



Date:	Wednesday 12 <sup>th</sup> June 2019
Venue:	Puriton Sports Centre
Attendance:	Vanda Crow (VC) Chair  Peter Beer – PB (WVM), Sharon Collard,(CPL) Simon Bale,-SB(V) Lynda Norton LN (WVM) Angela Gascoigne (AG), Mo Retford MR (V)Julie Cooper (V) Alan Sharp (AS)(VCH), Peter Hardwidge (PW) (WVM) Jo Harris (JH) Minute taker
Apologies:	Julie Coleman, Sophie Cowdell, Sue Gould, Joanne Plews, Bob Plews, John Lunn, Lee Martin-Scull, Cyan Matthews, Robert Hemms, Theresa Hemms

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. Introductions and apologies for absence.  
Membership agreement, conflicts of interest
2. Agree minutes of May 9<sup>th</sup> meeting, matters arising and actions.
3. Brief update from – Woolavington Youth Theatre – Margaret and Amelia
4. Brief update from Sharon
5. Brief update from Simon Bale – Hello project
6. Finance

- 7. Teatime Topic – Training subjects to support groups and services. Community grants to include supporting small local business startup/publicity costs.
- 8. Community grants
- 9. A.O.B

Date of next meeting – 11th July 7pm – 9pm Thursday Woolavington – Village Hall.

Agenda item - Discussion	By Whom
<p><b>1, Introductions and apologies Membership agreement, conflicts of interest</b></p> <p>No conflicts of interest for members of the meeting.</p> <p>The group were unable to vote at this meeting due to not having voting members from Puriton at the group.</p> <p>JC-enquired if electronic voting would be necessary-VC advised that this would not be necessary as there weren't any applications outstanding at present.</p> <p>New logo has now been released.</p> <p>Action- Members to encourage the Puriton community to join the Village Together group</p>	<p>All</p>
<p><b>2, Agree notes of April Meeting</b></p> <p><b>Actions outstanding from previous meeting-</b></p> <p>Do leaders of Villages Together Groups have a current DBS clearance and a safeguarding policy?</p> <p>Group discussion around the reasoning behind this and ensuring that Villages Together could not be held accountable for individual groups management.</p>	

<p>Discussion included that DBS, Safeguarding policies and insurance policies are asked to be provided by groups when they are applying for funds this is included within the project letter offer.</p> <p>JC will check what Sedgemoor do in this instance.</p> <p>Action-Villages Together to pre-populate a document which states that all grants received are on the understanding that the group adheres to current Safeguarding and DBS legislation. -</p> <p>Woolavington School-resubmission of application</p> <p>Reassurance was required by the Villages Together group to ensure the grant to the school would be future proofed and continue to benefit the community. Did the school have a contingency plan should Georgina leave the project. SC met with the school again to confirm the following:</p> <p>Year 1 Funding around infrastructure Year 2 Widening commitment to link to the community</p> <p>The group hopes that the schools across the villages will build partnerships and in turn strengthen partnerships.</p> <p>Action- Refreshed bid to come back to the next meeting – update Sharon to email voting members to vote electronically -16/05/19</p>	<p>SC to put together a template for agreement at the group – share project letters</p> <p>All</p>
<p><b>3, Introduce Jo Harris – minute taker</b></p> <p>It was lovely to be appointed, please do not hesitate to let me know if you feel I have made any errors or omissions.</p>	
<p><b>4, Brief update from Sharon</b></p> <p>SC presented an overview of the grants currently issued by the Villages Together group.</p> <p>SC continues to monitor the progress of the Dreamscheme, Young Theatre Group and Clist room project, since funding was agreed. It was discussed that the group would like to see plans which measure the benefit the grant has made to the group over a length of time.</p> <p>SB has started building the website- he requires pictures that have consent to put on to the website</p>	

<p>After meeting with parents at local early years groups SC would like to run a Teddy Bears picnic in May Half Term week. She would use the opportunity to talk to parents about rural living and gain feedback with comments sheet.</p> <p>The group discussed location, parking, safeguarding requirements and cost to provide venue and fruit snack.</p> <p>SC to contact Puriton Village Hall to confirm costs. The group hoped that the Village Hall would allow a goodwill hire in recognition of the support received from Villages Together. VC would like stickers with the Villages Together logo to be printed and handed out to children attending the picnic. – update Sharon to hold picnic at Community Orchard</p> <p>Rural Housing Week 1<sup>st</sup> – 5<sup>th</sup> July- AG</p> <p>AG would like to hold an event during Rural Housing Week in July to promote Villages Together. With a focus on young people, asking them what do they need in the community in which they live I.e. transport, training opportunities. AC hopes that other housing associations will be available to attend and also Gravity.</p> <p><b>Actions:</b>  Any consented photos which could be used on the website to be sent to Simon</p> <p>Measuring Outcome’s Plan to be implemented for running projects.</p> <p>SC to run a Teddy Bears picnic for families to attend during May half term week. Present stickers with logo on to the children and obtain feedback from parents.</p> <p>Take forward agreement to run the Rural Housing Week event</p> <p>Discuss ways to link with the YWIES (Yew Wah China) School based at Knowle Hall.</p>	
<p><b>5. Brief update from Simon Bale – Hello project</b></p> <p>SB has been advertising the ‘Hello’ project to explain the effects of loneliness. He has received feedback that people are ashamed of admitting that they are lonely. Which highlights the benefits the ‘Hello’ project can bring to the community.</p> <p>SC is looking in to running a seminar late Summer-early Autumn to bring professionals from Adult Social Care, MIND etc together to promote the ‘Hello’ project.</p>	

<p>Action: SC to continue to identify lonely people within the community using a questionnaire already produced which he will bring to the next Villages Together meeting for comments.</p> <p>SC to bring updated Hello leaflet following suggestions made in the group to the next meeting.</p> <p>AG to invite Alison Bell from Public Health to discuss this project</p>	
<p><b>6. Finance</b></p> <p>AG presented the new finance reports, which will improve financial reporting now that commitments to grants are becoming bigger.</p> <p>Budgets were presented to the group- total budget for the year as at 09.05.2019 £61757.04</p> <p>Feedback from AS would like to see monthly reporting rather than quarters.</p> <p>AG and SC will support SB with the administration of monitoring the budget for the 'Hello' project on a supporting report to the main financial statement. Which will ensure clear transparency of funding received and hours spent on the project by SB. SB will invoice the Villages Together group on a self employed basis.</p> <p>Discussions were held around the presentation of the report and AG proposed that the new finance manager from SHAL comes along to the meeting in September to discuss budgets and gain consensus on how the group would like the budget to look.</p> <p>VC asked for a show of hands of those in favour to keep the finance report as it was with a sub heading for the 'Hello' project. Agreed.</p> <p>Action AG to invite the SHAL Finance Manager to the September meeting.</p>	<p>AG</p>
<p><b>7. Community Groups - Training</b></p> <p>SCo, SC and VC had raised at a previous meeting, the opportunity to provide funded training for group leaders for example: first aid, food handling, risk assessments, safeguarding. Benefit would be to providing up skilling to help support those projects already in receipt of funding Dreamscheme, Youth Theatre, Coffee Club. National groups have done this and it has worked well.</p> <p>Feedback from the Village Together members was good, AS felt that it should be clear that no responsibility should be had to the group for</p>	

<p>the training, and that it remained with the project leaders. He would also like the training not to be restricted and be flexible.</p> <p>VC would like it to be generic support across a selection of groups rather than specific to one group.</p> <p>JC suggested electronic voting or poll on training could be implemented in to the website.</p> <p><b>Action- bring ideas for the next meeting and comments</b></p>	
<p><b>8. Community grants – Small local community business apply for funding?</b></p> <p><b>Action- Postpone this item until next month- transparent and clear requirements for funding in this area would be appreciated by members of the group</b></p>	
<p><b>9. Community grants</b></p> <p>Puriton Over 60's has requested £300 for armchairs</p> <p>The members decided that as this group had just received £1000 from Villages Together grants, they should apply to Puriton Village Hall or Puriton Parish grants for support with this. Application declined.</p> <p><b>Action Feedback decision to the Puriton Over 60's group</b></p>	
<p><b>10.A.O.B</b></p> <p>AG suggested when bids or brought to the meeting in future a list of previous monies received by the requestor would help to inform decisions.</p> <p>VC we need more members from Puriton and a delegated second person to be able to vote</p> <p>Projects that have received funding should be supplied with a plaque of the Villages Together logo to put up in their buildings to advertise the Villages Together group.</p> <p><b>Action Members to speak to community members of Puriton and encourage them to join the group.</b></p> <p><b>Logo plaques to be purchased and supplied to groups</b></p>	

Community Grant applications May 2019: No applications received in May 2019

Minutes sent - 12/05/2019

Attached documents – Financial Position as at 9<sup>th</sup> May 2019, Angela Gascoigne report on Hello project.