

Minutes of Radstock and Westfield Big Local CIC Meeting 15th February 2019

10.00am – 12.00 – Swallows meeting room

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

- **Present:** Marlene Morley, Julian Mellor, Sarah Westell, Janine Woodward-Grant, Robin Moss
- **Apologies:** Ron Hopkins, Rob Wicke
- **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 18.1.19 were approved.		
4. Actions from previous minutes		
<p>3.1 & 3.2- These items related to Hope House continue. SW will set up a meeting when there are updates to have from Hope House.</p> <p>3.3 There are a few final tasks to complete.</p> <p>3.4- In progress – SW is in contact with Companies House and reported that more detail and information is needed. Further discussion took place regarding possible additional directors, dynamics, pros and cons.</p> <p>8.1- Will be discussed in detail later in the meeting.</p> <p>9.1- Item complete.</p> <p>10.1 – Meeting took place and voting system discussed which included several options (on line, paper) also minimum age for voting.</p> <p>10.2- Complete.</p>		
5. Finance Report		
<p>Financial report and spending discussed in detail.</p> <p>MM will contact BANES Youth councillor to discuss youth spending.</p> <p>MM will liaise with RM.</p> <p>JM discussed that Big Locals are at peak spending now and need to show spending to the end of the project.</p> <p>Youth services – Big Local are looking at additional Youth Services that may be needed in the community. Will also investigate self employed contracts to out source youth work.</p>	MM	

6. Community Kitchen		
<p>Report from Dan Shreeve (consultant) was read and discussed in detail.</p> <p>Other community providers were contacted.</p> <p>Detailed discussion took place regarding running the community kitchen and a possible leader needed to take the kitchen forward and engage participants.</p> <p>Themed cooking events discussed and JWG gave details about the Food for Thought Project, which is part of the Bath Mind project to support mental health and loneliness through events such as cook and eat a meal together.</p> <p>Awaiting timescale for residents survey.</p>		
7. AOB		
<p>Dragon's Den – Swallows have quoted for providing buffet food. SW will liaise to finalise requirements.</p> <p>Beverages to be bought by individuals from the bar in Prattens.</p> <p>Local Trust Events – JM provided leaflets for upcoming events. Please let RW or SW know if you are interested/able to attend any of the other events. See list in Dates for Diary.</p> <p>Obesity Trailblazing – We will be working with BANES on Obesity Project (Childhood Obesity Trailblazer) SW will be meeting with BANES. JWG Discussed the use of digital technology and how this could be used and included within this area.</p> <p>R&W Big Local have offered:</p> <ul style="list-style-type: none"> • Knowledge of area consultation • Communications • Links with community organisations and local residents. <p>Tax Returns – Payroll provider have quoted to do tax return. It was agreed to take this forward.</p> <p>SW + RW to contact Waldron to do the tax return.</p> <p>SW to ensure CIC is registered as 'charitable like organisation' with HMRC.</p> <p>Carers Centre branding/logo. This needs to be added to website and other partnership documents. The term 'Big Lottery' also needs to be changed to correct wording.</p> <p>Ongoing/recurring payments – It was suggested these are identified, discussed and approved as ongoing direct debits and payments for the year and reviewed once a year and re-approved.</p> <p>SW MM JWG to organise payment and authorisation system.</p>	<p>All</p> <p>SW RW</p> <p>SW</p> <p>RW</p> <p>SW MM JWG</p>	<p>ASAP</p>

Dates for the diary:		
<p>CIC board meetings: 1 Riverside Cottages, Radstock, 9.30am – 11.30am: 2019 – Fridays - 15th March, 12th April, 17th May, 21st June, 19th July</p> <p>Partnership meet and mingle meetings: 1 Riverside Cottages, Radstock, 10.30 – 11.30am 13th March, 8th May</p> <p>Dragon’s Den - Prattens - Friday 5th April 4 – 6pm</p> <p><u>Local Trust events:</u></p> <ol style="list-style-type: none"> 1. Social change and campaigning 27th – 28th Feb – London 2. Making Projects happen 25th -26th Feb – London 3. South west learning group 9th March – Exeter 4. Our Big Story 21st-22nd June – Birmingham 5. Big Local Connects 13th – 14th September – Nottingham 		
Meeting closed at 11.15am		