





Minutes of Radstock and Westfield Big Local CIC Meeting 18th January 2019

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

Ron Hopkins, Julian Mellor, Marlene Morley, Sarah Westell, Rob Wicke, Robin Moss, Janine Woodward-Grant.

- **Present:** Marlene Morley, Rob Wicke, Ron Hopkins, Julian Mellor – via skype
- **Apologies:** Robin Moss, Sarah Westell, Janine Woodward-Grant
- **Chair:** Marlene Morley
- **Note taker:** Angie Seaman-Moss

Welcome and meeting opened.		
2. Declarations of interest		
There were no declarations of interest.		
	Person	Action Date
3. Approval of previous minutes		
Minutes from meeting 12.11.18 were approved. It is noted that the date for Dragon's Den has been amended to 5th April 2019 and the April CIC meeting will be on 12th April.		
4. Actions from previous minutes		
<p>3.1 & 3.2- These items related to Hope House continue.</p> <p>3.3 –&4.1 few final tasks to complete.</p> <p>3.4- & 9.2 completed</p> <p>3.5 – JM reported on his research into other Big Local organisation. There has been some difficulties in finding examples requested, but will continue to contact other reps. JM gave some examples of different meeting formats within other big Locals.</p> <p>3.6- It was not possible for a representative from R&W Big Local to attend Whitleigh meeting.</p> <p>5.1 & 5.2 completed</p> <p>5.3 completed</p> <p>6.1 RW & MM met re: fire and H&S and will meet again to look at other policies and procedures. New smoke detector is now installed.</p> <p>7.1- SW has delayed this to include JWG.</p> <p>7.2 Completed</p> <p>9.1 Completed</p>		
5. Finances and 6 Bank account		
RW gave information on transfer of funds from WPC to new LT and new bank account.		

7. Employment		
HMRC form has been completed and sent. We are awaiting a PAYE number. Employment contracts have been prepared and are ready for signature.		
8. Community Kitchen		
Discussion took place with details of community kitchen which is progressing to plan. Consultant will report his progress to SW. Agreed that RM, RH and MM will support SW monitoring progress of the plan.	RM, MM, SW, RW	
9 Board Strategy Day		
RW requested a meeting asap and suggested prioritising which strands to discuss first. A request was made for a list of all strands that need to be actioned/discussed, RW will provide this. Action: MM summarised action Set out priorities and plan work according to urgencies and need. Circulate strands to CIC board. JM suggested re-looking/reviewing plan 2 to ensure contents of plan 2 is still appropriate.	RW	
10 AOB		
Partnership meet and mingle - RW reported the feedback from the partnership meet and mingle meeting.		
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid #ccc; padding: 10px; width: 45%;"> <p>1. Do you agree that the budget set for Plan2 can be adapted to ensure a professional business plan is established, to enable us to draw down funds for the community kitchen?</p>  <p>■ Yes ■ No ■ ■</p> </div> <div style="border: 1px solid #ccc; padding: 10px; width: 45%;"> <p>2. Do you agree that the budget for Plan2 be increased to included payment for professional Payroll?</p>  <p>■ Yes ■ No ■ ■</p> </div> </div> <p>Q2. One Partnership member has suggested we contact HMRC as they provide a free service for up to 4 staff members – believe we have gone too far with Waldron to change.</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid #ccc; padding: 10px; width: 45%;"> <p>3. Do you think Sugar Smart delivery was a good use of our time?</p>  <p>■ Yes ■ No ■ ■</p> </div> <div style="border: 1px solid #ccc; padding: 10px; width: 45%;"> <p>4. If this type of opportunity arose again should we get involved?</p>  <p>■ Yes ■ No ■ ■</p> </div> </div>		

5. Do you agree with the date, time and venue for 2019 Dragons' Den



■ Yes ■ No ■ Other

6. Do you agree that the current voting system should be used?

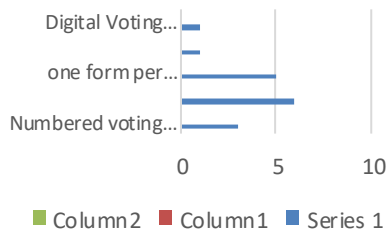


■ Yes ■ No ■ Other

Q5. It was brought to our attention that the suggested date was during the Easter Holidays and Prattens was already booked so new date of 5th April has been booked.

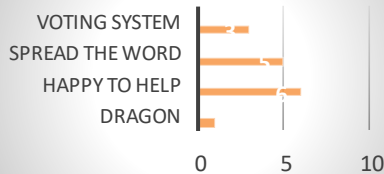
Q6. It was indicated that the current voting system was deemed to be a popularity contest – the more friends and family brought in support the higher the chance of a successful bid.

Do you have a better way to vote?



■ Column2 ■ Column1 ■ Series 1

8. Are you willing to support the Dragons' Den event?



■ Series 3 ■ Column1 ■ Partners

Dragon's Den – Date changed to 5th April 2019

The voting system needs to be looked at and managed more efficiently to avoid difficulties experienced from the last Dragon's Den event.

RW will send out a meeting notice to set up new voting.

JM suggested monitoring multiple projects by the same people and a discussion took place regarding this.

Local Trust events:

1. Social change and campaigning 27th – 28th Feb – London
2. Making Projects happen 25th -26th Feb – London
3. Big Local Connects 13th – 14th September – Nottingham
4. South west learning group 9th March – Exeter
5. Our Big Story 21st-22nd June – Birmingham

JM will email details of South west net work meeting.

JM suggested someone attend to 'making projects happen' training.

Revised Rep support:

JM reported the changes to reps and requirements and role of the

RW

JM

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rep.		
Dates for the diary:		
Change to Dragons' Den date – to 5th April 4pm-6pm		
CIC board meetings: Carers Centre, 9.30am – 11.30am: 2019 – Fridays - 15 th Feb, 15 th March, 12 th April, 17 th May, 21 st June, 19 th July		
Partnership meet and mingle meetings 13 th March, 8 th May 10.30 – 11.30		
Meeting closed at 11.00am		