



Date:	Wednesday 22 <sup>nd</sup> January 2020
Venue:	Woolavington Village Hall
Attendance:	Vanda Crow (VC) Chair, Alan Sharp Vice Chair (AS) (WVM), Peter Beer (PB) (WVM), Simon Bale (SB) (CPL), Sue Gould (SG) (PVM), John Lunn(JL) (PVM), Lynda Norton (LN) (WVM), Kim Heathcote (KH) (PVM), Alison Hamlin (AH) (NVM), Peter Hardwidge (PW) (WVM), Lee Martin-Scull (LMS) (NVM), Angie Lewis (AL) (NVM), Julie Cooper (JCoo)(V) (NVM), Julie Coleman (JC) (PVM), Jo Harris (JH) Minute taker, Helen Baker (HB) Youth Lead
Apologies:	Robert Hemms (RH) (NVM), Teresa Hemms (TH) (NVM), Angela Gascoigne (AG) (NVM), Cyan Matthews (CM) (NVM), Sophie Cowdell (SC) (BLR)

WVM– Woolavington voting member

PVM – Puriton voting member

V – Visitor

NVM– Non voting member

CPL – Community project lead

BLR – Big local Rep

CH – Chair

VCH – Vice chair

### Agenda

1. Welcome and apologies
2. Opening discussion regarding the year ahead
3. Applications for funding
4. Minutes: for accuracy and matters arising
5. “Tea-Time” discussion: Two villages as one: do you recognise there’s an issue? Team building ideas. Flip chart of work and doesn’t work and barriers and resolve it? What do I offer?
6. Reports
  - Project Lead: to be distributed before meeting
  - Big Local
7. Finance
8. Any other business

Item	Action
<p><b>1.Introductions and apologies for absence.</b></p> <p>Apologies as noted above</p>	
<p><b>2.Membership agreement, conflicts of interest</b></p> <p>None disclosed</p>	
<p><b>3.Opening discussion regarding the year ahead</b></p> <p>VC presented to the group: as a partnership we have approached different ways of working during the past year. We have adjusted documentation to reflect this. Celebrating the 5 years behind us and looking ahead to the next 5 years. The two villages have seen some changes, and at the beginning Gravity was only a thought, where as now the new road can be seen and work is underway on site and discussions undertaken with Parish, District Councils and the community.</p> <p>The group have supported some very worth while projects inc' Dreamscheme, Theatre groups, Schools, Pre-Schools etc.</p> <p>Collectively, we have valued people's ideas. To help us move forward Consultants have now been appointed to help us with making decisions.</p> <p>VC reminded the group that we are all here to work together, to set up a legacy for our future communities. To remain mindful and respectful of this in the way they have communicated with each other.</p> <p>VC asked all attendees for feedback on what we need to consider to move things forward with the exciting times ahead of us.</p> <p>AL advised that Homes in Sedgemoor are holding a bid writing workshop in February. It has been advertised on the Homes in Sedgemoor website, Woolavington Past and Present etc facebook pages all invited to attend.</p> <p>AS would like to see a small guidance leaflet be written to clarify the points to covered when writing a bid. JL raised it was agreed at the previous meeting that SB would write all of the bid applications going forward to cut out the middle man. SB explained it would be helpful if the applicants know what information is expected to be collected to complete the bid form.</p> <p>AL asked if it was allowed that SB writes the form- at the previous meeting it was determined the forms could still be developed to be</p>	<p>Please email VC if there is anything else people would like to raise.</p> <p>SB to advertise the bid writing workshop on VT website</p> <p>Possibility of producing a bid writing leaflet</p> <p>SC to clarify SB's role in the</p>

<p>more informative and discussed that the application could ask more searching questions.</p> <p>JCo felt it was misleading for the public, that the money cannot be used for statutory services, but can be used for example school groups. Clarification is required of what is allowed. Can VT own assets as the group will not be available after 5 years? (this was raised after a brief discussion on a bid to be presented later in the meeting)</p> <p>VC suggests SC updates us on the legalities around the allowed funding requests; individuals, groups and understanding any constraints. Big Local have introduced some of these requirements which need to be communicated effectively to the group.</p> <p>AS- are these regulations new or are the group only just being made aware of them?</p>	<p>application process</p> <p>Clarification from SC around assets, after VT is ceased. Also a training session on understanding financial constraints.</p> <p>LMS – will re-distribute the financial governance document to the group for perusal</p>
<p><b>4.Funding Applications</b></p> <p><b>BID 1</b> a) Pump Track Bid</p> <p>Subject to the following:</p> <ul style="list-style-type: none"> <li>• is there match funding from Viridor?</li> <li>• satisfactory answer to questions/points set out below</li> <li>• clarification of VAT reclamation by Puriton Parish Council</li> <li>• is there a project manager to be appointed to be given overall responsibility for managing the implementation, and maintenance of the track?</li> <li>• Are the legal requirements necessary put in place?</li> </ul> <p>JL raised the suggestion to ring fence this funding for a period of 3 years.</p> <p>The partnership agreed that this application does not come back to the group again. It was unanimously carried by the group that VC, SC and AG to agree when to release the funds.</p> <p><b>Agreed in principal</b></p>	<p>VC, SC and AG to liaise with the project leads to discuss the outcomes of the applications.</p> <p>With VC, SC and AG agreeing when to release the funds.</p>

## Points/ questions raised in the meeting

- i. How did the project begin? Answer: Established by young people in the local village bringing this to a fore.JCo
- ii. Is there is a need for planning permission? Answer: Depending on the surface area, a planning officer would be able to attend to complete this.JCo
- iii. Project plan and key milestones should be considered and recorded efficiently. Suggested this would be completed by the project manager.
- iv. How will the pump track achieve the vision of Villages Together?
- v. Require a signed bid application form from the Pump track group.
- vi. It is difficult to be clear about the whole budget being correct without actual estimates -conflicting figures in the two documents. More information required to clarify the costs only 1 quote has been received due to other companies not wanting to submit. Therefore this is viable.
- vii. Viridor have been approached for additional funding. What is plan B if they do not agree?
- viii. ROSPER needs to be completed yearly, with post installation checks required and safety requirements which are not in the bid.
- ix. Is the additional funding for the full 10 years ring fenced by the Parish Council?
- x. Does the Parish Council own the land, alongside the Playing Fields committee.? Are there any legal plans drawn up to agree this?
- xi. Clarification on what funds raising has/or is being planned to support ongoing maintenance.
- xii. Will there be consultation with nearby properties to ensure neighbours are not disrupted by the noise from a pump track?
- xiii. CCTV How will this work? who will monitor? and will this be installed professionally? Suggestion if you are installing CCTV nominated persons need to be appointed to complete this. Suggested that a project manager would complete all of this.
- xiv. Recommended a user group to include the children.
- xv. If there is benches and bins who is going to maintain them? How much will this cost?
- xvi. To see more input from the children to show initiative.
- xvii. HPC fund are also available. Answer: This is being considered by the group.
- xviii. Key point the documentation should have identified the overall cost of the entire project and then split down by x,y and z

to alleviate some of the other questions.  
 XIX. Concerns were raised that the size of the project should not be run by volunteers.  
 XX. Claiming VAT back through Puriton Parish Council is this ok?

**BID 2**

**Hello Shelter located in Puriton**

Subject to the following:

Bid application form being amended to move to the correct form. To include linking more with the loneliness project, and to include the notice board and bench.

**Agreed in Principal**

**BID 3**

**Sue Wood Puriton Treasurer of WI**

Applying for a community grant of £1000 to cover events and hire of the hall. To be advertised to the wider community and link in with Woolavington WI.

**Agreed**

**Agreement of minutes of meeting of 14<sup>th</sup> November 2019**

**Minutes from previous meeting agreed**

**Outstanding actions**

Local Entrepreneurs	VC has been approached by local resident regarding VT developing links with local entrepreneurs.	VC has met to give an update on the outcome
Commemorative Plaques	Cheapest 'general' plaque would cost upwards of £30-£50 and would be difficult to include longer words. Better option might be to engage local wooden sign makers. This would probably be more flexible and would also provide business	VC and SB to progress

	locally which is always a good message		
Woolavington Community Orchard	SB to progress this with AS, initially to identify the potential for land. Options might include the Bitham Hall garden.	Speak to Angi Lewis SB and AS to liaise	
Social Media	This will be moved from next month to December as there is a more pressing issue to discuss concerning a potential welfare fund.	SB to add to agenda for December meeting	
YMCA	Clare Langley not yet spoken to. Needs to be progressed for next meeting	SB to contact	
Good Neighbour Scheme	Community Council for Somerset to be invited to celebration event in February as one of the opportunities to be shared amongst the VT neighbourhoods	SB to contact CCS	
VC mentioned the possibility of doing some work about road and driving safety (e.g. with regard to mobility scooters).	We have a contact with a local Somerset charity, funded through the Avon and Somerset constabulary, who could deliver this for us, and who provide a leaflet that we could perhaps choose to 'badge' as produced by Villages Together.	SB and VC to progress	
<p><b>Matters arising from minutes</b></p> <p><b>Finalised Version of 'Code of Conduct' and 'Terms of Reference'</b></p> <p>Presented by VC voted on to agree the documents by a show of hands, and asked everyone to sign and return as soon as possible.</p> <p>If further copies are required please contact SB</p>			<p>All to forward signed documents to SB or JH by next meeting.</p>

<p><b>“Tea-Time” discussion: Two villages as one: do you recognise there’s an issue? Team building ideas. Flip chart of work and doesn’t work and barriers and resolve it? What do I offer?</b></p>	<p>Ran out of time postponed until next meeting</p>
<p><b>Report's</b></p> <p><b>Project Lead Report</b></p> <p>The report was discussed within the group.</p> <p>Talking Cafe starting in Woolavington in two weeks time at Bitham Hall. Meeting with Food Bank on Friday.</p> <p>JC would like to see updates on the projects who have already been granted funds for example the pre-school forest garden.</p> <p>An intense conversation took place during this agenda item. This item was closed in order to progress any further discussion to be held at another per-arranged meeting.</p>	<p>JL to work shadow with SB</p> <p>SB to create a work diary for perusal by the group.</p> <p>SB to create two reports one for the Hello project and one for VT work</p>
<p><b>Big Local no update due to apologies from SC</b></p>	
<p><b>Finance Report</b></p> <p>LMS presented the current finance report. Copy attached</p> <p>The group raised issued in delays in funding being received by projects. LMS to raise this with SHAL finance department. SB to discuss directly with LMS how to improve this going forward. VC confirms that everyone who is owed money has received it.</p> <p>LMS suggests completing the financial reports at the beginning of the meeting so there is a clear understanding of the budget before applications are agreed</p>	
<p><b>Evaluation of meeting</b></p> <p>No issues to report</p>	
<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Consultants appointed called CCS to meet with Village Hall</li> </ul>	

<p>committees, in order to produce a briefing paper to ascertain the buildings use and how the VT plan can be achieved via their amenity. Time scales to meet with CCS will be tight.</p> <ul style="list-style-type: none"><li>• All asked to encourage committee chairs to help with the work, which will support the partnership with future discussions needed when funding requests are received.</li><li>• All halls supporting this initiative will be offered funding towards their 'Hallmark' membership.</li><li>• Consultant firm called NOMA have been appointed to work with Gravity, to determine how this project moves forward in the future.</li></ul>	
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Next meeting: Thursday 27th February, Puriton Village Hall 7pm-9pm