

## **DRAFT -Minutes of the 13th Meeting of Brixham Future CIC held on Weds 12<sup>th</sup> Sept 2018 7.30pm in the `Old Coaching Inn` at 61 Fore Street, Brixham.**

**Present Board Members:** Chair - John Brennan (JB), Keith Dodd (KD), Frances Robinson (FR)  
**Co-Opted Board Member Present.** John Rudden (JRu), Cllr. Paul Anderson, Cllr. Jill Regan (JRe)  
**Apologies:** None **Guest :** Sally Lord (SL) –Brixham CP.

### **1) Introductions & apologies**

JB thanked Members for this additional unscheduled meeting. Actions were progressing quickly. It was necessary to keep Board appraised, updated and able to make decisions.

### **2) Declarations of Interest**

There were no declarations of interest.

### **3) Minutes of last meeting Weds 18<sup>th</sup> July 2018**

Members agreed as a true, accurate and fair record of previous meeting.

### **4) Actions from last Board not on Agenda**

All actions either done or on this Agenda

### **5) BFCIC Budget up-date & spend to date analysis.**

JB pointed out that balance on Brixham Future CIC account was down to £313. We needed to raise money for non-project activities to cover basic running expenses etc.

**Action-** All to assist in fundraising.

### **6) Child Protection Statement**

JB said that whilst we had established 40 plus policies and procedures prior to becoming a CIC including a Children & Vulnerable Adults policies we had only produced a few sentences on above. As we were looking to deliver 1940`s event we need a higher standard to aspire to.

**Action-** Members agreed to above policy amendment and inclusion into Standing Orders.

### **7) Risk Policy –Events**

JB said although we had standard organisation Risk Policies we now required one specific to event management.

**Action-**Members agreed to new Event Risk Policy and inclusion into Standing Orders.

### **8) D-Day Event Proposal for Torbay Council**

JR & JB had met with Matt Walsh (Torbay Council) & Tracy Hallett (Brixham Town Clerk) yesterday on Tues 11<sup>th</sup> to discuss our submitted proposal. Most anticipated activity was in shops or licensed public premises and therefore covered by separate legislation including Shops Act, Health & Safety Acts (& Regulations) and normal `duty of care`. We had looked to book the `Old Fishing Quay`; Fore Street 2 pitches and Breakwater Car park.

JR said both officers were responsive to the Event Plan. They would need an update, a map showing locations, certificates of Insurance and 3 months notice of any intended road closures. In event of `high profile` attendance special arrangements would be made once 6 months notice received.

JB pointed out to Board we had also drafted and submitted a separate risk plan which would also be updated as arrangements progressed. Members discussed proposals and general content of plan before approving both documents.

**Action-** JR & JB to progress 1940`S Event with TC,THA and BTC as required keeping Board updated.

### **9) Invite list and location of reception**

JB briefed Board on attempts to secure suitable location against cost, capacity and security requirements. Members agreed likely venue based on above once negotiations had been finalized. Board Members discussed and agreed to maximise to 300 Invite list and suggested additional organisations representatives.

JR keen that to include people who actually contribute to the event. JB pointed out that we included community groups; local relatives; town volunteers etc and that we would try to hold separate reception for shop-keepers as many could not attend main reception as running businesses etc.

**Action-** Invite list to be extended & amended; negotiations to be concluded on venue.

### **10) Draft -`Programme of Events`**

JR was working on this. The programme was taking shape and JR had produced a day, time, event chart. He had also provisionally booked a 1940`s `Swing Band` & theatre. He would be working up budget, finalizing budget etc. FR said (on the theatre Board) and they would also expect to be paid. KD pointed out that the `Friends of Brixham Library` will be involved and sent details shortly.

**Action-** JR to progress programme with finalized details to next Board.

### **11) Potential Sponsors /advertisers**

JR would lead on this. PA asked for advert cost to be confirmed. SL said she worked on RNLI distribution and therefore co-operation possible on outlets etc.

The idea was to follow the RNLI pocket size publication. JR to work with RNLI publicity Officer. We had promised participating 1940`s traders half page free advert (deadline 1<sup>st</sup> Oct) as incentive. So far, 8 responses with advert material submitted. We had an anticipated print –run of 10-20 thousand free to public and widely distributed subject to cost circa £2,000.

**Action-**JR to progress with sponsor responses to next Board.

### **12) Provisional Budget for 1940`s event –outline**

JB said that provisional budget had been drafted and showed 1940`s week event would cost circa £27,000. Whilst some costs may be reduced or not materialize others may appear! So we needed to be cautious and spend considerable time over next few months on fundraising for project. Members discussed potential funding sources, recognizing that we would need to push hard.

**Action-**Members to be updated on event budget/spend at regular intervals

### **13) Fundraising Applications submitted**

JB stated he had been sending a few applications in. He had been asking for small/large sums depending on source etc. Each source had own preferences of projects they wished to support etc.

Members asked about the Breakwater lighting project. JB said no potential funder (if there was one) would consider without owner`s permission, next planning permission, then feasibility studies that demonstrated costs/benefits etc. SL pointed out that Breakwater was to be raised and works unlikely to be undertaken before that is achieved.

**Action-**JB to continue to seek small funding streams for 1940`s event

### **14) Update on Churchill Memorial Gardens (CMC)**

Members recalled that we had a site visit over year ago with planning representatives; heritage officer; local Torbay Councillor and several Board Members. Meeting with THA suggested Churchill

Gdns ideal site for `Information Boards` as War Memorial Site has Acts of Parliament & regulations applicable. No objection had been raised then despite access/risk issues etc.

JB had asked Neil Coish for formal permission to use land and he consulted with Tracy Hallett. They apparently had met onsite. They responded by stating CMC site unsuitable. The reasons stated were no disabled access and increased risks to general public if numbers rose.

JB had responded by saying disabled access limitation recognized as factor; uneconomical to address; not legal requirement etc. If they cited `risks` (falls from lack of barriers and stairways at rear) then this existed previously for one person as for a hundred. This we had sought to address.

Without new barriers in event of accident, JB believed TBC would most likely be held strictly liable (Street V`s Mountford –Caselaw); he also considered they would also be open to manslaughter charges in event of death; and probably Council Insurance would be invalid!

JB also believes Brixham Town Council acting as TBC `agent` and knowing of the problem were failing at minimum in `duty of care.` TBC`s lack of budget (they spent money elsewhere) is also unlikely to be a good defence. JB also said that the issue high-lights the urgent need for action at Churchill Memorial Gardens irrespective of `Information Boards`.

Board supportive of an alternative site at Jubilee Gardens. Agreed little point in having a high profile representative if nothing for them to unveil etc. Board also expressed concern at time left.

**Action-** Await response from TBC & BTC Councils on Jubilee gardens and safety measure to CMC.

#### **15) Spitfire Fund-raising tickets**

JR confirms he would be taking over above and that all un-sold tickets could be returned to him for further distribution. He was distributing laminated adverts/information Boards and would co-ordinate money collection in due course.

**Action-**JR to progress raffle ticket sales/co-ordination etc.

#### **16) World War 1 profiles project.**

JB confirmed cut-outs & poppies done. Site visit to potential locations showed that due to size and security best option was wall fixture to rear of Baptist Chapel opposite Bus Station. Board Members keen to see if some lighting behind profiles if can also be secured.

**Action-** Board agree to site, fixture, lighting and some form of `launch`.

#### **17) Working Group /New ideas**

JB keen that we convene above as need variety of `oven-ready` projects for funders to consider. Members discussed and concluded that we should focus on delivering existing projects.

**Action-**None

#### **18) Mini-Bus Proposal**

JB said that evidence suggests need for above `in a club` to reduce hire costs for members. Many local organisations could not afford capital cost to own/service or needed mini-bus 24/7. The answer was a `club` funded by capital grant from sources such as Lords Taverner`s. Members discussed in light of above believing not a current priority.

**Action** -None

#### **19) AOB**

PA asked when Publicity would be done on 1940's /D-Day. JB said we still need to confirm more details so probably Jan 2019 at AGM.

SL had put forward an application to become a new Board member of BFCIC. This was agreed by vote by existing Board Members.

**Action:** Sally Lord to be registered as Director of Brixham Future CIC

**Meeting Action List:**

All- to assist in fundraising.

JB insert new Child Protection Statement & Event Risk Policy into manual & Standing Orders-**Done**

JR & JB to progress 1940'S Event with TC,THA and BTC as required keeping Board updated-**Done**

All- Invite list to be extended & amended; negotiations to be concluded on venue-**Done**.

JR to progress programme with finalized details to next Board.

JR to progress with sponsor responses to next Board.

All Members to be updated on event budget/spend at regular intervals

JB to continue to seek small funding streams for 1940's event-**Ongoing**

Await response from TBC & BTC Councils on Jubilee gardens and safety measure to CMC.

JR to take control & progress raffle ticket sales/co-ordination etc.-**Done**

JB, KD, JR, PA ensure WW1 profile fixture, lighting and some form of 'launch'-**Done**

KD/JB amend Company House details to show Sally Lord as a Company Director of BFCIC-**Done**

