

The eighth meeting of Brixham Future CIC will be held on **WEDS 8th November 2017** at 7.00 pm in `The old Coaching Inn` Fore Street, Brixham. It will be followed by the 1ST Annual General Meeting at 8pm.

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

7.00pm	1) Introductions & apologies	All
7.05pm	2) Declaration of Interests 3) Minutes of last meeting 27 th Sept 2017 (attached) 4) Actions from last Board meeting not on Agenda	Chair -RMS
7.10pm	5) Annual General Meeting & Accounts (attached)	Chair-RMS Treasurer-Frances Robinson Secretary-Keith Dodd
7.20pm	6) Insurance Cover (attached)	
7.30pm	7) Christmas social –Volunteer to organise	All
7.40pm	8) AOB	
8.00pm	9) AGM	

Further Board Dates for diaries2017 @ 730pm
WEDS 6TH DEC 2017

Please note: John Brennan`s new email Johnjosephmbrennan@hotmail.co.uk

Please note: John Brennan in Tenerife 27th Nov-15th Dec & misses next Board.

AGENDA ITEM 2

The minutes of the 7th Brixham Future CIC Board held on WEDS 27th Sept 30th 2017 at 730 pm @ `The Old Coaching Inn` -61 Fore Street, Brixham.

Present: Chair - Frances Robinson (FR)

Board - John Brennan (JB), Keith Dodd (KD),

Co-Opted Members - Cllr. Jill Regan (JRe), John Rudden (JRu), Cllr. Paul Addison (PA).

Apologies: Nigel Wood (NW), Richard Murray –Smith (RMS), and Cllr. Ian Carr (IG)

Guest: Sally Lord (SL) –Brixham community Partnership

Governance

1) Introductions & apologies

Welcome & introductions made with apologies from above. Quorate confirmed.

2) Minutes of last meeting Weds 30th Aug 2017 in the Town Hall

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.

4) Declaration of Interests

None

5) Resignation from Board

Members discussed reason for Mick Roseblade resignation. Members thanked him for his contribution and wished him well in future endeavours. The Chair would express our thanks.

6) Project verbal updates

Breakwater lighting

KD reported some progress had been made with response from Brixham Marina. They were looking to install solar panels which we hoped would provide source for Breakwater lighting.

Churchill Memorial Gardens WW2-D-Day celebration 2019

JR reported that he, Cllr. Paul Addison (acting as President of Royal British Legion), Sasha Rakonersty <srakoners@gmail.com> (representing Brixham Museum) and John Brennan had met with Alexis Moran from Planning Dept and Hal Bishop from Heritage at Torbay Council that afternoon.

We had a positive conversation on requirements to progress project. They suggested we had several Information Boards attached to wall rather than one large one. A number of other improvements were also suggested to the site to make safer and more attractive to viewers. The Board requirements would be `worked –up` and circulated.

Board also discussed the possible `add-ons` from the event as a celebration in Brixham as `The Town that Liberated Europe` subject to more research being conducted.

Action- Working Group consisting of above 4 members to progress and report back to next Board.

7) Brixham Neighbourhood Plan

Board debated the latest position on above including the extension of 5 years to the Neighbourhood Forum by the Town Council. The need to create greater co-operation and joined up thinking was identified.

Action-FR to liaise with Ian Carr.

8) Section 106

Board still lack clarity on how matters to be progressed via Town Council to ensure our projects are in receipt of funding. Library staff still looking at projects for the Library funding. We will be advised once that work is finished.

Action-FR to liaise with Ian Carr.

9) New Volunteer Posts

JB informed Board posts out to advert via TCDT.

10) Awards for All Bid-Greening the Car Park & wall murals

The AFA is one of the easiest £10k `bids` for projects independently or via other organisations whilst open. Above proposal `mixes` 2 projects that are ready to go.

John had had email response from Town Clerk. BTC agree in principle to the Car Park Planters but:

- a) Do not Insure Community Groups (we did not ask them to but to insure Planters once established via Torbay Council). Brixham Future would arrange own public Indemnity Insurance when `active`.
- b) Wish us to confirm liaison with `Pride in Brixham` and Middle Street Traders (which we have)
- c) Not prepared to task the Lengthman to water (we have made alternative arrangements)

Whilst we still await confirmation from Torbay Council (we have to go via Town Council) Board felt we should amend application slightly to `redundant spaces` and submit.

Action - `Awards for All Bid` to be submitted.

Meeting Action List

- 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) Current Projects –All lead members to progress
- 5) Volunteer Director, Co-ordinator, Admin officer and Fundraiser post progressed-**Done**
- 6) Frances Robinson and Ian Carr with further responses to Neighbourhood Plan & Section 106.

Proposed Meetings dates for diaries 2017 @ 730pm `The Old Coaching Inn`

WEDS 8TH NOV & AGM 2017

WEDS 13TH DEC 2017

Meeting closed at 9pm.

TOTAL MEETING TIME

(1 hour- 30 Mins)

AGENDA ITEM 6

Insurance cover for Brixham Future CIC

Members will be aware for the need to ensure we have adequate insurance prior to commencing any activities `on the ground`. The main areas we need to cover are Public Liability and Employers liability (also covering volunteers). At present we have no offices or buildings to cover.

We have therefore scanned the market and detailed below 4 quotes tailored to our current needs.

1) Access Insurance

Public & Products Liability at £5 M (including libel and slander cover at £10,000)

Employers Liability at £10M

Trustees Indemnity at £100,000

Total cost £290

2) Cornish Mutual

Public Liability £2M

Employers Liability £10M

Commercial legal expenses £100,000

Total cost £347

3) Zurich Insurance

Public Liability £5M

Director`s & Officers cover £1M

Total cost £100

4) Policy Bee

Public & Product Liability £5M

Employers Liability £10M

Trustee/Directors £250K

Total cost £144

Recommendation

It is considered that Zurich Insurance offer the best option: they are well known in the voluntary sector; they offer free courses/advice; public liability also covers volunteers; free admin changes and Directors cover is £1M. Further details from Zurich Insurance:

The proposal is attached, it includes everything you need to know about the cover and service. Please do read it carefully. Our quote reference is: **45500167**. If Board member has any questions, please email

enquiries@zurichtogether.co.uk or call on 0800 917 9420.

AGENDA ITEM 8

The first annual General Meeting of Brixham Future CIC will be held on the 8th November 2017 at 730pm in the `Old Coaching Inn` at 61 Fore Street –Brixham

Agenda

1) Introductions & welcome

2) Chairs report for the Year

3) Company Secretary`s report for the year

4) Treasurers report & Accounts

Questions

Guest Speakers: To be confirmed

Social networking opportunity

Drinks available (at own expense).

Directors Report

In our first year of operation it gives me great please to present the Board`s report.

Brixham Future was originally a working party of Brixham Town Council. It was transformed into a Company registered at Companies House (Company Number 104652203) on 7th November 2016. Our new organisation was officially launched on 3rd Feb- Brixham Yacht club with over 100 people attending. **We** are grateful to everyone who participated.

Our new Board now consists of 10 Directors including 3 co-opted Brixham Town Councillors. The details of the skills and experience they bring are on the new website www.brixhamfuture.co.uk.

The Board posts of Chair, Secretary and Treasurer went out to external advert in `The Signal` (distributed to every household in Brixham). Subsequently the Board filled the vacancies from existing Directors. We currently have no staff and all our progress to date has been as a result of volunteer action. We are a signatory to the `Torbay Volunteer Charter` which promotes positive volunteer experiences.

We are committed to open, transparent governance which maintains the highest of standards. The Board has approved documents including constitution; standing orders; financial policies and regulations; equality and diversity, health & safety, safeguarding, risk management and a wide range of other policies expected of a well governed organisation. These policies and procedures are detailed in staff manual, volunteer`s manual and operational manual. The Board has an established Business Plan and conducted a Strategy Away day during the year. The Board holds bi-monthly Board meeting with our minutes published on the website.

We continue to recruit new Supporters. We currently have 40 Members. We continuously seek any opportunity to recruit people who could help Brixham Future CIC in a wide range of ways utilising the varied backgrounds and expertise. We would ask that everyone assist with contacts among family, friends, colleagues and circles of influence.

We seek to be inclusive and invited all local Community groups to our launch. We arranged to meet with local stakeholders to persuade to become Member organisations. We have conducted 2 Charity Fairs for local groups on Saturday's 8th & 29th July and raised almost £2,000 for local organisations.

We have established a positive working relationship with Brixham Town Council detailed in a `Memorandum of Understanding` officially signed at our launch. We are grateful to both BTC Councillors and Officers for their support and assistance.

We have engaged with the current Torbay Mayor Gordon Oliver on a range of issues which directly impact upon Brixham. We hope to establish a positive constructive relationship with all Torbay lead Councillors over the following years.

We have benefited from a presentation from the Torbay Development Agency Enterprise Manger Carl Wyard. We can look forward to working our key contacts on Town Centre issues.

We have established a positive working relationship with South Devon College. We met with met the CEO and his management team at on 27th April alongside the Chair of Brixham Town Council, Rosemary Clarke. We also met with the Head of Construction services and discussed a range of issues including developing ties around new `Community projects`.

We submitted a comprehensive response to the Consultation on the Draft `Brixham Peninsula Neighbourhood Plan`. We also assisted the Town Council on following up funding for Section 106 monies. We express particular gratitude to Frances Robinson for her expertise in this area. We also thank Cllr. Giles and Cllr. Carr for their time in formulating our response.

We have sought to work closely with other community groups. The Chair of Brixham Community Partnership Sally Lord addressed a Board meeting and has been a subsequent Board guest contributing to our discussions. We had a presentation from Cllr. Victoria Campbell from Torbay Community Development Trust who is employed as a `Community Builder`. We look forward to working with these and other key contacts.

We are currently working on a number of projects which we believe will bring tangible benefits to Brixham. These are at an early stage. The Board continues

to seek an experienced fundraiser to write funding bids. We are grateful to the Town Council for the `start-up` funding of £2,000 currently deposited in our Co-operative Bank account.

We have become Members of the Torbay Lottery and we would encourage all our supporters to join as we benefit by fifty pence for every pound spent which identifies us as the preferred beneficiary.

Statement Community Interest

We are obliged as Community Interest Company to make an annual statement:

1) How the company's activities have benefited the community.

The Board believes our effort assists the economic and social regeneration of our peninsula. We seek to protect our cherished heritage and maintain our community's vibrancy.

2) What steps were taken to consult stakeholders and what was the outcome.

The establishment of the new organisation arose from a community Conference `What next for Brixham?`. Our subsequent Business Plan was subject to public consultation as are individual projects.

3) What payments were made to Director`s.

We can confirm that no payments were made to Directors.

4) What assets were transferred other than for full consideration.

We can confirm that no assets have been transferred. We have in place an `Asset Lock`.

5) What dividends were paid and what performance-related interest was paid on loans or debentures.

We can confirm that none of the above was paid.

We now look forward to the year ahead as we progress our projects to deliver positive benefits for the people of the Brixham Peninsula.

Richard Murray Smith
Chair -On behalf of Brixham Future CIC Board.

Company Secretary Report for the Year

We are registered as a Community Interest Company from 7th November 2016 the company number is 10465203. We are not for profit. The Registered Company address is 37 Summer Lane, Brixham, Devon, TQ5 0DL.

We have opened a community Direct Plus Account bank Account with CO-OP with zero charges. We have also selected an appropriate Insurer Zurich who is well known in the Community and Voluntary sector.

We have 6 Directors

Keith Dodd-Our Secretary
Richard Murray Smith –Our Chair
Frances Robinson-Our Treasurer
Nigel Wood-Board Member
John Brennan-Board Member
Martyn Green –Board Member

We have 4 Co-opted

John Rudden
Cllr. Jill Regan
Cllr. Ian Carr
Cllr. Paul Addison (who replaced Cllr. David Giles)

One Director Mike Roseblade resigned during the year on 27th September 2017. We therefore have 2 Vacancies and will look to recruit in the New Year.

We thank both Cllr. Giles and Mick Roseblade for their services particularly during the period when we transformed from a Brixham Town Council working Group to an Independent organisation.

The Board has held 7 meetings during the year and the minutes of these meetings are available on our website. We often have guest speakers and visitors from other organisations. We express our thanks to Martyn Green and Nigel Wood for their efforts in establishing and maintaining our website.

Keith Dodd –Company Sec
Nov 2017

Treasurer`s report for the year

As a new start up we have been dependent upon the generosity of others in this period of our development.

Our Accounts show we have received £2,000 grant from Brixham Town Council. We thank the Town Council and look forward to working with them for the benefit of Brixham on a range of future projects.

We have also joined the Torbay lottery. This gives us limited income at present. We can benefit directly with 50 pence from every pound spend which identifies our specific cause. We would encourage everyone to take a sensible `flutter` and details are on your seats. You may also win the top prize of £25,000. We can confirm that already one of our Board has had a `winnings`!

We also held a `charity fair` on 2 Saturdays during the year which proved successful –even if the second day was `rained on`. This raised circa £2,000 for local Brixham Groups –but we ourselves only benefit by £100 as shown in the Accounts.

We have also acquired a number of assets with an estimated value of £2,000.

We have incurred no expenditure during the year.

As a small organisation we do not require an audited set of accounts. We have however employed Revell Accountants to produce a set and ensure we are financially open and transparent.

In the year ahead we will now be focusing on developing new projects and seeking funding to ensure we become a successful organisation.

We are happy to answer any queries.

Frances Robinson
Treasurer
Nov 2017