

The ninth meeting of Brixham Future CIC will be held on **WEDS 24th January 2018** at 7.30 pm in `The old Coaching Inn` Fore Street, Brixham.

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

7.30pm	1) Introductions & apologies	All
7.35pm	2) Declaration of Interests 3) Minutes of last meeting 8 th November 2017 (attached – for approval) 4) Actions from last Board meeting not on Agenda 5) Resignation of Nigel Wood	RMS/All
7.45pm	6) Draft Minutes of Annual General Meeting held 8 th November 2017 (for approval)	RMS/All
8.15pm	7) Project updates: -WW2 & D-DAY June 2019 Project Group progress -Greening the Car park/Wall Murals -General updates on projects	JR JB/JR
8.45pm	8) BF Strategy - outcome from meeting with Tom Butt (RIO) & next steps (see attached)	RMS/All
9.00pm	9) Elections of Chair, Secretary & Treasurer (review role descriptors – attached for approval)	RMS/All
9.10pm	10) General Risk Assessments for Mural and Car Park sites (attached for info/comment)	RMS
9.15pm	11) Schedule of Meetings for 2018 (for approval - see below)	All
9.30pm	12) AOB -The Brixham Bell -Ideas for new projects -Old fish quay 17 th July 2018 –market day	All RMS JB

Proposed 7 X Board Dates for diaries 2018 @ 7.30pm - all WEDS 2018

24th Jan (Cllr Regan Apologizes)
21st March
23rd May (Keith Dodd Apologizes)
18th July (replaced 22nd Aug)
10th Oct
7th Nov
5th Dec

AGENDA ITEM 3

Minutes of last meeting held 8th November 2017 at 730pm in the `Old Coaching Inn` at 61 Fore Street, Brixham.

Present: Chair - Richard Murray –Smith (RMS)

Board - John Brennan (JB), Frances Robinson (FR)

Co-Opted Members - Cllr. Jill Regan (JRe)

Guest: Sally Lord (SL) –Brixham community Partnership

Apologies: Nigel Wood (NW), Cllr. Ian Carr (IG), Keith Dodd (KD), John Rudden (JRu), Cllr. Paul Addison (PA)

Governance

1) Introductions & apologies

Welcome & introductions made with apologies from above.

2) Minutes of last meeting Weds 27th Sept 2017

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

3) Action List

The Chair went through the Action List and ensured matters were updated or progressed.

1) Chair to progress Board strategy 11TH Oct 7pm –**Done**

2) Chair to arrange Board AGM-**Done**

3) JB to submit AFA £10K funding bid-**Done**

4) Volunteer Director, Co-ordinator, Admin officer and Fundraiser post progressed-**Done**

4) Declaration of Interests

None declared

5) Annual General Meeting & Accounts

The Chairs report, Secretary's report, Treasurers report (see below) and annual accounts had all been prepared prior to the meeting. These were discussed and approved.

6) Insurance

The Board reviewed three quotations from three Insurance providers. It was considered that Zurich Insurance offer the best option: they are well known in the voluntary sector, offer free courses/advice and free admin charges. Cover to include Public Liability £5M (which also covers volunteers), Director's & Officers liability £1M. The Board approved using Zurich as the designated Insurance provider for Brixham Future for an annual cost £99.30

Meeting Action List

- 1) Christmas social - RMS to explore options & date.
- 2) RMS to follow up with Tom Burt re BF strategy development
- 3) Frances to ensure finalised accounts submitted end Nov

AGENDA ITEM 6

Draft - The Minutes of the first A G M of Brixham Future CIC held on the 8th Nov 2017 at 730pm in `Old Coaching Inn` 61 Fore Street, Brixham.

Present

Brixham Future Board: Chair -Richard Murray Smith, Treasurer- Frances Robinson, Cllr. Jill Regan, & John Brennan.

Apologies from Board: John Rudden, Cllr. Ian Carr, Nigel Wood, Martyn Green & Cllr. Paul Addison

Guests: Mayor Gordon Oliver, Cllr Haddock, Sally Guest (Brixham Community Partnership), Ann Bruce (TCDT-Community Builder) and Malwyn Evans (Brixham Rotary)

Apologies from others:

Cllr. Jackie Stockman, Cllr. Rosemary Clark, Cllr. Jessica Stocks, Cllr. David Giles.

Izzie Lomas; Claire Rudman; Mona Stocks; Chris Slack; Emma Seaman; Dave Hogget; Mona Stock; Malcolm Beauchamp; Roy Williams; Alan McCarthy; Sue Swallow; Robin Mallieu; Pat Thomas; Nigel Bowden; Stephen White; Laura Jury and Veronica Carroll.

Proceedings

Chair welcomed everyone. Unfortunately our AGM clashed with the Brixham Festival of Remembrance at St. Mary`s Church. We therefore anticipate a low turn-out. He went on to highlight key points in his report attached which had been circulated to all. He also covered the points in the attached Secretary`s Report. He detailed the projects that we were currently undertaking as per the Project Report attached. He then asked the gathering if there were any further questions.

Cllr. Richard Haddock asked for an update on the planning issues surrounding Churchill Gardens. John Brennan outlined the history and progress of the project. Frances Robinson said we would be submitting a Planning Application shortly. Cllr. Haddock was very keen that the celebration of D-Day 75th Anniversary should proceed and that the Mayor was also behind the project.

The Treasurer presented her report and highlighted the key points in the report attached. She pointed out that we have received as yet unspent grant of £2K from Brixham Council. Our only expenditure had been the Accountants fees of £130 to date. The Accounts presented had previously been approved by the Board and would be updated to the 30th November as our official yet end. No changes were anticipated. The draft set of Accounts was circulated and no issues raised by people.

Speakers

Richard Haddock

He congratulated Brixham Future on the progress to date. He said that Torbay and Brixham Council were keen to work together with Community Groups to address the challenges that £60 M in funding cuts had imposed upon Torbay.

Nevertheless there were a number of key road infrastructure projects that were being progressed. The 'Windy Corner' road improvement scheme would now be delayed until next year but had been fully funded. Further road improvements were due along the dual carriageway leading into Brixham from Paignton which would result in a year of traffic disruption.

He also pointed out that a number of other local projects had been approved including new housing and a new Pier at Oxon Cove. Torbay Council would also continue to look at town centre regeneration.

Mayor Gordon Oliver

The Mayor updated the AGM on a number of areas.

He mentioned that Torbay Council would shortly be celebrating Napoleon's visit to Torbay with a ceremony at Berry Head which he hoped we could all attend.

He confirmed the Torbay Air-show had been secured for 3 years and would be on the 3RD and 4TH of June. The subsequent year 2019 would co-inside with the same month as the D-Day celebrations.

The Mayor highlighted the potential importance of the American and Chinese markets to the Torbay tourism industry. He mentioned the benefits of 'linking up' with Plymouth on a number of joint ventures to promote heritage such as 'Mayflower 2020'. He suggested we look to a comprehensive 3 year programme.

There followed a general discussion.

The Chair thanked everyone especially our 2 speakers for their contributions. The Mayor and Cllr. Haddock were presented with their own 'Brixham Future CIC' mug.

The meeting was drawn to a close at 9.30pm.

AGENDA ITEM 7a

D- Day Celebration - PROJECT PLAN & UPDATE JANUARY 2018

Introduction

On the 6th June 2019 (18 months time) we intend to hold Brixham's 'D Day' 75th Anniversary Commemoration Day. This occasion will be a commemoration and celebration of the bravery of all services and civilians from all nations who made the liberation of Europe possible. Brixham played a specific role as the first groups of seaborne liberation soldiers departed adjacent our Breakwater. BFCIC has established a 'working Group' chaired by John Rudden BFCIC , Brixham Museum, South Devon Players, British Legion with input from the Brixham Battery et al.

Background

We propose one full day series of events from 11AM commence with a 1940's Air Raid Siren and closing ceremony at dusk 7pm with 'Last Post' /American 'Taps'. We hope to hold a formal reception (probably Berry Head Hotel) and local Street /Scala Hall parties.

The one day event will seek to maximise inclusivity in appreciation of those who contributed to the liberation of Europe, especially to those who made the ultimate sacrifice. We will request contributions from the various Civilian organisations, Military, UK & relevant National Government(s), Veteran's/survivors groups, historical refugees and descendants, those injured, widowed and orphaned by the conflict. Most of all we emphasise 'Brixham' townsfolk/relatives who gave in such valuable and various guises, including from the Harbour/Fishing/Naval services.

Parade

The day will commence with a formal parade and bands. We will be inviting all local groups to participate. The parade will form up on the Southern Quay and will march along the Quay side to the Breakwater Beach. At the slipway formal speeches would be delivered from diverse local, visiting dignitaries and our 'foreign' invited guests – plus the British legion, US Vets association, French Connections/Utah beach townsfolk etc and the Lord Lieutenant, Mayor Etc. It will be a semi-religious. The Parade then marches up the slip road to Berry Head Road. It halts at Churchill Memorial Gardens for the main Ceremony and unveiling of the 'Information Boards'. National Anthems will be played of UK, USA, & France by our local Town Brass Band. We hope to get relevant individuals to unveil each 'Information Board' in sequence. The Parade will return to town.

Activities

We will be seeking to improve Churchill Memorial Gardens by 'reopening' of the pathway above (Heath road to Churchill gardens). We will also seek to create some environmental improvements. We are keen to link the project to the 'dedicated' breakwater lights project or 'time and tide' bell dedicated to those who lost their lives on Utah Beach as part of the occasion.

The 6th June 2019 is a Thursday and coincides with the Torbay Air show weekend. *We will* seek other 'attractions' from various groups such as the Brixham Battery, Re-enactment Groups, 1940's dance in Scala Hall etc should provide an economic boost. It is hoped to secure the attendance of the 'survivors' of those lost from the 4th Army and others connected through the Legion/Vets association (including a US military band. **Accordingly we need to get everyone agreed immediately to make appropriate bookings etc.**

Project Group - Name.	Org.	Tele.	Email.	Ref.
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John F RUDDEN	BF	07860 466015	johnfrudden612@btinternet.com	JFR
Frances ROBINSON	BF	07771707811	Franceslaw62@gmail.com	FR
Paul ADDISON	BTC	01803854765 0781284765	paul.addison2@tiscali.co.uk	PA
Laura JAY	SDP	07855 090589		L J
Sasha RAKONERSTY	BHM	01803 856267	srakoners@gmail.com	SR
Keith DODD	BF	01803853118	keith.dodd.0315@gmail.com	KD

Identified Tasks for Action

Action No.	Task	Lead	No. 2	Date to complete2018	Updated Position
	Legacy				
	Information Boards	JJB	JFR	Feb	Text written/Photo's req
	New path way/handrails	PA	JJB	Sept	Discussions with TBC
	Breakwater Lights	KD	JFR	Sept	Await Power/funding
	Planning Department	JJB	FR	Sept	Agreement in principle
	Public Consultation	JJB	SR	Oct –Jan	When ready to go
	Future maintenance	PA	JJB		Agreed
	Heritage Officer	JJB	SR	Done	Informed/discussed
	Documentary Display	L J/SR	JJB	Done	Museum tasked
	Future Education	SR		TBC	Museum tasked
	Funding				
	Lottery Application	FR	FR	Sept	Await detail/proposal
	Donations (Collections)	FR	FR	TBC	As above
	Grants	FR	PA	TBC	As above
	Press				
	'Spotlight/Fish town 2'	L J	JFR	TBC	Potential for TV explored
	Photographic	L J	JJB	TBC	Await project details con
	Press Pack	L J	JJB	TBC	Await project details con
	Memories presentation	L J	SR	TBC	Liaison with Museum
	Politics				
	Brixham Town Council	PA	JFR	Feb	Informed/involved
	Mayor's Office	PA	JFR	Done	Informed/involved
	Borough Council (Vic Ellery?)	PA	JFR	Done	Informed/involved
	Asset transfer –Churchill gdn	PA	JJB	Sept	Brixham/Torbay Council
	Lord Lieutenant's office	PA	JJB	Done	To be done
	HRH/Dignitaries (Speaker)	PA	JJB	TBC	To be done
	MP - Sarah Wollaston	PA	JJB	Done	To be done

	Supporters/Contributors				
	British Legion	PA	JJB	Done	Lead on parades
	Dartmouth BRNC	PA	JJB	TBC	To be involved (TBI)
	RAF	PA	JJB	TBC	TBI
	Navy	PA	JJB	TBC	TBI
	Army	PA	JJB	TBC	TBI
	Battery gardens (Rob White)	PA	JJB	DONE	TBI-Agreed
	Lupton House	PA	JJB	TBC	TBI
	Sea Rangers	PA	SR	TBC	TBI
	Army Cadets	PA	SR	TBC	TBI
	Harbour Office	PA	SR	TBC	TBI
	Brixham Yacht Club	JR	JJB	TBC	TBI
	RNLI	PA	FR	TBC	TBI
	Heritage Fleet	PA	FR	TBC	TBI
	Fish quay/ Fishermen	PA	FR	TBC	TBI
	Fisherman's Mission	PA	FR	TBC	TBI
	Rotary Club	JJB	FR	TBC	TBI
	Chamber of Commerce	FR	JFR	TBC	TBI
	Probus Club	JJB	JFR	TBC	TBI
	Masonic Society	PA		TBC	TBI
	Local Community Groups	JB	SR	SEPT	TBI
	'Bovington' Tank Museum	PA	JJB	TBC	TBI-vehicles displays
	Re-enactor Groups	PA	LJ	TBC	TBI-Around Town
	Procession				
	Road closure- Berry Head Rd /Council	PA	JFR	SEPT	Finalise route/security
	Police/Fire/Ambulance	PA	JFR	SEPT	To be booked
	Military bands/Town Band	JFR	FR	SEPT-TBC	To be booked
	Candlelight Service	SR	FR	TBC	To be arranged
	'Last Post' /Taps-Bugler	JFR	FR	TBC	To be booked
	Fireworks (Town Council)	JFR	FR	SEPT	To be booked £2k
	Air Raid Siren	FR	JFR	SEPT	To be checked
	Community Groups				
	Historical society	SR	JJB	TBC	To be informed
	Brixham Museum	SR	JJB	TBC	To be informed
	Churches/Religious Groups	LJ	JJB	TBC	To be booked/informed
	Torbay 'Interfaith'	LJ	JJB	TBC	To be booked /informed
	Schools	SR	FR	TBC	To be booked /informed
	Current links – relatives UK	JJB	FR	TBC	Info-to be circulate
	Oversees invitees				
	4 th Infantry Veterans	JFR	JJB	JUNE	Contacted
	Utah Museum in France	JJB	JFR	DONE	Contacted
	French Associations	JJB	JFR	DONE	Contacted
	Canadian Vets Assoc.	JFR	JJB	JUNE	Contacted
	Belgium/Dutch Refugees	SR	JFR	TBC	Contacted
	Twinning (Bedford)?	PA	JFR	TBC	Under-way
	Accommodation	JFR	FR	TBC	To be organised

Budgets - We will need circa £45K for the day's events /environmental improvements. We will need circa £75K for Breakwater lights. We could look to other improvements to the town to reflect 1940's heritage such as painting shop fronts etc. It may well be we submit a `heritage bid`.

AGENDA ITEM 7 b

Greening of Car Park/Wall Murals

Members will be aware that we have been successful in obtaining £10K funding to progress the above micro-regeneration project `greening` of car park and environment improvement/ painting.

We have now instigated Insurance cover as per the previous Board decision 8th Nov (Agenda Item 6) to obtain Public Liability and Employers liability (also covering volunteers) as per the lowest quote from Zurich (Public Liability £5M & Director's & Officers cover £1M) -**Total cost £99.30**

1) Wall Murals

We have 3 quotes for 2 end walls on Dobles in Fore Street and Strand Gallery on Beach Approach.

A) Graffiti Painters- Quote £4,800.

B) Urban Gypset- Quote £5,000. Fully worked up.Requires 50% of payment 15 days in advance

c) Spike c - £2,817.54 –but no sketches; proposed start 1-8th March

We recommend that Board accept the lowest quote for immediate action.

2) Greening of Car Park

We have established /agreed a Plan with Torbay Council/ Chamber of Commerce/Community Groups to place moveable planters on non-car spaces. We have negotiated a workforce from the `community payback` team of 7 manual workers at a cost of £160 (for Supervision) to fill planters from `dumpy bags` of soil for 1 day. We now anticipate the following expenditure :

Low cost Planters from websites	£3,500
7 dumpy bags of soil /stones	£ 350
Tools/equipment/liners etc	£ 200
Community Payback Supervision costs	£ 160
Men's Shed	£ 130
Total	£4,340

We anticipate greening later with further local groups/people /volunteers participation. We have liaised with `Men's Shed`, South Devon College, Shop-owners, Brixham's Chamber of Commerce, Town Council, Middle Street Traders and `Pride in Brixham`.

Recommendations

That Board agree above target date Monday 5th of February 2018.

AGENDA ITEM 7c

Update on Brixham Future Projects January 2018

1) Belly Bins

Project Leaders: Nigel Makin & Cllr. David Giles

The project was designed to address the lack of space and overflow of litter along our narrow sea frontage and general town area. It involved the usage of innovative technology which compressed the volume of litter and informed a control centre when bin was filled to capacity.

The project has been passed to Torbay Council for further evaluation. The same technology has been adopted by several local authorities and trialled by Exeter Council. We await further developments.

2) Road Signage

Project Leaders: Richard Murray Smith & Julie Shears

The project arose out of concerns from the Chamber of Commerce that Brixham Town signage could be improved. A preliminary evaluation project was completed and is now with Brixham Town Council and Chamber of Commerce for progression as required.

3) Breakwater Lighting

Project Leader: Keith Dodd

The project seeks to enhance our Breakwater as an attractive asset by providing some illumination during the evening. It would also help our local night time economy and enhance health & recreation by encouraging greater night-time activities.

The various stakeholders including Brixham Harbour Authority, Town Council and Chamber of Commerce are supportive. Trinity House, Heritage and ecology interests have no objections. The project would require a sustainable power-source and agreement of Brixham Marina.

The project has been designed and evaluated to cost circa £75K. We now wait confirmation of power source and will then seek funding.

4) Charity Day Events

Project Leader- Cllr. Jill Regan

This project enhances greater co-operation within our local not for profit sector. It demonstrates the benefits of working together to generate greater resources for all.

Two successful `charity –market` days were held in the `Old Coaching Inn` raising circa £2,000 for local Brixham groups. Further non-financial assistance has been provided to one local group.

We have secured a stall on Tuesday the 17TH July in the Old Fishing Market via Harbourmaster.

5) WW2 & D-DAY June 2019

Project Leader: John Rudden

The project has expanded into a whole day event highlighting Brixham's role as the 'town that helped liberated Europe'. A working group has been formed; a plan has been drawn up; research has been conducted and various stakeholders engaged. The project has an 18 month time-frame but good progress has been made to date.

6) Town Centre painting & wall murals

Project Leader: John Rudden

We have proactively encouraged owners of prominent buildings to re-paint elevations of their premises with some success. The TDA put forward a scheme to part fund such activities. We wait funding to progress.

Brixham has an active historic artistic community and a number of dedicated outlets for their work. We propose to promote our town as an artistic haven to promote micro regeneration and usage of neglected public spaces. We have engaged with wall mural artists and identified 2 suitable locations, Doble's Jewellers in Fore Street (mural of Brixham –treasure map) and flank elevation of Strand Art Gallery (Beach Approach-opposite PWO Statue). We now have an 'Awards for All' funding grant and are progressing rapidly.

7) Greening Main Town Car Park

Project Leader: Nigel Wood

As the largest and most unattractive space in the town the project seeks to provide some 'greenery' by utilising Planters as a low cost solution. Both the 'Men's Shed' and South Devon College have offered to contribute effort to this project utilising their current skills base. We are looking to obtain the services of the probation services 'Community Payback' Scheme to provide main labour-force and obtain cost effective planters via Inter-net. It is anticipated this project would commence incrementally from January 2018. NW has agreed to continue leading this project.

AGENDA ITEM 8

Notes from BF strategy review meeting on 11th October 2017

Attended; Richard Murray-Smith, Frances Robinson, John Brennan, Paul Addison, Tom Butt (Real Ideas Organisation). The purpose of this meeting was for us to take a step back and challenge ourselves on what it is we are about. We rarely take the time to do this and we have some work to do to get a common vision.

Tom Butt did a good job facilitating the discussion, being both encouraging and challenging at the same time. We seemed to have some sense that our main focus should/could be on 'physical regeneration'. This could be an important first step in helping us identify what type of projects / activities we should be leading on, versus projects that would be better led by other organisations.

We agreed we need some criteria or check-list to help guide our decision making with respect to which kind of projects we take forward. Getting that 'checklist' right, and making sure we understand how we are going to use it, will be an important first step.

Based on our discussion Tom Butt has suggested the following draft criteria, and questions we should ask ourselves. The following need building on but provide a useful starting point;

Underlying principles for evaluating new ideas, projects & initiatives:

Primary criteria

1. Does it aid physical regeneration? (if that's what we agree we want to focus on)
2. Does it pay for itself?
3. Does it have a sustainable impact and financial model i.e. how will the project leave a legacy or last and does this need to be funded?
4. Are the right partners involved? Are there any obvious blockers/ history to the project taking place? Is the project within our control?
5. Is it within our skill set? Do we have the expertise, knowledge and experience to contribute to the project? And if not entirely are there other groups that can take on delivery or help us deliver?
6. Does it deliver our core purpose in the most efficient and effective way?
7. Has it been developed with the community or/ and are enough people behind this idea to be successful? How do you know it's needed? Do other successful examples exist?
8. Do we have the time, energy and capacity or can we bring it in?
9. Is it deliverable within the timeframes?
10. Is it measurable? Essential if you are to prove the impact of your work?

Secondary criteria:

1. Does it have a wider impact?
2. Does it improve economic regeneration?
3. Are others doing this? Can we partner with other projects to achieve the same outcomes?

Assessing against the above criteria would essentially be the first step for any new project. This should be done sufficiently thoroughly to ensure we take the right projects forward.

AGENDA ITEM 9

Elections

Role description for the Brixham Future CIC Chair

General responsibilities

- To ensure that Brixham Future CIC complies with its governing document, any charity law, company law and any other relevant legislation or regulations
- To contribute actively to the board role in giving firm strategic direction, setting overall policy, defining goals and setting targets.
- To safeguard the good name and values of Brixham Future CIC.
- To ensure the effective and efficient administration of Brixham Future CIC.
- To ensure the financial stability of Brixham Future CIC
- To protect any property and to ensure the proper investment of any funds.

The Chair should use any specific skills, knowledge or experience they have to help the board of Directors reach sound decisions. This may involve:

- Writing board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives

Additional duties of the chair

- Setting agendas, Chairing and facilitating board meetings
- Giving direction to board policy-making
- Ensuring that decisions taken at meetings are implemented
- Representing Brixham Future at meetings and acting as a spokesperson.

Chair person specification

- Commitment to the organization and willingness to devote the time and effort
- Strategic vision, good, independent judgement
- Understanding and acceptance of the legal duties, responsibilities and liabilities of a Directorship.
- Acceptance of Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Leadership skills, experience of committee work, tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences

Last reviewed -DEC 2017

Role description of the Brixham Future CIC Treasurer

The overall role of our treasurer is to:

- Take an overview of Brixham Future's affairs ensuring its financial viability
- Ensuring that proper financial records and procedures are maintained.

General responsibilities

- To ensure that Brixham Future complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that Brixham Future pursues its objects in its governing document and applies its resources solely in pursuance of its objects
- To ensure the financial stability of Brixham Future.

The Treasurer must help the board reach sound decisions. This will involve scrutinizing board papers, focusing on key issues and providing guidance on issues.

Additional duties of the treasurer

- Overseeing, approving and presenting budgets, accounts and financial statements to the board and AGM in an easily understood format.
- Being assured that the financial resources of Brixham Future meet its present and future needs ensuring that we have an appropriate reserves policy
- Ensuring that appropriate accounting procedures and controls are in place
- Advising on the financial implications of strategic plans
- Ensuring equipment and assets are adequately maintained and insured
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. the registrar of companies
- Ensuring that the accounts are independent examination or audit and recommendations are implemented

Treasurer person specification

- Willingness to devote the necessary time and effort
- Good, independent judgement and willingness to speak their mind
- Understanding and acceptance of responsibilities and liabilities of Directorship.

Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

- Qualifications and experience of finance, fundraising and pension schemes
- The skills to analyse proposals and examine financial consequences
- Preparedness to make unpopular recommendations to the board.

Last reviewed –Dec 2017.

Role description of Brixham Future CIC Secretary

General responsibilities

- To ensure that Brixham Future complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organization pursues its objects in its governing document and spends exclusively in pursuance of its objects.
- To contribute actively to the board of Director`s role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To ensure the effective and efficient administration of the organisation.

All Directors should use any specific skills, knowledge or experience to help the board reach sound decisions. This will involve scrutinizing board papers, leading discussions, focusing on key issues, providing advice and guidance to the Board.

Additional duties

Either personally or by delegation, the secretary should:

- Minute the meetings and circulating the draft minutes to all Directors.
- Ensure that the minutes are signed by the chair once been approved
- Circulate agendas and minutes of the AGM and any special or extraordinary general meetings
- Act as company secretary where this role is not delegated

Secretary person specification

- Commitment to Brixham Future.
- Willingness to devote the necessary time and effort
- Good, independent judgement and willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Directorship.
- Ability to work effectively as a member of a team
- Acceptance of Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Knowledge or experience of business and Board procedures

Last reviewed Dec 2017

AGENDA ITEM 10

Wall Murals –General site risk assessment

Introduction

Brixham Future CIC has a comprehensive Health & Safety Policy and procedures including the requirement to conduct risk assessments on relevant activities. This will be used to help manage the health and safety for any project delivery on sites.

It will be made clear to any Contractor that we require the job be done safely and properly. This risk assessment approach to project delivery demonstrates our commitment and approach.

We use risk assessments as a guide to think through some of the hazards in our projects; the steps we need to take to controlling any of the risks; and preparation to react to any foreseeable hazards with reasonable care and diligence.

Background

The mural project is due to start circa Feb 2018. It is anticipated to take only 5-6 working days. The project manager will check the Contractor's plan. One issue is the sequencing and logistics of the work, alongside that of other requirements, to ensure safe access and working arrangements for all.

We expect the Contractor to produce own general risk assessment followed the guidance in *Five steps to risk assessment* (www.hse.gov.uk/pubns/indg163.pdf).

The project manager will check whether the general risk assessment covers all anticipated hazards and risks expected in this job. We anticipate the general risk assessment to cover all the expected risks and that therefore no additional paperwork is needed.

We expect the contractor to take account of the provisions of the H&S at work Act 1974 and subsequent regulations. We expect our contractors to conform to these requirements. We particularly expect conformity to 'Workplace (Health, Safety & Welfare) Regs 1992'; 'PPE Regs (1992)'; 'PWE Regs 1998'; 'Working at Height Regs 2005'; 'CDM 2007'; 'CMCHA 2007'; and BSEN365:2004 Personal Protective Equipment against falls from Height'. The provider of the Cherry-Picker will also be expected to conform to LOLAR Requirements.

1) To identify the hazards the Contractor /Project Manager:

- used training and experience of similar work;
- take into account the rules of most construction sites;
- looked at HSE's website for free health and safety advice and guidance industry.

2) The Contractor/Project Manager will record potential harm by the work hazards.

3) The Contractor /Project Manager will consider the risks of each hazard and decide what was needed to control risks as detailed below.

4) The Contractor /Project Manager will discuss the findings with the relevant other parties.

This risk assessment will be put into practice, recording responsible for doing what, and by when. When each action is completed, it will be ticked off.

5) The Project Manager will inform Brixham Future Board about the risk assessment.

The risks identified are common to most similar jobs. The control measures identified are standard responses that would be put into place for this project. In addition particular attention will be paid to the movement of foot traffic on this site. As an extra safeguard the Project Manager will be on site for the duration of the works.

6) The project manager also notes that 2 proposed sites were different and that extra risk controls might be needed due to the confined space which would be discussed with the Contractor/Parties.

This would be considered during site visits before each job started, and all parties are to be made aware of any additional risks and what needs to be done to control those risks.

The Project Manager, John Brennan hold the Institute of Occupational Safety and Health qualification (ITOSH) gained by training and public examination.

No working from ladders will be allowed. A small first aid kit will be required on site to deal with minor injuries.

Brixham Future CIC holds our own Public Liability Insurance for £5M as agreed at the last Board.

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary?
1) Manual Handling on set –up of site; working time and dismantling.	Operatives from lifting and handling	Appoint competent contractor	Inspection on site to ensure conformity by Project Manager
2) Workplace equipment	Narrow areas; lifting/lowering of equipment/platform	Competent operators	Inspection on site by Project Manager to ensure conformity
3) Slips and trips	Sprains /fractures from discarded objects	Tidy site, safety boots	Inspection of equipment and site by Contractor and Project Manger
4) Presence of pedestrians	Serious or even fatal injury to pedestrians from falling objects	All persons involved must wear 'High-Viz' Jackets; area working upon to be cordoned off; day-light working only. Required Wearing of Safety Helmets on site.	Inspection of site prior to Commencement of work by contractor and Project Manager

Planters in Town Car Park –General site risk assessment

Introduction

Brixham Future CIC has a comprehensive Health & Safety Policy and procedures including the requirement to conduct risk assessments on relevant activities. This will be used to help manage the health and safety for the project.

The project manager for Brixham Future CIC has carried out a general risk assessment. This will be used to help manage the health and safety for the project. It is anticipated that the work will be undertaken in 2 phases namely the placement and filling of Planters on site and then the `bedding` of foliage. This risk assessment shows the kind of approach we take using risk assessments as a guide to think through some of the hazards in our projects and the steps needed to control the risks.

Background

The Planters project is due to start in Feb 2018. It is anticipated that the first phase will be undertaken by the `Community Payback` scheme utilizing their paid Supervisor on site. The project manager will check the plan and liaise with Supervisor. One issue to be considered will be the sequencing and logistics of the work, alongside that of other requirements, to ensure safe access and working arrangements for all.

The fact that the area is in general usage as a Car Park adds an additional consideration as to the movement of traffic during installation. Our general risk assessment did cover all the expected risks and that therefore no additional paperwork was needed. To produce our general risk assessment, the Project Manager followed the guidance in *Five steps to risk assessment* (www.hse.gov.uk/pubns/indg163.pdf).

We have taken account of the provisions of the H&S at work Act 1974 and subsequent regulations. We expect our contractors to conform to these requirements. We particularly expect conformity to `Workplace (Health, Safety & Welfare) Regs 1992`; ``PPE Regs (1992)``; ``PWE Regs 1998``; ``CDM 2007``; ``CMCHA 2007``.

1) To identify the hazards the Project Manager:

- used training and experience of similar work;
- took into account the rules of most construction sites;
- looked at HSE's website for free health and safety advice and guidance.

2) The Project Manager has recorded potential harm by the work hazards as below.

3) The Project Manager considered the risks of each hazard and decided what was needed to control risks as detailed below.

4) The Project Manager will discuss the findings with the relevant parties.

This risk assessment will be put into practice, recording responsible for doing what, and by when. When each action is completed, it will be ticked off.

5) The Project Manager will inform Brixham Future CIC Board about the risk assessment.

The risks identified are common to most similar jobs. The control measures identified would be put into place for this project. As an extra safeguard the Project Manager will be on site for the duration.

6) The Project Manager also notes that particular risks arise from traffic entering/leaving Car Park and that extra risk controls might be needed due to the confined space which would be discussed with the Contractor/Parties.

This would be considered during site visits before each job started, and all parties are to be made aware of any additional risks and what needs to be done to control those risks.

The Project Manager for this project, John Brennan holds the Institute of Occupational Safety and Health qualification (ITOSH) gained by training and public examination.

We will have our own Public Liability Insurance in place for £5M as agreed at the last Board.

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary?
1) Manual Handling on set –up of site; working time	Operatives from lifting and handling containers/soil	Appoint competent contractor `community Payback`	Inspection on site to ensure conformity by Project Manager
2) Workplace equipment	Barrows to transport soil from `dumpy bags` to Planters	competent operator	Inspection on site by Project Manager to ensure conformity
3) Slips and trips	Sprains /fractures from spills or discarded objects	Tidy site, safety boots	Inspection of equipment and site by Contractor and Project Manger
4) Movement of traffic in Car Park area during operation	Serious or even fatal injury to people working	Areas of work clearly marked out Wearing of Safety Helmet s /High Viz equipment	Inspection of site prior to Commencement of work by contractor and Project Manager