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## **Minutes of 20<sup>th</sup> Board Meeting of Brixham Future CIC held on Thurs 19<sup>th</sup> Sept 2019 at 730pm in the `The Old Coaching Inn`**

**Present Board:** John Brennan (JB), Sally Lord (SL), John Rudden

**Co-Opted:** Cllr. Jill Regan (JR)

**Apology:** Paul Addison (PA), Keith Dodd (KD), & Frances Robinson

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**1) Introductions, apologies and welcome.** As above.

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**2) Declaration of Interests.** None.

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### **3) Minutes of last meeting held 730pm Wednesday 24<sup>th</sup> July 2019**

Board agreed page by page accuracy of Minutes.

### **4) Matters arising from Minutes not on Agenda**

-No progress had been made on Memo of Understanding.

-The town council were suffer from staff shortages/sickness

-Tesco`s `Bags for All` had drafted `press release` for their £1,000 for WW1 profiles.

-The Chamber of Commerce had now paid £250 toward D-Day event creating a very small £179 profit.

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### **5) VE Day update & potential project deficit**

Board were update on progress. JB said overall expected to spend circa £5,250 on 3 days with more publicity and WW2 Exhibition. The income was uncertain until `in the bank` so therefore the figure were prudent. Much reliance was on Cruise Lottery funding.

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### **6) VE Event Plan**

JB said new meeting arrange with Torbay Events Team on 10<sup>th</sup> Oct at 10am in the Town Square. If we cannot secure the area there is a PLAN B to utilize an area around the southern quayside subject o agreement from MDL the landowners. JB had received no comments/criticisms back from Torbay Event Team to date.

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### **7) Risk Management Plan & Checklist**

Members had been circulated general plan which would be amended on a regular basis. We also would have Public Liability Insurance in place.

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### **8) VE Exhibition**

JB said based on the enormous work done for the Churchill Gardens project –but was portable . It could be utilized for several occasions/events etc. The Conservative Club would host the launch and display on Thurs 7<sup>th</sup> May at 7pm. Quotes were currently being sought. It was hoped exhibition could gain a specific sponsor. We had also included in funding applications.

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### **9) VE Brochure**

This was a longer version with details of local hero and heroines etc. JR asked if we could included everyone? The Brochure was different from the `Programme of Events` and we are trying to get adverts for both to defry costs with mixed success to date.

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### **10) Press & Media**

SL reported we had a `mixed bag` of success with local media. Articles were include in the Brixham News on `Spitfire` Lottery ticket Winner and VE Day Preparations.

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**11) Summary Business Plan**

JB said need to continuously update as vital communication document. Some amendments made since first devised by original `Working Party`.

Discussion on the problem of declining volunteer resources and the need to look to at obtaining funded posts such as Events /Festivals Managers to help delivery.

Discussion on the problems facing Torbay Council and how they were turning to Voluntary Sector.

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**12) Freedom of Information request**

**This had been submitted with replies received and circulated to Board. We had not progressed due to time constraints but basis of a campaign to restore town square back to original usage.**

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**13) Gardens of Brixham Project**

SL continues to progress above working with Mary Thompson and other contacts. A Draft document would be brought to next Board as small project for 2020/21

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**14) WW2 Shadows project**

-JB said local artist Lynne Peets had delivered profiles to Enigma Signs to `cut out`.

-Members agreed negotiating with Western Engineering for similar price to WW1 profiles as preferred procurement provider given small sums.

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**15) Small societies Lottery**

-JR had completed distribution to smaller number of outlets

-We hoped to publicise before Christmas with Posters/Leaflets and `pop-up` stands etc as ideal present

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**16) `Bright Ideas` -lottery Application**

JB stated he had submitted above and if accepted they would normally supply a consultant to help with organisation development and further funding applications..

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**AOB** –Discussion on times/venues for next year`s meetings.

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**Dates of next meetings –Revisions**

**TUESDAY 19<sup>TH</sup> November at 730pm.**

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**Meeting closed 830pm.**

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