

The fifth meeting of Brixham Future CIC will be held on **WEDS 12th July 2017** at 730 pm in Brixham Town Hall.

PLEASE NOTE THE CONFIDENTIAL NATURE OF THE INFORMATION CONTAINED IN THESE PAPERS

7.30pm	1) Introductions & apologies	All
7.35pm	2) Introduction to the Torbay Great Place Scheme	Kate Farmery (Torbay Culture Board)
8.00pm	3) Minutes of last meeting 26 th April (attached) 4) Actions from last meeting not in agenda & Declaration of Interests 5) Board Membership up-date (verbal)	Chair -RMS
8.05pm	6) Reflections on last meeting (verbal) 7) Development of BF Strategy (Discussion)	Mick Roseblade Chair-RMS
8.15pm	8) Projects update(attached): Breakwater Lighting Wayfinding D-Day & Town murals (attached) Belly Bins Christmas Band Charity Day Events (July 8 and 29)	Keith Dodd Richard Murray-Smith Nigel Makin John Rudden Jill Regan Nigel Wood
8.30pm	9) Potential new project (attached) Computer 'Ageing Well' Proposal	
8.55pm	Information 10) Townscape Heritage lottery fund (attached) 11) Torbay Lottery Membership (attached) 12) Brixham Neighbourhood Plan (attached) 13) Section 106-wish list (attached) 14) Meeting South Devon College (attached) 15) Meeting on Grove Woods (attached) 16) New Volunteers Posts (attached) 17) Town Centre Reg Framework – (verbal)	Ian Carr All Frances Robinson Frances Robinson John Rudden Nigel Wood/Mike Roseblade John Brennan David Giles/ Ian Carr/ Richard M-S
9.15pm	Action summary / next steps	All
9.20pm	AOB below / Other news / information	All
9.25pm	Close	

REMINDER –ALL MEMBER BOARD/AGENDA ITEMS PAPERS TO JB 10 DAYS PRIOR TO BOARD DATES

Further Board Dates for diaries 2017 @ 730pm Brixham Town Hall:

WEDS 30TH AUG 2017

WEDS 27TH SEPT 2017

WEDS 8TH NOV 2017

WEDS 6TH DEC 2017

Diary Events

Next Charity Fair - `Bring & Buy` SATURDAY 29TH JULY in `Old Coaching Inn` - Fore Street

AGENDA ITEM 3

Draft -The minutes of the fourth Brixham Future CIC Board held on WEDS 26th April 2017 at 730 pm Furzham Room @ the Brixham Town Hall.

Members Present : Cllr. David Giles (DG), Cllr. Jill Regan (JRe), John Brennan (JB), Keith Dodd (KD), Mick Roseblade (MR) Cllr. Ian Carr (IG) , Nigel Wood (NW), John Rudden (JRu), Richard Murray – Smith (RMS). **Apologies:** Martyn Green (MG) & Frances Robinson (FR).

Guests: Sally Lord –Brixham community Partnership; Julie Shears –Visitor; Chris Davis –Visitor.

Governance

1) Introductions & apologies

Welcome & introductions made with apologies from above.

2) Minutes of last meeting Weds 8th March 2017

Amendment Page 4 –“DG reported expectation of negotiations to re-commence post election “. Members agreed as a true, accurate and fair record of previous meeting with above amendment.

3) Declaration of Interest

No Members had above.

4) NCVO Code of Governance

JB explained copy of above had been circulated with Agenda. Whilst BFCIC was a Private Company it existed for a public purpose. The Code was standard in the Voluntary Sector and expected by most funders. We were already following the basic principles in key documents and also in our Governance practices to date. Members agreed to adopt the Code without amendment.

Action –Governance records to be amended to show adoption-**Done**

5) Banking arrangements

Our bank account is now operational with the £2K (two thousand pounds) from Brixham Council safely deposited. It was explained that the paper detailed our process around financial transactions on income and expenditure handing of company money. The paper had been discussed in detail between FR, KD JB and RMS who would have primary responsibility. There were 3 people who could pay money into the banks via post office however there was only one Cheque book (held by the Treasurer). Two signatures are required for each cheques from the currently 3 people authorised to do so namely JB, KD and FR. There would be quarterly Bank Statements circulated to the Board as a major control.

Action-Members approved the process put in place.

Guest Speakers

Mayor –Gordon Oliver responses

Brixham New Road- Kevin Mowat & Mark King lead refer to them

Belly Bins –Due to election cannot comment/progress

Section 106/CIL Money- Please formally write and put forward schemes

Toilets Main Car Park-see Kevin Mowat on issues including parking charges

Wall Murals –Good idea, happy to support.

Dr Marilyn Fryer

The purpose of the Creativity Centre (Creativity Centre UK Ltd & UK registered charity, the Creativity Centre Educational Trust) based in Paignton was to enable people and organisations to tackle

complex challenges, find and evaluate solutions and devise workable implementation plans. This was achieved through workshop facilitation, training, consultancy and research.

Current and recent projects include: *Creating Your Future* for unemployed people, *Merry Widows Projects* for women aged 50+, *Creativity at Work* – facilitation for managers and others; Staff CPD (for South Devon College Hi Tech Staff); Anglo-Japanese innovation project for Torbay Hi Tech Forum; international e-journal, *Creativity & Human Development*: www.creativityjournal.net

Possible collaborations/work in support of Brixham Future:

- Tackling complex local issues – workshop facilitation in creative problem solving

- Prevention of youth flight – research to identify youth wants and needs; *Creating Your Future* course (some free places for unemployed over 25s tbc; others needing funding).

- Education Centre – depending on outcomes of youth research, Brixham Future may wish to consider a creativity & digital media facility, and also explore links for youth with hi tech industry – a growth area in the Bay supported by TDA & SDC.

- Merry Widows Projects* – open invitation to all Brixham women aged 50+. Contact: marilyn@creativitycentre.com 01803 527200

Project reports

6) Wayfinding update

Martyn Green (MG) was unable to attend the Board this evening but had telephone to say he was collating the information he was gathering to underpin the argument for the above to be improved.

Action-MG update to next Board

7) Breakwater lighting report

Keith Dodd (KD) reported progress was being made. He was awaiting a response from Brixham Marina that day on the potential scheme which would meet their future energy requirements and also provide a source of power for the breakwater lighting project. Matter to be raised with South Devon Energy Centre.

Action – KD to progress and report to next Board.

8) Wall murals

JRu & JB progressed the above. We had met as a group and also circulated quotes for 4 potential wall murals which would be low cost, quick win, high impact to brighten up the town and improve the environment for visitors and residents alike. A number of local artists had been involved. Good opportunities existed such as Churchill Gardens for a D-DAY Memorial Mural. A presentation would shortly be made to the Regeneration Committee. Each Mural would cost circa £2K and the Board was asked to agree £1K to encourage other match funders.

Action –Board agree £1K funding.

9) Paint the Town

JRu had liaised with various retail outlets. We hoped to incorporate the initiative into forthcoming discussions with Pat Stewart of the TDA.

10) Christmas Brass Band 25th December 2017

JRu had approached several local potential Brass Bands with no luck. He believes that some funding

would help and it was suggested he approached the Market House on the Quay.

Action –JRu to report back to next Board.

11) Car Park -Trees

NW reported he had conducted an `in-depth` assessment of the feasibility of `greening` the Car Park. He had concluded that trees in `Planters` would be both expensive and difficult to maintain. If Trees could be planted directly into the soil beneath the tarmac in certain locations it would be possible but expensive.

Action –Discussion with TDA if site not viable for re-development

12) Charity Day Fair

JR reported initiative progressed. Over 20 local groups had agreed to participate and Scala Hall booked for 8th and 29th July. In dispute with Brixham Town Council (BTC) over cost of hall as argue no commercial gain to BF but local benefit. Each local community group would have own table and sale of goods for the day from own contacts or people who come on the day and give to their chosen groups. BF would cover publicity, own stall and cream teas on the day. Hopefully table /chairs left out from Weds Pannier Market and left up for Monday. Board Members asked to volunteer as Stewards for full/part of each day.

Action –J Re to progress and report back to Board.

13) Volunteers Day

Conversation held with Tracy Hallett (Town Clerk) who says that Cllr. Victoria Campbell and Cllr. Rosemary Clark would lead this initiative for Volunteers Week 1-7 June.

Action -Await responses from above.

Information

14) Townscape Heritage lottery fund

IC reported he had been working on above for some time with regard to Fore Street/Harbour side. The goals were to restore the external architectural heritage and remove unsympathetic materials. The critical path included obtaining funding, owners/local support, and co-ordination with stakeholders. The project would involve a best practice guide; implementation of Article 4 direction; surveys and submission of relevant forms to funding bodies.

Action- IC to progress action list from above to get proposals suitable to submit for funding.

15) Torbay Lottery Membership

JB confirmed we were now members of above and direct beneficiaries if people bought tickets. People can choose to support the central fund or a specific good cause such as ourselves. We therefore have a vested interest in encouraging our Board Members, Supporters and relatives and friends to play and nominate our organisation as a beneficiary.

Action-Members encouraged to nominate BF and support the Torbay lottery

16) Town Centre Regeneration

a) The Mayor had made it clear he was not in favour of re-developing the Brixham Town Car Park. The extract from the TDA document showed that their financial appraisal showed that the difference between the Brixham Peninsula Neighbourhood Plan (BPNP) and viability was £8.5M. To regenerate Brixham would require a re-modelling and re-prioritising around any scheme by the TDA to make viable for any developer.

Action –Matter to involve in-depth discussion with Pat Stewart of the TDA.

b) Nigel Makin introduced a power-point presentation on regeneration of Fore Street. He detailed the objectives, proposed team, the strategy, and an enhanced role for Tesco, future marketing of the town and way forward. He proposed we consider creating the role of Town Manager.

Action-BF to contribute to working group to progress initiative.

17) Brixham Neighbourhood Plan

DG stated that the Neighbourhood Forum would be making a presentation about the responses that they had received to Brixham Town Council on Thursday 27th April and urged all present to attend in the Scala Hall.

Action – Await final document before further discussion.

18) Section 106 Letters

The above was now being taken up by the Town Council. The Mayor had also suggested we come up with schemes suggestions for future expenditure and write to him with proposals.

Action-Letter to Mayor further to Board discussion

19) Chairs Report

JB asked in light of time constraints and written report Members ask any questions.

Action - Members approved the report.

20) Newsletter

JB asked that we issue above twice yearly to keep Supporters informed. He hoped to get a 'volunteer' to set out etc. DG suggested we also circulate Minutes of meeting (on website).

21) Proposed Meetings dates for diaries 2017 @ 730pm Brixham Town Hall:

WEDS 12TH JULY 2017

WEDS 30TH AUG 2017

WEDS 27TH SEPT 2017

WEDS 8TH NOV 2017

WEDS 13TH DEC 2017

22) Any other business

MR- reported 'trees group' still working on Churston Woods. He had identified a site for replacing a damaged tree near the Rugby ground.

TOTAL MEETING TIME

180 Minutes (2 hours- 20 Mins)

ACTION LIST

- 1) Letter to be sent to Mayor on Section 106 priorities –Chair (**Agenda**)
- 2) Governance records to show adoption of NHF Code-JB (**Done**)
- 3) Banking/Cheque arrangements put in place-JB (**Done**)
- 4) Progress on Way finding update July Board – **MG & RMS**
- 5) Breakwater lighting discussion with Devon Energy Centre - **KD & JB-(Done)**
- 6) Presentation to Council on Murals 2nd May –FR & JB (**Done**)
- 7) Christmas Brass Band –approach Market House on funding-JRu
- 8) Chase up Pat Steward TDA - 'follow –up' on points on Car park Site- JB/IC/DG/NM-(**Done**)
- 9) Volunteers Day –await details from Council -JB (**none received**)
- 10) JRe & JB to progress Charity Day-10 **groups now confirm attendance (Done)**
- 11) Meeting with South Devon College on 27th April – Feedback on Agenda Item 14
- 12) Newsletter –Volunteer to be sought to 'set –out' & edit 2 Editions per year-JB/IC-outstanding

AGENDA ITEM 8

Project reports

1) Town Murals –Fore Street

My-self and Frances Robinson on the 2nd May attended the Committee meeting of the Brixham Parish Town Council Planning & Regeneration Committee chair by Cllr. Ian Carr We did a quick presentation on Brixham Future CIC with regards to: What we are; Our Objectives; How we are organised; Our current projects; and other activities on a Power-point presentation (available to members).

The Committee Members were supportive of the general idea and also suggested we contact Hal Bishop, the Torbay Council Officer responsible for heritage issues in our area. He is supportive of the D-Day Mural but concerned about wall murals. We have asked to meet him as believe within `permitted development rights` as decorative rather than development.

The key issue is whether or not Planning Permission is required for this project. Our current understanding is that it is not but should it be so then the project would become prohibitively expensive.

We have also put up a display on the above in the Library and then moved to the Town Hall Corridor.

2) D- Day Mural –Churchill Memorial Gardens, Berry Head Rd.

The above is supported by the Heritage Officer but is within Gardens owned by Torbay Council. We met with James Nicholas (Natural Environment Officer-Resident & Visitor Services) on 26th May who supports the project. He is yet to reply to the `Authorisation` request sent to him so we can proceed. We also met with Cllr. Paul Addison who is the Chair of the Brixham Branch of the British Legion who supports the project but suggests we include a `grab rail` to adjacent steps. It has been suggested that they lead the remembrance event and invite an appropriate Royal.

We have met with the Brixham Battery Sat 10th June and briefed them on the project. They are also very supportive and pledge to use re-enactment groups etc to assist. We briefed John Risdon President of Brixham Heritage Museum and Kevin Mowatt - `Lead Torbay officer` who both expressed support.

Options being explored

Board Members will be aware that the facing wall upon which any mural would be place could be problematic as old and crumbling in parts. One alternative is to demolish and replace or simply retain but build in front. This would result in expense/time and cost.

We met with Nick Cleasby and colleagues from South Devon College on 9th June and explained the project and potential requirements. They would be happy to assist in any way possible either in building a new wall or garden slab/improvements to front etc.

As an alternative to above we have discussed during a site visit on 9th June the possibility of fixing a `sign-board` to the wall as a possibility. We have contacted Enigma Signs and have a new proposal

for a fixed installation (circulated to Board Members by email-28th June) which provides an alternative for £5K.

The above now gives us a feasible project and a funding target.

3) Paint the Town

We await further information on the TDA scheme to incorporate the initiative via Pat Stewart of the TDA.

4) Christmas Brass Band 25th December 2017

JRu had approached several local potential Brass Bands with no luck. He believes that some funding would help and he will approach the Market House on the Quay.

5) Car Park -Trees

Above raised in meeting with Kevin Mowatt who strongly supports 'Planters' as ideal solution as per example of Newton Abbott. Site map to show where 'planter s' would be located so as not interfere with car parking revenues. We are conducting on-going discussion with South Devon College on provision of Planters.

6) Charity Day Fairs 12th and 26th July

We have secured a new venue at zero cost in the 'Old Coaching Inn' at 61 Fore Street. Initially 20 local groups had agreed to participate but now expect attendance between 10-15 per event. Each local community group has own table and sale of goods for the day from own contacts or people who come on the day and give to their chosen groups. We have covered publicity and own stall on the day with no charge to participants. Among the groups who confirm attendance are;

South Devon College- Laurence Frewin, Deputy CEO

Brixham Battery –Brenda Butcher (472977) hiightres@tiscali.co.uk

Jenny [3TeamStrong Co-ordin8](#)

South Devon Players –Laura Jury-southdevonplayers@gmail.com

Friends of Brixham Library –Eunice Dodd eunice.dodd@gmail.com

Brixham Museum –Johnrisdon@heritage-southdevon.co.uk

Brixham Dolphins-Annie Wilson brxmarineconservationproject@talktalk.net

Brixham Rotary Club-Maldwyn Evans maldwyn@cldmail.co.uk

Brixham Fairtrade-Rosemary Clarke clarke1959ra@gmail.com

Ali-Way Scrapstore, -Jenny Aherne - co-ordin84action@hotmail.com

St. Mary's Bowling Club –Chris Dawes-Chris@csdawes.co.uk

Douglas House -Lorraine.Dodder@leonardcheshire.org

'Woody walks' -Nigel wood nigel.wood1@btinternet.com

YES –Mara Slipper Brixham YES bxyes@hotmail.com

Brixham Food Bank -Lindsay Harrison secretary Bank.brixfood@gmail.com

Friends of the Vigilance – Chairman, Craig Ballard craigballard87@gmail.com

Brixham Poppy –Isobel Lomas izzielomas@hotmail.co.uk

7) Way-finding

MG confirms 20 responses to date on research which is insufficient. Intention is to approach South Devon College for students to interview people in town.

Ageing well project proposal

AGENDA ITEM 9

Introduction

To be a successful organisation BFCIC must either access existing funding streams or create new commercial opportunities both of which generate `profits` for re-cycling into our community.

A rare opportunity has arisen detailed below which provides a much needed local service ;raises our profile; generates a 10% `surplus` and meets a range of criteria established under the Project Proposal Management Framework (PPMF) previously agreed by the Board.

Project details

The project addresses several fundable themes identified on the needs and desires of people 50+ living in Brixham and wider area. Brixham has the highest concentration of elders in Torbay.

The project will compete for funding from Ageing Well Torbay (AWT) administered by Torbay Community Development Trust (TCDT). The Application will be submitted by Brixham Future CIC and compete with other proposals in the identified funding themes. The proposal must demonstrate how and by whom the proposed service will be delivered. The evaluation process is vigorous.

It is proposed that Nigel Wood a current Director of BFCIC becomes the designated Contractor due to previous experience of delivering same service for remuneration. There is no constitutional prohibition against for **any Director** subject to open transparent arrangements to be put in place. Should the Application be successful we will draft a `Procurement Policy` and `Contractors Policy` for next Board meeting consideration.

Purpose of Project.

Many essential day-to-day services are increasingly moving online including banking, shopping, benefit applications, holidays, communicating with family and friends etc.

The elders who are unable to make use of this technology are at a considerable disadvantage in our new digital world. They are digitally disempowered, dependent on others to "do the technical stuff". This only adds to a sense of isolation and inadequacy. All too often parents and grandparents have been given a laptop or tablet by their children or grandchildren who are aware of the advantages that can be gained, but are either unwilling or unable to spend the time or the patience to help them get to grips with real benefits of owning such a device.

Response

Brixham Future CIC will provide a series of IT classes aimed at the over fifties who have missed out on the digital revolution. She may have been given a tablet for Christmas or an iPhone. He may want to use Skype to talk to their children in Australia. We are now a world away from previous generation`s usage of the computer workstation or manual handling of information at all levels in society. Hackers, trolls, bots, viruses and scams, and the internet can seem a scary place. These courses aim to show that new technology can be embraced and enjoyed by all generations.

The Subjects to be covered will include: being safe online, affordable computing, shopping on line, researching effectively and spotting false news.

The delivery of the project will be as follows:

- These classes are loosely based on a model used successfully by `Crossroads Care Phoenix` - an organisation that supports carers in Torbay.
- Each class will consist of 4 x 2 hour sessions over a month each month
- The courses will be delivered at local venues yet to be decided.
- There will be three classes in parallel on different days of the week and a workshop/ drop in session once a month at one of the venues.

Most computer courses use a text book approach with a fixed lesson plan. This can leave participants either bored because the content is too simple or frustrated because it is too complex.

The classes are small with 6-8 participants. The tutor will be accompanied by a student seeking a career in IT. This small class size is due to the wide range of age and abilities and teaching methods.

The model of client based delivery used is where the content of the course is based not on a set program but addresses the needs and goals of each of the participants in turn. At the same time through tackling these issues we can engage with the challenges of safety online, researching online, dispelling the fear of technology saving money online and the benefits and pitfalls of social media.

Courses

- Getting to grips with your Android Tablet and your Laptop
- Android Tablet (does not have an apple logo on rear!)
- I Pad (has the Apple logo on rear)
- Windows phone or tablet not supported by this course unless there is demand

Workshops; Standalone 2-hour session (for anyone with/without previous course experience)

- Using your digital camera,
- Smart phone (connecting to computer, managing photos and simple editing).
- Being safe on Face book and accessing affordable technology
- And more according to demand

Drop in sessions

For anyone who has been on one of the courses who has additional questions. We expect to reach over 300 people each year and make a real difference in their grasp of modern technologies and more confident in using them.

The project in year 1 will require £20,000 funding via the Ageing Well funding stream. Brixham Future CIC will manage the contract, controlling the finances and providing monitoring reports etc. Brixham Future CIC will receive and administer the grant aid and deduct a 10% admin charge.

Recommendations

That Board agree to submit an Application to `Ageing well` funding stream for IT Elders project.

That Board agree Nigel Wood to become Contractor for project subject to above new Policies.

That Board agree to submit the attached budget to fund the project (attached & below).

That Board request a Procurement Policy and a Contractors Policy for next Board meeting.

AGENDA ITEM 10

Heritage Lottery –Townscape

The above is being progressed but as I mentioned at the last BF board meeting, it is imperative we get an Article 4 Direction in place to prevent reversal of improvements being made under Permitted Development rules. This is a slow process and involves meeting with Torbay and a subsequent cost. I will be chasing up the meeting if not heard anything before next planning committee.

I am also looking at Heritage Action Zones, but in all this we need to keep TDA in the loop so I'll be speaking to Heritage England and Pat Steward before reporting back to BF, Chamber and BTC.

Ian Carr

AGENDA ITEM 11

Torbay Lottery –Performance report

We have so far to date only sold 6 tickets .Members have been circulated with details to encourage support as good source of income to BFCIC. The website is <https://www.torbaylottery.co.uk/support/brixham-future-cic> and people can book directly with a 50:1 chance of winning.



WIN BIG

What would you do with £25,000 this summer?

Play Torbay Lottery and you could bag £25,000!

And help change lives in YOUR local community.

Playing Torbay Lottery couldn't be easier

**A minimum of 50p of every £1 ticket goes directly to us!
(PLUS 10p to other good causes)**

Secure your tickets now to be in with a chance of being the next big Torbay Lottery winner!

Secure your tickets now to be in with a chance of having the best summer ever

To start supporting, visit:
www.TorbayLottery.co.uk
& search for 'BRIXHAM FUTURE'

Supporters must be 16 years of age or older

AGENDA ITEM 12

Response to our submission from Neighbourhood Plan

From: [Stockman, Jackie](#)

To: john@caracommunity.co.uk **Cc:** [Adam Billings](#) **Sent:** Tuesday, May 23, 2017 7:25 PM

Subject: Response to feedback from Brixham Future on the BPNP Consultation

Dear John,

We have looked your response in detail.

The difficulty with your response is that it appears to be based on a wide ranging wish list rather than the strict *land use* and *design* remit of the Neighbourhood Plan.

Thus while many of the points are laudable and probably have the support of many in the forum, they fall outside our ability to action them because they

- fall outside the scope of the NP as a Land Use Document
- don't address issues of design
- cannot be expressed as a succinct policy which is consistent and can be actioned by developers
- are actually aspirations rather than policies as defined above
- relate to our Town Centre Master plan which is purely *conceptual*

Some of the points that you raise are the subject of detailed discussion right now with Torbay LPA and aspects of the wording will probably change superseding some points of semantics they make.

That said, we acknowledge that we cannot determine the expenditure of CIL. However we can still list our priorities as to how we believe the community wishes to see it spent.

We will consider carefully your point about a potential policy in respect of targeted social/affordable housing schemes - in particular possible "exception" status for Community Land Trusts.

We will be happy to keep your schedule under review as our policies are honed in conjunction with LPA. We will also consider whether any of your aspirations should be added to our own.

Kind Regards

Jackie

Jackie Stockman

Independent Berry Head with Furzeham Ward

Torbay Council

Mobile [07968979685](tel:07968979685)

AGENDA ITEM 13

Section 106-wish list

The mayor asked that we write in respect of above at last meeting and therefore need discussion on priorities and discussion with Chamber and other partners in voluntary sector before going via Parish Council.

AGENDA ITEM 14

Note of meeting on 27th April with South Devon College –Main Points

Present

Steve Criddle –CEO South Devon College (SDC)
Richard Stafford-Project, Grants & Partners Section Head
Matt Harbour—Vice Principal
Adel Dawson—Asst. Principal SWEC
cc. Dean Bowden-Section Head Construction

Rosemary Clarke- Chair Brixham Town Council; **John Brennan** –Chair Brixham Future CIC;
John Rudden –Lead Member Regeneration BFCIC

1) Brixham Town Council

12 Members; Parish Council –leading regeneration; keen to maximise involvement

Brixham Future

Focus upon Heritage; Environment; Regeneration crossing over disciplines to provide holistic solutions. Works closely with Brixham Town Council on range of initiatives/new projects.

Believe SDC major stakeholder in community and seek to engage in constructive Partnership.

Believe small and large opportunities exist on housing; marine; innovation etc within Brixham peninsula detailed in latest Neighbourhood Plan.

South Devon College

focused on further education rather than University status.

Already engaged with TDA/SW Partnership

Expanding to 30,000 students

Diverse range of courses covering all trades construction; catering, hospitality and tourism; light industries such as car mechanics; and horticulture etc.

Possible co-operative areas

Accommodation of young people in Brixham (potential for 100's units)

Regeneration as like to see more SDC involvement in Brixham

Volunteering & job creation in Brixham

Marine Industries

Small scale projects – Churchill Gardens wall Mural; Break-water lighting.



2nd May 2017

Dear Steven

Re: Visit to South Devon College Thursday 27th April 2017

On behalf of Brixham Future CIC we would like to take this opportunity to thank yourself and your team for their hospitality on our recent visit. We found the discussions and our previous meeting with Dean Bowden (Section Head –Construction) most helpful.

We believe that there are emerging opportunities for your-selves, Brixham Future CIC, the Town Council, and other partners to deliver tangible out-puts which benefit our communities.

Brixham has a progressive town council and very active Chamber of Commerce. We have a range of local groups within a cohesive vibrant community committed to the needs of young people. We are very concerned by `youth flight` and the negative demographic impact. We must proactively generate greater opportunities for young people whilst maximising their potential contribution to our wider society as part of the educational process.

We believe that there are a number of funding opportunities and joint ventures which maximise limited resources which benefit young people. We have for example identified within our Neighbourhood Plan, local Brixham sites to develop over 600 new units of accommodation. We have also demonstrated that an additional 200 units could be generated from under-utilised buildings.

At Brixham Future CIC we are committed to regeneration and would be interested in new ideas from your-selves which add value to our local community. We are keen to see new technology applications undertaken in Brixham. Our high street would benefit from the establishment of new retail or hospitality businesses established by young people and supported by our community.

We are also keen to promote Volunteering at all levels. We have a funded Youth Council and numerous volunteering opportunities and work experience placements. We wish to see young people involved in governance and several of the new local projects we are currently developing.

In essence we are `open` for social and economic enterprises and new initiatives which benefit all potential partners. We would look forward to working with yourself and staff in the future.

Best wishes

John Brennan

cc. Board of Brixham Future CIC & Brixham Town Council Members & Officers.

South Devon College -Matt Harbour-Vice Principal; Richard Stratford-Projects, grants & partners-Section Head; Adel Dawson-Asst. Principal-SWEC; Dean Bowden –Construction –Section Head.

AGENDA ITEM 15

Notes from a Meeting with the Torbay Coast and Countryside about the devastation of Grove Woods 14th June 2017

Present: Nigel Wood, Helen Boyles, Mick Roseblade, Damian Offer, Chris Lingard, Jamie Brown.
Apologies Michael Roseveare

It was a calm and collaborative meeting. TCCT will take the lead with the replanting but is more than willing to support community involvement in some of the replanting maintenance and monitoring

TCCT have commissioned Mick Brakes from the Woodland Trust to produce a replanting plan which constitutes 16,000 trees mostly Oaks and 20% other native tree species It would cost £30,000 over 6 years: NW and MR do not endorse these plans.

TCCT agreed that we (NW and MR) could be involved in drawing up a more manageable plan.

TCCT and members of the tree group believe that, contrary to the assertion that the resale of the timber only covered the cost of extraction; the contractors should have made a tidy profit. It is estimated that this could be up to £40,000 principally from sale of timber especially non-target species beech sycamore and maple. This is after costs are taken out.

Two freedoms of information requests have been raised:

To determine what monies are available from the council from this felling

And what is the status of the access to the woods from America Lane

It was agreed that another meeting of the tree group led by Jamie Brown should be called soon.

It was agreed that the voluntary participants at this meeting were in a better position to challenge the council than TCCT.

Nigel Wood & Mike Roseblade

AGENDA ITEM 16

4 x new volunteer posts to be recruited.

It is considered to progress the new organisation we need to recruit volunteers to fulfil specific roles within BFCIC advertised as follows:

1) Volunteer Director of Brixham Future CIC

Description of the role

The Director is responsible for the leadership and performance of Brixham Future CIC. You must ensure the necessary governance; infrastructure, resources and relationships are in place to ensure the organisation is successful. A good 'all rounder' you will have wide knowledge of all key organisational functions including financial management, human resources, new initiatives, property development and management. Specific duties include business planning, developing new local projects, and reviewing policies, relationships with stakeholders, achieving fundraising targets, providing general volunteer support, and representing the organisation. The work is mainly home / office based in Brixham.

Your main duties include:

- assist and support the Chair, Secretary and Treasurer in the delivery of their duties
- Develop our 'vision' and direction working closely with the Board and leading, delegating and managing a small staff team as required.
- Ensure that we develop good governance; conform to Standing Orders and Policies and Procedures Manuals making recommendations for change as necessary.
- Working with the Board and staff, devise and review budgets and cash-flows, strategic and business plans, reporting on outcomes on a quarterly basis.
- ensure that any property, people and activities are adequately assessed for risks and covered by sufficient insurance on an annual basis
- Leading on the recruitment, selection, training, supervision and appraisal of volunteers in accordance with our established Manuals.
- accepting responsibility for own admin, filing and records, attending meetings, working on project groups producing agendas and minutes providing regular reports and presenting.
- ensuring appropriate systems are in place for finance and administration of data
- organising and managing the delivery of large scale local volunteer led projects
- Develop new relationships and contact potential funders and submitting applications.
- Liaising with key stakeholders including Brixham Town and Torbay Council.
- Act as the public face of 'Brixham Future CIC' representing and promoting the organisation.

Key skills required

- Business Planning and understanding of financial controls in small organisations
- Ability to work flexibly with Boards, staff, volunteers and local communities.
- willingness to attend evening or weekend meetings
- good diplomatic, communication and interpersonal skills

2) Volunteer Co-ordinator –Brixham Future CIC

Description of the role

The Voluntary Co-ordinator is a key voluntary position. You will be a good `all rounder`. You are responsible for linking the work of Directors, staff, volunteers, and our local community to our business plan. Specific duties and responsibilities will vary daily. The work is mainly ensuring we function efficiently.

Your main duties include:

- Assisting the Board in the delivery of good governance ensuring that all governance records are maintained, updated and held in a secure place and returns made
- maintaining the office environment, filing and records, IT/administrative systems
- ensuring conformity to our Standing Orders and policies and procedures Manuals
- Maintain all personal and confidential information to Data Protection requirements.
- Attending Directors meetings, working or project groups, producing agendas and minutes providing regular reports and presenting items to these meetings.
- ensuring we conform to the Health & Safety at Work Act 1974 in office environments
- carrying out DBS checks on Directors, staff, volunteers and maintain secure records
- recruiting, training and managing volunteers from Brixham and surrounding areas
- oversee the processing of all financial transactions and maintaining financial systems and producing management accounts liaising as necessary
- handling correspondence via telephone, website, social media, email and post
- representing us at external forums and events, organising internal & external meetings
- Liaising with potential funders and submitting small applications.
- liaising with key stakeholders including Brixham Town and Torbay Council
- organising and managing the delivery of small scale local volunteer led projects
- ensuring all timesheets, expenses claims, annual leave request etc. are completed on a monthly basis and are accurately recorded and securely stored

Key skills required

- good up to date IT & administrative skills
- understanding of financial control of small budgets
- Ability to work with Company Directors, community groups and the general public.
- ability to work with volunteers, flexible in work tasks and to attend evening meetings
- good diplomatic, communication and interpersonal skills

3) Volunteer General Admin Officer –Brixham Future CIC

Description of the role

The General Administration Officer is a key voluntary position. You are responsible for providing daily administrative support to help us function efficiently. Specific duties and responsibilities including dealing with correspondence, general enquiries, minuting meetings, collating and distributing Agenda's, supporting other volunteers. .

Your main duties include:

- open /close our offices on daily basis ensuring cover provided during working hours
- maintaining the office environment, including monitoring cleaning, ordering stationary and other goods, processing invoices, maintaining all filing and records, IT/admin systems
- ensuring conformity to the Standing Orders and policies and procedures Manuals
- attending meetings distributing agendas and taking minutes as required
- Obtain annual insurance quotes ensuring sufficient cover for property, people and activities maintain files in a safe place.
- In conjunction with the Co-ordinator controlling all expenditure and petty cash in accordance with our financial policies and procedures.
- In conjunction with the Co-ordinator ensure all payments invoices and income is appropriately authorised or recorded and paid or banked according to financial policies.
- In conjunction with our Co-ordinator enter income and expenditure information into our financial systems liaising with our bookkeeper /accountant as necessary
- handling correspondence via telephone, social media , website, email and post
- maintaining our website and updating social media including Face book and Twitter
- recruiting, maintaining and updating our Supporters Register with quarterly Newsletter
- Undertaking mail-shots and similar publicity tasks including organising social occasions.

Key skills required

- excellent organisational and administration skills with good up to date IT skills
- understanding of financial controls in small organisations
- ability to work Directors, volunteers and general public
- flexibility in work tasks and hours, willingness to attend evening or weekend meetings
- understanding, experience and knowledge of the Health & Safety at Work Act
- good diplomatic, communication and interpersonal skills

4) Volunteer Fundraising Officer –Brixham Future CIC

Description of the role

The Voluntary Fundraising Officer is a key role within Brixham Future CIC. To be sustainable we need varied income streams for specific projects and core funding.

We have a Fundraising Manual and developed micro regeneration projects which are low cost, quick to deliver and have high local impact in accordance with our objectives.

There is a task in convincing people that what Brixham Future CIC is seeking to achieve is worthwhile financing and devising commercial income generating activities.

The need to access funding has never been more competitive. Research shows that the approach is critical.

We must 'sell'. We are developing innovative projects which detail the needs, set SMART outcomes, itemised components and demonstrate value and relevance to funders.

You will participate in testing our ideas; detailing why support it; what type of funder or donor; what difference would it make; why us; how much required; and how sustainable.

The role is therefore suitable to a volunteer who values micro regeneration community action and believes we can make an enormous difference for little cost.

Your main duties include:

- To set a comprehensive approach, identifying funding sources and submitting applications
- Develop networks and contacts promoting the organisation on various occasions
- Devise and deliver local fundraising and publicity events
- Ensuring conformity to the Standing Orders and policies and procedures Manuals
- Handling relevant correspondence via telephone, social media , website, email and post
- Maintaining our website and updating social media including Face book and Twitter

Key skills required

- excellent organisational and administration skills with good IT skills
- understanding of fundraising in small organisations
- ability to work with staff, volunteers and general public
- flexibility in work tasks and hours, willingness to attend evening or weekend events
- good diplomatic, communication and interpersonal skills