

Eastertown Evolution Community Interest Company

Minutes of inaugural director's committee meeting on Friday 24th November 2023

Present: Lynne Booth, Dr Peter Smith, Emma Grant

Apologies: Debbie Smith

Items discussed and action agreed:

1. Director's roles

- **Chair** – Lynne Booth and responsible for coordinating fund raising.
- **Secretary** – Emma Grant and responsible for links with Lympsham school and ensuring we comply with legal administrative requirements.
- **Marketing and PR** – Dr Peter Smith
- **Environmental lead** – Debbie Smith

We acknowledged that actions will be undertaken by all of us, but essential to embed effective communication to ensure our actions are coordinated.

2. Frequency of meetings

- Monthly, though we will hold a special meeting in two weeks to ratify the business plan and then meet with Matt Small and Geraldine Jones to confirm our engagement plan. Venue: Eastertown House **Action: Lynne to organise.**

3. Confirmation of steering group members and frequency of meetings

We are supported by a great team we have agreed to be on the steering group, they are:

- Patricia Brown – Dr Ann Codman's niece representing Anns wishes
- Helen Brown – Dr Ann Codman's niece representing Ann's wishes
- Colin Poole – archaeological and historical knowledge
- Geraldine Jones – funding raising and engagement and consultation
- Victoria Daintree – providing links and partnership working with The Parish of the Three Saints
- Matt Small – UWE student studying architecture and leading engagement and consultation and presentation of the results in the form of a visual tour of the proposed development
- Representatives of the focus groups at the steering group meeting after the focus group meetings.

Frequency of steering group meetings – to be confirmed with members of the steering group.

Action: Lynne to arrange first steering group meeting in two weeks, location the Pavilion.

4. Update on Community Interest Company (CIC) registration

We became a Community Interest Company without share capital on 3rd November 2023. Company number 15260142

Lynne has documents to change name of our group to a CIC and change signatories for our Treasurers account with Lloyd's bank. (Lynne Booth, existing, Peter Smith, (new) and Emma Grant (new)

Action:

- **All to ensure CIC registration number is on all documentation and information leaflets.**
- **Lynne to complete the form for the bank, Peter and Emma to sign.**

5. Business plan

To read and ratify at our meeting in 2 weeks

6. Funding applications

Our application to the Community Ownership Fund has passed the latest stage and has now gone for ministerial review. We should know the outcome by the end of December. If we aren't successful this time, they will let us know why and we can submit again.

Need to continue to fund raise, Lynne has a long list of possible funding.

Action: Lynne to submit funding applications, especially for the purchase of the land.

7. Engagement strategy

Due to the time of year and people being busy with Christmas or going away to hold focus groups in January. Teddy has done a presentation at Lympsham school and is busy getting names of children in Eastertown who might like to attend a specific focus group to tell us how they would like to see the field developed.

Action:

- **Emma to ask the head teacher if the children's focus group could be facilitated at the school during January**
- **Lynne to draft an outline of our engagement action plan and organise a meeting within 2 weeks with Matt Small and Geraldine Jones to review and sign it off and then implement.**

8. Update from Parish Council meeting

Lynne and Peter attended the Parish Council meeting on Monday 20th November to seek clarification of their support of our proposed project, given in July we received confirmation of their full support in principle, wished us well and asked to be kept updated on our fundraising efforts. Then a change of heart when they were updated and had two Eastertown residents attended the Parish Council meeting on 16th October raising objections. This resulted in Lynne being sent an email with an extract from the parish council's minutes as follows:

'The Clerk was asked to put the item on the next Agenda of the Meeting of the Parish Council on 20th November 2023 and to email the Chairman of the Committee to ask that the Parish Council receive Minutes of the meetings of this Committee to date, and that, with due diligence, the Parish Council asks that its Name is not put to any further documentation without permission.'

Peter summarised our query about the Parish Council's support, Lynne clarified there was some mis-representation about people who were on the steering group alleging they weren't – one texted to say he didn't want to be on it and was hence removed, the other was a vague agreement but understood to be an agreement none the less. Both have been removed and Lynne apologised to the one with the vague arrangement for this misunderstanding.

The outcome of the discussion is as follows in the draft minutes of that meeting:

'LPC69/23 There was a brief discussion on the Eastertown Common project and it was decided that, in view of conflicting views from residents, further information was needed from a public consultation process before a decision on Parish Council support could be made.'

Action: Lynne to send copies of the minutes of our committee meeting, once ratified. NB Minutes will also be posted on our website once its developed.

9. Update on links with other organisations

Lynne and Peter met with Vanessa Becker-Hughes of Green Wedmore. Lynne has existing links with Green Wedmore and they have presented their projects to the Lympsham Parish Council in the past. Great developments in Wedmore that we can learn from and Vanessa was very inspirational and encouraging.

We have been invited to attend their next meeting on Thursday 30th November 2023 at 19.30hrs at the Bluebird Café, Wedmore. We have been given a 5-minute slot to introduce our project. Will be brilliant for networking.

Peter had a spontaneous discussion with a man from Yatton and learnt that they are embarking on a similar project.

There are lots of existing contacts from our developments during lock-down and new ones developing.

Action: Lynne, Peter and Emma to attend Green Wedmore's meeting on the 30th November.

Peter to follow up his link with Yatton and arrange a visit for us

Lynne to create a record of existing contacts and links that we can regularly review and update

Date of next meeting:

Wednesday 6th December 7pm at Eastertown House

(to include a special meeting to ratify engagement plan)