p>Doing things:</p> <p>Plan review – activity updates</p> <p><i>Reports Received</i> – RL tabled Alison Fairman's report on the Hansa and confirmed receipt of an invoice for £532. She showed copies of their logo (taken from a seal found in an archaeological dig), their leaflet and the Boston Bulletin. RL mentioned a planned trip by Boston College student's to Bergen in June 2016, to represent Boston at the Youth Hansa. The report was approved and the invoice agreed to pass for payment. RL stated there will be further invoices to be received and agreed to forward a copy of the report to JB. RT & RL will be attending a public Hansa Group meeting on 11/2/15 and LAE will also try to attend. RL confirmed no report or invoices had been received from D Horry re the gym membership taster days & free swimming lessons. RL to chase</p>	<p>RL</p> <p>RL</p>

		ACTION
	<p>up both</p> <p>Sure Start – RL tabled the report and invoice for approval for £2,487.47 confirming there was a small underspend. The group approved the report and invoice for payment. RL to scan a copy of the report and forward to JB</p> <p>Boston United Football in the Community – RT confirmed the report had been received and was the same as previously with just a few amendments. The group were concerned that only 4 residents from within the BBL area attended and the events were not being given to children for free. To obtain better reports, clarification of who attended and whether they are charging for courses RT/RL to speak to them.</p> <p><i>Recent Activity –</i></p> <p><i>Arts for older people with Dementia.</i> RL confirmed the events had been held at Mayfields and were a great success. The group would like additional funding to continue under Theme 1 Priority 1.4.1. and there was an underspend of £2,900 from Theme 1 Priority 2. RL asked for approval for this to be passed to the Arts group, which would be run by Boston Mayflower (BM) in future. The group agreed – RL to obtain contact details for BM from K Sperring, to complete the SLA.</p> <p>Community Panel Chest –RL/JR/RT to meet on 19/1/16 at RL’s house to go through the forms. Once amended these will replace those already on the website.</p> <p><i>Boston Marathon –</i> RL reported above.</p>	<p>RT/RL RL</p> <p>RL</p> <p>RT/JR/RL</p>
6.	<p>Communications:</p> <p><i>Boston College news hub</i> – BB suggested RL//RT speak to Karen at the college to discuss how the students can write reports and news on items that are not time critical. Karen and the students need to be answerable to JB</p> <p>Communications – the Group held a conference call with Jane Bettany (JB) who stated she was very happy with the support and help provided by the Group. She reported on the website updates and Facebook and Twitter feedback. The Group agreed JB should start promoting the Boston Marathon, and RL to scan a copy of the Boston Target article to forward to JB. RL agreed to pass on R. Austin’s contact details to JB to carry out an interview re the Marathon. The Group reviewed JB’s newsletter and requested an amended picture showing the Stump rather than the Ingram memorial. They agreed to change the banner/logo to go with seasonal colours. The group stated they were very happy with the newsletter and asked for 250 copies to be printed to be delivered to AgeUK and then left in public places. JB confirmed she would speak to Ian Farmer or Alison Fairman re Boston in Bloom. Lincs Credit Union – RT confirmed this idea is not progressing at the present time. JR to e-mail JB with the relevant links for Mayflower’s “FIT 4 the Future”. RL agreed to attend the Pancake Day Event (Lithuanian Shrove Tuesday) and will forward pictures taken to JB together with those taken at the Hansa and the Boston Town Team events. RL confirmed she will ask Mandy E to forward photos of the Christmas event at the Gliderdrome to JB. Pull up banners were discussed and JB agreed to produce some ideas to send to the group.</p> <p><i>Projects –</i>discussed above.</p>	<p>RL/RT</p> <p>RL</p> <p>RL</p> <p>JB JB</p> <p>JR</p> <p>RL RL</p> <p>JB</p>

		ACTION
7.	<p>AOB:</p> <p>RL reported on the update from the Hub regarding the App. RL reported on a meeting she and RT had with Jenny Devlin, and Hannah Walker and confirmed TJS will provide updates for the system. RL stated this would be a web based application to access Health & Wellbeing information for the Boston area and the initial cost was £6,000. She explained how the app would work, market research may need to be undertaken and training may need to be provided to enable people to access the information.</p> <p>BB passed details from Dace Dzenovska regarding the migrant impact within Boston to RL</p> <p>BB tabled newsletters from Kirk Hallam and Allenton to the Group.</p> <p>RT raised the issue of copy writing the BBL Logo. BB suggested looking at Creative Commons first</p> <p>RT asked for approval to purchase a large re-usable check from HSBC costing £15. The group agreed and RL to place the order with HSBC.</p>	RL
8.	<p>Date & Time of next meeting: Next meetings will be on Thursday 18th February 2016 all at 6.00 pm. The venue will be at Age UK in High Street, Boston.</p>	

Meeting finished at 8.15 pm.