

**Minutes of Radstock and Westfield Big Local CIC Meeting 12<sup>th</sup> November 2018**

9.30 – 11.30am – Carers’ Centre, 1 Riverside Cottages, Radstock

**Present:** Marlene Morley, Sarah Westell, Rob Wicke, Robin Moss, Ron Hopkins , Julian Mellor – via skype

- **Apologies:**
- **Chair:** Robin Moss
- **Note taker:** Angie Seaman-Moss

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| Welcome and meeting opened.  |                    |                    |
| <b>1. Declarations of interest</b>   |                    |                    |
| There were no declarations of interest.  |                    |                    |
|  | <b>Person</b>      | <b>Action Date</b> |
| <b>2. Approval of previous minutes</b>   |                    |                    |
| Minutes from meeting 8.10.18 were approved.  |                    |                    |
| <b>3. Actions from previous minutes</b>  |                    |                    |
| <b>3.1 – Arrange meeting with Hope House:</b> No further progress has been made with this item at present.   | <b>SW</b>          | <b>10/12/18</b>    |
| <b>3.2- Arrange Business Plan:</b> SW has made contact with Dan Shreeve as a possible source of help to formulate a business plan for the community kitchen. RM recommended viewing previous work and requesting an estimate for costs. SW pointed out there is no money allocated in plan 2 for this consultancy, but this will be looked into further. Further discussion took place re: timetabling plan by Hope House.<br><b>Action- RM &amp; SW-</b> to contact Hope House and GVA for further information. | <b>RM &amp; SW</b> | <b>ASAP</b>        |
| <b>3.3 – Complete Bank Account Form:</b> RH, RM & MM – Need to complete this action.   | <b>RH, RM, MM</b>  | <b>ASAP URGENT</b> |
| <b>3.4- Requirement to have finance director:</b> No specific requirement but good practice. Janine Woodward-Grant from Carers’ Centre is willing to be invited to take this role.<br><b>ACTION:</b> Meet with JWG to discuss further.   | <b>RW, SW</b>      | <b>10.12.18</b>    |
| <b>3.5 – Generate to do list for employment.</b> Done  |                    |                    |

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| <p><b>3.6- Offer date for when CIC becomes employer.</b> Done. See section 5.</p> <p><b>5.1- Investigate costs of payroll:</b> Done. See section 5.</p> <p><b>7.1- Get more people involved in partnership:</b> A meet and mingle session is being held on Wed 14<sup>th</sup> Nov 10.30am</p> <p><b>7.2 JM to give practical examples of how other Big Local's get more people involved in partnership:</b> Still to be completed.</p> <p><b>7.3 JM to set up visit to Whitleigh partnership meeting:</b> 14<sup>th</sup> January is the best date to visit/attend Whitleigh partnership meeting. There is an upcoming open day for South West Groups, but this would not give an opportunity to view a partnership meeting.</p> <p><b>ACTION:</b> all to work out if they can attend.</p> | <p><b>JM</b></p> <p><b>All</b></p>                 | <p><b>10.12.18</b></p> <p><b>10.12.18</b></p>                    |
| <p><b>4. Bank Account for CIC</b></p>   |  |  |
| <p>All have been informed that document needs to be read and signed as soon as possible.</p> <p><b>RW to provide necessary documents, and chase this up.</b></p>  | <p><b>RM, RH, MM</b></p>                           | <p><b>ASAP</b></p>   |
| <p><b>5. Employment</b></p>   |  |  |
| <p>Discussion took place re: employment contracts and processes. Agreed use Waldon for payroll and pension.</p> <p><b>RW</b> – Contact Waldon to set up with potential employment by 1<sup>st</sup> January 2019</p> <p><b>RW</b> – Ensure contracts are fixed term, tied to agreed funding streams, and with rolling benefits included. Local Trust to be informed.</p> <p><b>JM</b> – to establish final confirmation with LT that they honour the completion of contract payment.</p>  | <p><b>RW</b></p> <p><b>RW</b></p> <p><b>JM</b></p> | <p><b>10.12.18</b></p> <p><b>10.12.18</b></p> <p><b>ASAP</b></p> |
| <p><b>6. Policies and Procedures</b></p>  |  |  |
| <p>Agreed that made that policies and procedures that are already in place for the building are followed.</p> <p><b>MM-</b> Volunteered to be responsible for ensuring that policies and procedures are understood and adhered to. <b>RW</b> will arrange a date to meet with MM.</p>   | <p><b>MM, RW</b></p>                               | <p><b>10.12.18</b></p>   |
| <p><b>7 CIC and partnership documentation</b></p>   |  |  |
| <p>A lengthy discussion took place.</p> <p><b>SW</b> - To amend registration with Companies House, to a smaller/limited organisation/CIC.</p> <p><b>All</b> – Ensure a cheque is provided for the Companies House fees on the 11<sup>th</sup> December 2018. This may fall in the interim changeover period, options were discussed.</p>  | <p><b>SW</b></p> <p><b>All</b></p>                 | <p><b>11.12.18</b></p> <p><b>11.12.18</b></p>                    |
| <p><b>8 Meet and Mingle Partnership meeting.</b></p>  |  |  |
| <p>This was set up to inspire and engage with attendees and encourage</p>   |  |  |

