

**Minutes of 17<sup>th</sup> Meeting of Brixham Future CIC**

**held on Wednesday 20<sup>th</sup> March 2019 , 7.30pm, The Old Coaching Inn**

Present: Board Members: Chair - John Brennan (JB), Keith Dodd (KD), Sally Lord (SL),  
Frances Robinson (FR)  
Co-opted Board Member: Jill Regan (JR)

		<b>Action</b>
1	<b>Introductions, apologies and welcome</b> Apologies for absence were received from John Rudden and Paul Addison.	
2	<b>Declaration of Interests.</b> None.	
3	<b>Minutes of last meeting held 7pm Wednesday 23<sup>rd</sup> January 2019</b> 3.1 Dance at Scala Hall - FR to progress. 3.2 JB has talked to Christine Huggonet (Lay Preacher) at the Christian Centre about `Street Party` in Fore Street - but unfortunately no one available. 3.3 Funding applications: Awards for All rejected, amended amount and resubmitted. Military Covenant also rejected. Torbay Lottery is in for £300 and one from Co-op Bank for £1,000 but JB is not hopeful. 3.4 Churchill Gardens in abeyance. 3.5 WW1 art project. Tesco funding application for £1,000 deferred until November. Project is not yet complete to comply with Tesco's requirements - lighting yet to be installed. 3.6 Draft of programme circulated - now finalised and ready to print despite many last-minute applications and inclusions which took it to Version 10. 3.7 Insurance in place from Zurich.	FR
4	<b>Actions from last Board meeting not on Agenda.</b> None	
5	<b>Minutes of the 2<sup>nd</sup> AGM held 8pm Wednesday 23<sup>rd</sup> January 2019</b>  Circulated to the Board for information; approval at next AGM. Grant request submitted to ERIB but rejected as D-Day event is a one-off. ERIB only supports regular events, some of which have been cancelled for 2019. Mike Franchi from IMS Marketing has tried to interest sponsors of cancelled events to sponsor ours but no luck.	
6	<b>D-Day preparations/updates</b> <b>D-Day Working Group report &amp; budget update</b>  Event preparations 85% complete. JB produced report for the BTC Regeneration Committee. Expenditure expected to be circa £7,500; money in bank to date £3,000. JB to see Chamber in two weeks' time and will request support. Raffle ticket sales essential. FR is hoping to make around £600 out of the Dance in the Scala Hall. Some event items may not cost as much as budgeted for and perhaps bucket collections could be made during the event.  Brixham Museum has now expressed interest; unfortunate that now too late as the focus of activities was switched from the Town Centre to the Marina. JB has put 200 letters around town businesses asking them to get involved and was impressed with the enthusiastic response.	

	<p>Poster, leaflet and programmes printed shortly and will be circulated around Brixham, also surrounding towns, to raise interest in the event.</p> <p>Setting-up of crowd-funding site? JB will raise at appropriate moment with contact. SL will ascertain newspapers/TV/Radio stations local to the hometowns of the five Canadian sailors buried in St. Mary's churchyard. Also publicity through Bob Babcock to tap into USA money via the crowd-funding site.</p>	
7	<p><b>Sponsors/advertisers for D-Day</b></p> <p>Working with Mike Franchi of IMS Marketing to try and get sponsors. As BFCIC becomes better known, major local businesses and organisations should be approached for annual or three-year sponsorship. JR not hopeful as local businesses not forthcoming for even Christmas lights, etc. despite bringing increased footfall into town. FR - perhaps BFCIC could set up own 'bar on the front' to raise money or a tea/coffee stand maybe run by WI? JB had contacted them but only 3 members in Brixham and BFCIC does not have time or resources to run stands - JR pointed that a licence is necessary to sell wine, etc. SL mentioned baked potato stand contact - will again provide JB with contact details.</p>	<p>SL JB</p>
8	<p><b>Programme of Events</b></p> <p>Some confusion over the Lypstone Military Wives choir appearance. JB would like an additional choir as a reserve; there are slots available in the Fish Market during the week. JR will contact 'The Big Noise' choir and FR will contact 'The Riviera Singers'. Torbay Radio Group will be in Battery Gardens in contact with the commemorations on the Normandy beaches, plus they will give a talk in the Old Coaching Inn.</p> <p>SL had programme distribution list available and will email to JB.</p> <p>Laura Jay has put out a request on Facebook for photographs; FR asked her to contact JB. SL is liaising with Laura Jay on production of 'Memories' film, filming booked for afternoon of 17<sup>th</sup> April at Chestnut Community Centre.</p> <p>SL had approached Mark Criddle who will do a talk on 'RNLI - Then and Now'. He was happy to speak on 'Now' but SL will have to do some research with the RNLI at Poole to draw together a presentation on 'Then'.</p> <p>FR to ask BOADS if they have suitable 1940s costumes which we could borrow.</p>	<p>JR/FR</p> <p>SL</p> <p>SL</p> <p>SL</p> <p>FR</p>
9	<p><b>St. Mary's Church - Vigil Service - 7.30pm 5<sup>th</sup> June 2019</b></p> <p>Format now almost complete; one final point regarding Town Band to be settled.</p>	
10	<p><b>Breakwater/Slipway service 11am 6<sup>th</sup> June 2019</b></p> <p>FR spoken with Gig Club about 'blades of remembrance' and Club will also do tea and coffee out of the Gig Shed. JB - format almost settled with clergy; paperwork to be produced for hymns and music. The Parade composition is almost complete, clearances allowed for car park, lifeboat house, etc. Parade will be dismissed after completion of service at Breakwater. Bob Babcock, historian of American 4<sup>th</sup> Infantry will attend from USA.</p>	
11	<p><b>Media Plan for D-Day Celebrations</b></p> <p>Volunteers to distribute programmes; also a volunteer needed to be BFCIC's 'face' for the event. As the anniversary approaches, media will want a contact. Breeze Radio - FR will contact them.</p>	<p>ALL FR</p>

12	<b>Individual role/Job plans for D-Day</b> All present offered assistance. Maldwyn Evans of Rotary Club has offered marshalls for D-Day Parade. Volunteers will also be required during the event, for example, to steward vintage vehicles.	ALL
13	<b>Press releases verbal update on progress</b> SL has fallen behind JB's brief but will catch up. JB to update brief and SL will produce press releases on time until event.	JB/SL
14	<b>'Spitfire' raffle tickets SOLD update</b> JR produced report - 274 tickets sold. Need to push sales; break-even is 333. Would have been better to have the draw date on or after the event to increase sales. Lesson learned.	ALL JB
15	<b>Breakwater Lights - verbal update</b> KD spoken to Dave Bartlett/manufacturers but lights not suitable. Now approaching another manufacturer but marine-quality lights will be more expensive. 200 lights may be needed for full illumination. Also will need mains electricity. KD to approach Site Manager on present Breakwater work to see if we can have a copy of their plan of the Breakwater; also has a possible lighting consultant contact.	KD
16	<b>Board elections</b> Proposed, seconded, voted in: John Brennan, Chair; Company Secretary, Keith Dodd; Frances Robinson, Treasurer. John Rudden has agreed to come onto the Board as a Director.	
17	<b>Community Conference - future projects</b> JB - community should be asked what they want. JR - businesses want the Town Centre regenerated. SL would like to produce a leaflet on 'Gardens and Artworks in Brixham'. JB had seen Adam Parnell who said that the vault ceiling of the Old Fish Market could be painted with a suitable mural because 'it is already painted' so does not need planning permission.	JB SL JB
18	<b>Street Trading 'Old Fish Market' Tuesday 13<sup>th</sup> August 2019</b> BFCIC has street trading licence for this date. JB has stuff that can be sold on that date - ideas welcome.	ALL
19	<b>Lottery tickets - Future options</b> To be discussed at later date.	
20	<b>AOB and date of next meeting</b>  AOB - None.  Date of next meeting is Wednesday 22 <sup>nd</sup> May 2019 at 7.30pm at The Old Coaching Inn, Fore Street, Brixham.  <b>The meeting closed at 9.10pm.</b>	ALL