

Podsmead Big Local Panel Meeting

Held at Podsmead Community Association (Ramblers)

14th August 2019

Present:

Marcus Ridler (Chair)
 Chris Allen (Local Trust)
 Isobel Johnson (V Chair)
 Sue Cunningham (V Chair)
 Gerry Hartin (Treasurer)
 Al Jack (GCU)
 Lisa Jevins
 Penny Ridler
 Garry Slatter

Nicholine Wirsiy (GCH)
 Kay Campbell
 Les Jevins
 Josie Betton
 Debbie Etheridge
 Mark Gale (GGT)
 Seb Field
 Byron Davies

1.	<p>Welcome and Apologies:</p> <p>Welcome: Seb Field (Podsmead's New Councillor) Byron Davies</p> <p>Seb is attending as an observer. Byron is also an observer for the next 2 meetings along with Ben Dance.</p> <p>Both have expressed an interest to join the panel.</p> <p>Apologies:</p> <p>Jordan Wetton, Lisa Daniels (One Church), Ben Dance</p>	
2.	<p>Minutes:</p> <p>The minutes of the previous meeting were agreed as an accurate record and will be uploaded to the website for public access.</p>	LJ

3.	<p>Matters Arising:</p> <p>Media Trust: Chris informed the meeting that we could still discuss our Media use with the Trust, and it was agreed that Les will contact Gabriel over the coming week.</p> <p>Legacy: The subgroup will meet next week.</p> <p>Big Local Connect: Preparations are underway for the September event Les & Lisa will put together a presentation on Podsmead Big Local's approach to Legacy. There is a spare place for the event, and it was put to the meeting if anyone wanted to take this up.</p> <p>Crypt Primary School Update: No change since the last meeting.</p>	<p>CA/LJ</p> <p>SC/IJ/Lisa J/DE</p> <p>LJ/Lisa J</p> <p>GH</p>
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	<p>Blackbridge Update: No change since the last meeting.</p> <p>Summer Trips: The trips to Bourton on the water took place today and the Weston Super Mare will take place next week.</p> <p>Utilities: The utilities still require review and Gerry has agreed to look at this and provide information to Marcus.</p> <p>Bid Writing Workshop: Les to send Chris a list of all panel members emails and he will then email out a Doodle Poll to help choose the best time to suit everyone.</p>	<p>GH</p> <p>LJ</p> <p>GH</p> <p>CA/LJ</p>
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<p>4.</p>	<p>Finance Update:</p> <p>Both Al and Gerry presented account sheets to the meeting. Al explained that we have no cash available for projects until we complete the next draw down.</p> <p>There was a slight overspend on the Defibrillator of around £80.00 due the higher than expected installation cost. Marcus requested that we ensure that bids include all potential costings to help prevent this from happening again.</p> <p>There was discussion around Service Level Agreements (SLA), Chris provided a template for SLA form. This should be part of the process for bigger projects. This is to be incorporated into the website for smaller projects.</p> <p>Larger projects will require a specific written SLA. This would be for projects over £5000.</p> <p>Seb is funding an event to be arranged by Josie at the end of August, £140.00 donation will pay for a Disco Dome.</p> <p>Sue distributed the PBL team overview of costs.</p>	<p>AJ/GH</p> <p>SF</p> <p>SC</p>
<p>5.</p>	<p>Lottery Funding/Promotion of PBL:</p> <p>Please ensure that we use the Lottery Community Fund Logo when promoting all our events and on our literature. Sample below.</p>  <p>We should also ensure that we have our logo on items that we have helped to purchase or fund. People in receipt of our grants should be acknowledging PBL as this is part of our legacy.</p> <p>Chris will send out a copy of the policy relating to branding and promotion of Local Trust/Big local.</p>	<p>CA</p>

<p>6.</p>	<p>Grant applications:</p> <p>PCT Sit-on Mower: This is on the website and is awaiting the required number of votes to be reached.</p> <p>PCA Outdoor Furniture: This is on the website and is awaiting the required number of votes to be reached.</p> <p>Rising Stars (Fencing): This is on the website and is awaiting the required number of votes to be reached. Other items on the original application were declined funding.</p>	<p>Project Champions to complete actions and AJ to check budget and complete Due diligence</p>
<p>7.</p>	<p>Any Other Business:</p> <p>Milton Avenue: There is a conservation Activity day taking place on Monday 16th September. 09:30 – 16:00. All are welcome to come and join in.</p> <p>Activity Day for young people: This will take place on 31st August at the Podsmead Community Association (Ramblers).</p> <p>Podsmead Choir: Are looking for members, this is a great way to improve your mental wellbeing. It is likely to take place at the Bowls Club from September.</p> <p>Local trust: has a new website which is worth a visit. https://localtrust.org.uk/</p> <p>Goodie Bags: Josie asked if anyone could recommend a source for goodie bags for the children on the Activity day. It was suggested that that either Vision Express or Specsavers had a community fund for this type of thing.</p> <p>Job Opportunity: Al informed the meeting that Gloucestershire Credit Union has a job available. They are looking for a Loans Officer. Al to email out the details.</p> <p>Milton Avenue Consultation: The panel talked about the consultation process for the Play Area and the Outdoor Gym. The questionnaires will be sent to Les for printing and Byron and Kay volunteered to deliver them and collect them in at the end of the consultation. Distribution will take place on Milton, Harvey, Mansell, Woodpecker and Partridge.</p> <p>Green Space meeting: To take place next Wednesday 21st August at the Hub. Time: 18:00.</p>	<p>Lisa J</p> <p>JB/DE</p> <p>SC/GH</p> <p>CA</p> <p>JB</p> <p>AJ</p> <p>PR/LJ/S C/KC/BD</p> <p>BD/MR/P R/SC/ Lisa J/LJ</p>

8.	Date of Next Meeting: 11 th September 2019 at Podsmead Community Association (Ramblers). To take place at 18:00.	
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