

# PDSMEAD

## BIG LOCAL

ENGAGED ENTERPRISING ENERGISED

Wednesday 9<sup>th</sup> January 6 pm  
The Ramblers, Milton Avenue

**Present:**

Justin Bryant (Local Trust)	Marcus Ridler (Chair)
Sue Cunningham (V Chair)	Penny Ridler
Isobel Edwards (GCC) (V Chair)	Garry Slatter
Gerry Hartin (Treasurer)	Jordan Wetton
Al Jack (GCU)	Nicholine Wirsy (GCH)
Lisa Jevins	Les Jevins
	Richard Noonan

<b>1.</b>	<b>Welcome and Apologies:</b> Josie Betton      Debbie Etheridge Mark Gale	
<b>2.</b>	<b>Minutes:</b> Accepted as a true record	
<b>3.</b>	<b>Matters Arising:</b> None	
<b>4.</b>	<b>Finance Update:</b> Al circulated latest report. Al to check if Gel invoice has been paid and inform Richard who will contact Gel to arrange for settlement to be brought in to line with the business plan.	<b>AJ RN</b>
<b>5.</b>	<b>Grant applications:</b> Application from Badger Vale for replacement bingo machine which will be covered by the current under 55s umbrella fund. Les to forward application to Richard for circulation to grants subgroup. Gerry to source bingo machine and let Les and Garry know so a press-release can be drafted. To clarify ownership of equipment purchased through a community grant, a statement of ownership to be incorporated into the grant application. Penny and Lisa to contact GWT to update on the website and to discuss reviewing the current application with a view to breaking it down into smaller projects, which it was felt would have more likelihood of gaining community support through the voting system. A discussion on the level of community support required for a given project is to be added to the agenda for February	

6.	<p><b>Website:</b> Gel confirmed PBL has all intellectual rights to web content. Issues raised around making the website more user friendly have been actioned:</p> <ol style="list-style-type: none"> <li>1. Forgotten password logic, GEL actioned free of charge</li> <li>2. Addition of extra email field to validate a user's email address entered,</li> <li>3. Forgotten password email template routing to correct website page for front end users,</li> <li>4. Confirmation message show to user after requesting a password reset,</li> <li>5. Change to login and forgotten password error messages to aid with contrast.</li> <li>6. GEL to send to Richard base SLA for entry level MODX maintenance package.</li> </ol> <p>Additional work:</p> <ul style="list-style-type: none"> <li>• Creation of Mailchimp list</li> <li>• checkbox on new user signups for GDPR</li> <li>• form at bottom of website for instant signups to list =1 hour of January's hour of resource</li> <li>• Creation of styled Mailchimp template so emails can be sent out to the list created above quickly, easily and on brand =2 hours use from February &amp; March hour of resource.</li> </ul>	
7.	<p><b>Future legal identity of PBL:</b> Copy of overview and action plan to be circulated with the minutes. Agenda item for decision at February meeting.</p>	<b>IE &amp; RN</b>
8.	<p><b>Any Other Business:</b></p> <ol style="list-style-type: none"> <li>1. Blackbridge CBS on agenda for February</li> <li>2. Gerry to purchase new gazebo</li> <li>3. Justin: <ol style="list-style-type: none"> <li>a. Local Trust guidance to be circulated with minutes</li> <li>b. Changes to how Big Locals are supported means that Justin will no longer working with Local Trust therefore PBL will have a new rep.</li> </ol> </li> <li>4. Panel agreed to continue to fund Julie Creswell but wish to see a plan for the next phase to include outcomes.</li> <li>5. Sue will be holding the 3-month review for Les and Kay.</li> <li>6. Les &amp; Kay will recommence door-knocking next week. In addition, Les is planning a series of 'Popups in Podsmead' at various points in the area.</li> </ol>	<p><b>GH</b></p> <p><b>JB &amp; RN</b></p> <p><b>LJ &amp; KC</b></p>
9.	<p><b>Date of Next Meeting:</b></p> <p style="text-align: center;"><b>Wednesday 13<sup>th</sup> February 6:00pm</b> <b>Ramblers, Milton Avenue</b></p>	