

The minutes of the Brixham Future Group held on WEDS 26th Oct 2016 at 730 pm in the Furzenham Room @ the Brixham Town Hall.

Members Present : Cllr. David Giles (DG), Cllr. Jill Regan (JR), John Brennan (JB), Frances Robinson (FR) Keith Dodd (KD), (KA) ,Richard Murray –Smith (RMS) , Mike Roseblade (MR) , Liz Boylan (LB).

Apologies: Martyn Green (MG), Cllr. Ian Carr, Konrad Abramczuk (KA) and Nigel Wood (NW).

Observers: John Rudden (JF), Jacqui Shaw (Brixham Chamber of Commerce)

Governance

1) Introductions & apologies

Welcome & introductions made with apologies from above especially Konrad who was prevented from getting her by traffic/works on Brixham Road.

2) Minutes of last meeting 7th Sept 2016

Members agreed as a true, accurate and fair record of previous meeting without amendment.

3) Declaration of Interest

No Members had above.

JB stated he was a Director of Cara Community Services which has no interests in Brixham or Torbay.

4) Establishment of CIC

JB confirmed paperwork submitted but no confirmation of CIC registration from Regulator received yet. Since `launch` not until New Year still plenty of time.

Action - chase next week.

5) Profiles of Board Members and Brixham Councillors-Business Plan

JB sought agreement of everyone to use 9 Profiles of Directors on Appendix 3 (page 43) plus those of the 3 co-opted Councillors for Website and literature etc. **Action - Members agreed publication.**

6) Consultation on Business Plan outcome.

JB explained that the original Draft had been widely circulated. It had been placed on the Brixham Town Council website (1-27th Sept); reported in local `Brixham News`; circulated to Community and other groups; the 12 local Councillors and a range of local people for over a month. Each comment /response had been replied to; the content of the Neighbourhood Plan had been analysed and matched to our document; the re-draft had then been re-circulated to a smaller number of people. The paper showed the changes made.

Action -Members noted the consultation exercise and results/comment/amendments report.

7) Final Long FV3 Business Plan

The document before Members was the Final Version 3 (a shorter headline summary is available). JB explained that funders would normally require a `long term plan` or equal; that the plan was `organic` and subject to regular review. LB asked how often it would be reviewed. Members agreed only on an annual basis. RMS asked what specific changes had been made in light of Consultation. JB said the biggest had been re-write after seeing draft copy of Neighbourhood Plan and insertion of new areas such as affordable housing and town centre etc.

Action -Members agreed the Business Plan

8) Brixham Neighbourhood Plan

The above was a Draft and the final version was apparently with consultants and would go to public referendum in March 2017. Members expressed some frustration that the offer to assist given the specialist knowledge with our Board had not been utilized.

Action -We would look to respond to the final consultation document formally although this meant more unproductive work for all parties.

Confidentiality -JB explained that he had received the above document and circulated to Board Members only. It was not marked `confidential` and therefore he presumed it was already in the public domain. He received email correspondence from Cllr. Jackie Stockman concerned that she attended an event to find they were already aware of content and a letter attacking the Plan had appeared in the local press.

JB had apologised to Cllr. Stockman without admitting any liability.

Action- all Board Member to regard all Board Papers as `Confidential` unless stated as otherwise.

Working Groups

9) Regeneration Group Minutes

FR introduced the Minutes (Agenda item 9) and said this was the beginning of process of involvement of Brixham Future CIC in any potential regeneration. We would be focused upon the Neighbourhood Plan (on Agenda item 8 above) and impact upon our plans.

Members also discussed the lack of information on the usage of Section 106 monies collected or distributed within Torbay /Brixham and different responses to requests for information.

Action -JB and FR to seek to progress.

10) Memo of Understanding

F R introduced the above and said that it offered the basis of establishing a positive relationship between BTC and BF. DG said that an `agreement in principle` existed and should BF Board agree it would be presented to full Council on Thurs 17th Nov. JB suggested that in light of above issues on `Confidentiality` an additional clause was inserted by mutual agreement.

Action -Board agreed to above.

Projects

11) Belly-Bin progress report

Members noted the update from D G and look forward to any further progress being made. Keith Dodd (KD) pointed out the Harbourmaster was less than enthusiastic about the above and number of new bins required.

12) Way-finding progress report

DG pointed out the necessity to progress this initiative via engagement with Torbay Council despite the frustrations. Jacqui Shaw (JS) said she was disappointed that the above had not been progressed as the Brixham Chamber of Commerce believed that this was now a BF scheme and that they had funded preliminary work on this basis. Jacqui Shaw specifically said that she had been to a meeting with the Mayor which was also attended by Pat Seward and suggested that they both be invited back to the next BF meeting for a presentation and discussion.

Action -Members agreed to progress and JS to come back to next November meeting.

13) Breakwater lighting report

Keith Dodd (KD) provided an update. The proposed site for solar generation was owned by Marine Development Ltd and they would require a usage fee. He had visited the Harbourmaster Dave Bartlett and had a positive meeting. There were no objections from Trinity House.

Action -He would be providing a full project plan to the November Board meeting.

14) Website development project

Konrad Abramczuk (KA) had been forced to return home by traffic chaos on Brixham New Road. He subsequently emailed an update report which is Appendix A. JB circulated some `Home Page` photocopies of the website in development and assured everyone there would be opportunities to input before it went `live` in January 2017.

15) Marketing and Media Strategy

In absence of KA members were asked to note the report. **Members agreed.** Konrad has subsequently written an update which is attached S Appendix 1.

16) Christmas event

John Rudden outlined his proposal. He pointed out that a similar event had been successful in Eastbourne.

Action -The Board endorsed the proposal.

Information

17) Chairs Report

JB was happy to answer any questions. He had attended a meeting with the Brixham Partnership and believes we could establish a positive working relationship.

Action - Members approved the report.

18) CIC Launch

JB said it made sense to hold a major event to publicise BF. DG suggested we use the Berry Head hotel. We would anticipate circa 150 guests and would provide an opportunity to gain Supporters. JR was to lead on above with zero budgets.

Action -Members approved the initiative.

19) Advert for Chair, Secretary and Treasurer.

JB stated he was the Interim Chair set the task of attainment of CIC Status. He had progressed the governance and `infra-structure` most funders would expect. The next steps were feasible projects and funding sources to be covered. He would **not** be standing as Chair but would remain on the Board. By the time process completed and new Chair inducted (if recruited externally) etc a Year would have almost passed.

Board Members did not agree that the time for change was here. JB insisted that they had good choices inside the room and outside in the wider community to fill all these posts. JB believe it was essential that the posts were advertised so that the organisation was open, transparent and accountable to the wider community.

Action -Board decided to delay decision until next Meeting in November.

20) Christmas Social

Liz Boylan had investigated options for an event but had only 10 responses.

Action- Christmas Social was cancelled

21) Public Profile and recruitment drive -100 Supporters Club.

JB explained hoped to raise the above to help us on Volunteering, Socials and Fundraising etc and demonstrate to people that we are `rooted` in a community. He circulated the `Public Supporters` Form for prospective Members to complete.

He had obtained 25 Supporters –many with public awards, higher education and professional qualifications in anticipation that it would `add to credibility`.

Action -Members agreed new Supporters listed and to recruit new Supporters

22) Any Other Business

None

23) Dates of next meetings below

Start time of meetings 730pm and dates:

WEDS 23RD NOV 730 PM-TOWN HALL-

TOTAL MEETING TIME

100 Minutes (1 hour 20 MINS)

GUEST SPEAKER –JACKIE SHAW CHAMBER OF COMMERCE- Main points:

- The Chamber encompassed small business to Mitch Tonks
- 1000 Ltd Companies in Brixham
- 3RD largest Chamber in Devon
- Chamber has 120 Members
- Run entirely by volunteers
- Wide scale activities from weekly craft markets to Brixham Business Show
- Sometimes involved with Town Council and Brixham partnership

Advice

- Deliver 1 or 2 projects to establish credibility
- A lot in Neighbourhood Plan not feasible
- Council Officers and Mayor different projects being worked on
- Please ensure we are communicating and not working on same projects e.g. employment

ACTION LIST

- 1) DG to progress Belly –Bins initiative via Torbay Council & update Board-Done
- 2) JB to progress on Way finding initiative (called Pat Stewart) and update Board –Done
- 3) KD to provide detailed Board feasibility report on Breakwater lighting Nov –Done
- 4) All Board Members to note issues around confidentiality of documents-Noted by all
- 5) JB & FR to submit Bank Account on receipt of CIC registration number-Done
- 6) JB/FR to attend Council Meeting 17th November on Memo of Understanding –Done
- 7) FR/JB Regeneration Group to progress sites/options –Done
- 8) KA & MG to finalise website- Done
- 9) JB to arrange contact with Mayor and attend next BF-Mayor not responded
- 10) JR to progress Christmas event-Cancelled Bands not available
- 11) All Board Members to consider vacant posts of Chair, Secretary and Treasurer
- 12) Christmas Social Cancelled-new Board date to be arranged.
- 13) All Board Members to recruit new Supporters- Please!

APPENDIX 1

Progress regarding Marketing Strategy and Website Development

Konrad added the below to the minutes as he was unable to attend the meeting due to the road works leading into town and subsequent chaos:

The Marketing strategy is complete and on the Agenda item 16 to circulate among Board members. It outlines methods Brixham Future will use to advertise itself to potential and existing clientele.

Currently I am in the middle of creating the following advertising products:

Leaflet

To be circulated among Brixham populace to raise awareness of Brixham Future and its vision.

A3 Poster with video embedment

Will be used in local colleges where students have access to Layar app for free and can scan a barcode on the poster to view a video (which will be created).

Website development

Martyn Green has begun creating layout for the website and will continue the work once back from holiday. In the meantime I will continue creating text for each of the web-pages and update the website storyboard.

Partnership working & volunteering

I will also visit local colleges (South Devon College & Brixham College) to either gain their partnership or permission to advertise on college grounds. Most of the content on campus will be in relation to volunteering and a separate leaflet created exclusively for colleges will outline benefits of students who volunteer for Brixham Future.

Konrad