

MARSH AND MICKLEFIELD BIG LOCAL  
MINUTES IF TEAM MEETING  
HELD ON 3<sup>RD</sup> FEBRUARY 2020

**Our Values: Responsive – Proactive – Organised – Involved – Responsible – Communicative –  
Ambassadors**

1	<p><b>Welcome / Apologies for absence</b></p> <p>Present: Madeleine Howe (chair), Eric Meek, Nabeela Rana, Also present: Helen Garforth, Lisa Meeney (Skype) John Shaw and Carol Rickwood (taking minutes).</p> <p>Apologies: Andrea Baughan, Matt Knight Not in attendance: Riaz Ahmed</p>
2	<p><b>Notes of previous meeting</b> Any comments? None</p>
3	<p><b>Updates from Team Members</b></p> <p>a) All team members to update</p> <p>Eric Meek confirmed Nasreela now has her DBS certificate. Eric also mentioned that he had been through the insurance queries and highlighted the following:</p> <ul style="list-style-type: none"><li>• Vulnerable adults’ policy – need for insurance? After some discussion John Shaw said he would check if cover is included in the Chiltern Rangers insurance. M+M need to check terminology about mental and physical health in M+M insurance.</li><li>• There also appeared to be no insurance cover for contact sport i,e, rugby, football. Discussion followed around this area and various aspects of what should be covered or not such as FSB catering, if supplied by Man+M or others? There needed to be clarification as to what needed to be insured and it was agreed Lisa would meet with Eric to discuss.</li><li>• Eric asked if the partnership could agree to pay £45 for legal cover and as this was felt good value it was agreed to go ahead with this additional cover.</li></ul> <p>Action: To check insurance for vulnerable adults/staff. Who: John Shaw By: ASAP</p> <p>Action: To discuss what needs to be insured. Who: Lisa and Eric By: ASAP</p> <p><b>a) Chair and Vice Chair future plans</b></p> <p>Maddie announced she would be stepping down from Chair at the end of the planning phase in August as she wanted to be more involved in projects on the ground as a team member only. Maddie added how difficult she had found the role at times and felt that her position wasn’t always supported by the team as a whole. Maddie also mentioned that Matt would be stepping down from Vice Chair at the same time due to time constraints involving his new job and other local commitments.</p> <p>Discussions followed amongst those present as to ideas to recruit and encourage others to fill these two posts. Various suggestions were put forward such as looking at setting a new course and being</p>

	<p>part of the planning process to be carried out over the next 6 months. It was stressed that finding replacements should be done asap so as to get new people on board early in the planning process to observe and/or to co-chair while Maddie and Matt were still in their current roles.</p> <p>Other ideas and suggestions discussed were as follows:</p> <ul style="list-style-type: none"> <li>• What skills should be looked for? – Maddie could produce a list of what she has been doing as could Matt to identify what skills might be needed.</li> <li>• Could someone from outside the area take the role of Chair with no involvement in the team? The feeling was this might not be a good idea but it was mentioned that if this was decided a Vice chair ambassador would be essential.</li> </ul> <p>Helen extended her thanks to Maddie for advance notice.</p> <p>Action: To actively look and identify potential new people in and outside the community.  Who: All team members  By: ASAP</p> <p>Action: To outline role description  Who: All  By: Next meeting.</p>
4	<p><b>Project Development Manager's update</b>  See under specific Agenda item for comments and discussion.</p>
5	<p><b>LTO</b>  Chiltern Rangers – any updates  None</p>
6	<p><b>Feedback on Participatory Planning timeline and summary</b>  Lisa explained how this planning would work and time was spent discussing various ideas and questions raised as follows:</p> <p>Coaching training expensive.  Suggestion to get a comparison for using local providers.  Offer free coaching spaces to the community which could be an opportunity to get volunteers.  Broadly happy with proposal + finances, but local suppliers if possible.</p> <p>Comments and suggestions on community map: Would be a good aspect to the planning as it would mean something tangible at the end. Have an actual map as well as virtual, public display, mural pull-out in the Mayfly. Printing of postcards with the map (Wycombe Museum do this). Get Peter Cartwright on board. Memories from past years of the area and details of walks locally.</p> <p>Action: Arranging coaching training  Who: LM/Carol  By: 14 February</p> <p>Action: Work on interview questions half day.  Who: 2/3 team members, Lisa to facilitate  By: Next meeting</p> <p>Action: Public info and announcement (Mayfly / all comms)  Who: Lisa  By: Mid March</p>

7	<b>Lisa left the meeting</b>
8	<p><b>Funding</b> To decide using score sheet:</p> <p>Initial discussion and questions on using the score sheet were held before Funding decisions, as follows.</p> <p>Not enough time to properly study this before the meeting. Need to ensure aspects of the scoring fitted with the values and was fair and transparent. Having a process and sticking to it. Not a staff function. Having clear scoring questions. Partnership should decide on final score and be clearly communicated on website. As this was a working document further discussion needed around the above.</p> <p>Action: Consult on new scoring process Who: Maddie/Carol By: Next meeting</p> <p><b>Funding:</b> <b>Foodie Friday</b> It was agreed to fund 4 months' work in M+M and that the Foodie Friday continue as it has at WMC in the meantime. Further discussion on the extra £1,920.00 included in the new application for marketing it was agreed to ask for a breakdown of the marketing amount so it can be discussed further.</p> <p>Action: Once breakdown received to ask Partnership members to make a decision. Who: Partnership members By: Friday 14 February</p> <p><b>Chiltern Rangers</b> Agreed</p> <p><b>Moving on Theatre</b> No</p> <p><b>Chamalecon fitness container: Has further information been obtained, if so outcome?</b> Nothing to report.</p> <p>Action: Take no further action</p> <p><b>Micklefield Community Coaching:</b> Action – have DBS forms been received back from Nasreela? Eric confirmed they had. No update on Business Plan reported.</p> <p>Action: To analyse community vote cards and survey random sample. If satisfactory release grant. Who: LM By: Once above done</p>

**Community Fridge:**

Matt managed to get hold of Shanthi and it appears to be all systems go at the Elim Church in Buckingham Drive.

Comments made that it was a shame that the Community Centre couldn't be used and it was mentioned by Maddie that Matt had said the community centre was still not functioning in a way to meet the needs of the area.

A comment was made on the overall process of applications that it would be a good idea to put articles of these in the Mayfly as well as the website.

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**Decisions**

**1) Should we ask LT to move grant underspend from previous periods into this one to cover potential overspend?**

It was agreed to ask LT to allocate the £19,400 which includes the £10,000 Community Fridge Application (which is pending) to the Grant fund,  
Minutes need to be seen by LT.

Action: Contact LT and arrange

Name: LM

By: ASAP

**2) FSB to continue or not?**

Maddie stated that no one had completed the Doodle poll and unless there was commitment by the team the decision needs to be made whether to continue.

Discussion followed with suggestions on how this could be supported such as making it a winter event and other ideas to use new volunteers that join the team as well as a suggestion that the focus should be on community events and not this.

It was agreed to pause these events for the time being and to have further discussions as this could potentially be part of the 5-year plan as also suggested.

Action: Pause meetings for now but to discuss further and to consider whether to include in the planning process.

Name: All team members to discuss further

By: At next meeting.

**2) An informal offer had been made to Rebecca Bennett to take on the social media for MandM.**

Rebecca is considering the offer.

**Agreed**

**3) Two week extension of Comms Contract for Vicky Baptiste [REDACTED]. Approval required.**

Agreed.

**4) Please fill in your commitment with regards to 5 year plan activities on the document supplied.**

Eric and Nabeela completed, Riaz, Matt and Annie to do as not at meeting.

Actions: To complete and return to Carol

Who: Riaz, Matt and Annie

By: ASAP

10	<b>Items to be discussed at next meeting</b> None
11	<b>Date of next meeting: 9 March 2020</b> <b>Chair: MH</b>
12	<b>Meeting closed</b>