

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

9.30 – 11.30am 1 Riverside Cottages, Radstock

- **Present:** Marlene Morley, Julian Mellor (via skype), Sarah Westell, Janine Woodward-Grant, Robin Moss, Ron Hopkins, Rob Wicke
- **Chair:** Robin Moss
- **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 15.2.19 were approved.		
4. Actions from previous minutes		
<p>4.1 Continues to be ON HOLD -Meeting with Hope House. Lengthy discussion re: progress of build and funding</p> <p>4.2 Bank Account approved.</p> <p>4.3 Work still to be done to update Companies House.</p> <p>4.4 Received an updated interim summary for community kitchen. SW went through key points of report, which will be circulated.</p> <p>5.1 In Progress</p> <p>Local Trust Events On going</p> <p>7.2 Tax Return - Requirements from Waldron will be circulated to directors for response. 11th September, accounts need to go to Companies House. In Summary: Paid for one off to Waldrons for first year and will review work done after this year.</p> <p>7.3 In Progress – CIC registration with companies house - RM & SW will complete this.</p> <p>7.4 – Carers centre logo now visible</p> <p>7.5 - In progress -Payment authorisation system</p>	<p>SW</p> <p>SW</p> <p>RM & SW</p>	
5. Finance Report		
<p>Agreeing Feb Plan 2 finance report</p> <p>JM – suggested an overview of total spend committed and uncommitted from the £1million for next partnership and CIC meeting. SW to prepare.</p> <p>Plan 1 final report agreed. Local trust have not responded to repayment arrangement request from Westfield Parish. JM will follow this up, as this must be repaid by 20th March.</p>	<p>SW</p> <p>JM</p>	<p>ASAP</p>

6. Community Kitchen		
Interim Report from Dan Shreeve received, but not in time for circulation before CIC meeting. This report was briefly discussed, and will be circulated to Directors for discussion at next meeting. SW will circulate.	SW	
7. Youth Services		
Letter to youth Connect south West Charity approved and sent. Verbally informed that blockages to creating independent youth services mutual resolved and awaiting confirmation. Letter to be sent to Tracy Pike – details of the letter discussed.		
8. AOB		
<p><u>Dragon’s Den</u> – 5 applications so far for the event.</p> <p><u>Local Trust Events</u> – MM attended SW learning event and reported, including: all big locals are finding it challenging to encourage members to the partnership. Investment in bricks and mortar as well as skills for the community, a detailed discussion followed. JM will send report with details from this event.</p> <p>Discussion regarding design package. Agreed: £50 spend on computer design package.</p> <p>See list in Dates for Diary for future training opportunities and events. New event added on 15th June – Lawrence Weston Bristol – Setting up a Community Hub meeting.</p> <p><u>Guidance on involvement of politicians.</u> – JM will distribute guidance.</p> <p><u>Partnership Decision Making Process</u> – discussion on minimum required to make decisions.</p> <p><u>Radstock and Westfield Big Local Areas Map</u> - RW reported that the map being used by Local Trust is incorrect. JM needs to take this up with the Local Trust to ensure and clarify the correct map is being used to show Radstock and Westfield Local authority ward map, that includes the whole of Westfield.</p> <p><u>Door Bell & Printer</u> – RW Requested the instalment of a door bell and new printer – This was agreed. It was agreed delegated Spending up to £100 per item and £300 per month.</p> <p><u>Bleacher seating</u> – SW - URGENT ACTION - SW reported that a report is needed to show the bleacher seating is an asset of the CIC. Recommended engagement of a solicitor to draw up a document</p>	<p>JM</p> <p>JM</p> <p>JM</p> <p>SW</p>	<p>URGENT</p>

needed, which includes ability to remove this asset if necessary.		
Dates for the diary:		
<p>CIC board meetings: 1 Riverside Cottages, Radstock, 9.30am – 11.30am: 2019 – Fridays - 12th April, 17th May, 21st June, 19th July</p> <p>Partnership meet and mingle meetings: 1 Riverside Cottages, Radstock, 10.30 – 11.30am 8th May</p> <p>Dragon’s Den - Prattens - Friday 5th April 4 – 6pm</p> <p><u>Local Trust events:</u> 1. Setting Up a Community Hub 15th June – Lawrence Weston, Bristol 2. Our Big Story 21st-22nd June – Birmingham 3. Big Local Connects 13th – 14th September – Nottingham</p>		
Meeting closed at 11.20am		