

Minutes of Radstock and Westfield Big Local CIC Meeting 16th Aug 2019

9.30 – 11.30am 1 Riverside Cottages, Radstock

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

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

1. Welcome and meeting opened.		
2. Declarations of interest		
RH as trustee of Youth Connect South West and Southside		
	Person	Action Date
3. Approval of previous minutes		
Minutes from meeting 19.7.19 were noted and approved pending change to JWG declaration of interest as being Carers Centre only.		
4. Actions from previous minutes (<i>italics = new comment</i>)		
<ul style="list-style-type: none"> • To do 4.1 RH to update companies house on change to small membership. <i>- RH reported that he is not qualified to answer this and his contact who is able to answer has been unavailable for contact for some time.</i> <i>- RW to find out what guidance CIC regulator gave to SW. If needed, to then contact regulator or CIC association for assistance. Potentially ask accountant / lawyer.</i> • To do 4.2 RM & SW to arrange a meeting to notify HMRC of being charitable-like. • In progress 4.3 JM to ensure map is corrected by Local Trust • In progress 4.4 SW to ensure bleacher seating becomes an asset of the CIC. <i>To be formalised by Partnership.</i> • Pending 4.5 JWG <i>Once asset of CIC, consult with Waldron Partnership re. depreciation and value of bleacher seating</i> • In progress 4.6 SW Set up online banking with zero spend <ul style="list-style-type: none"> • In progress 4.6.5 JWG <i>recommended CIC uses a professional finance package – Quickbooks – enabling the development of capacity in workforce. Agreed. To set up and provide support.</i> 	<p>RW</p> <p>RM SW</p> <p>JM</p> <p>SW</p> <p>JWG</p> <p>SW</p> <p>JWG RW</p> <p>SW</p>	

<ul style="list-style-type: none"> • In progress 4.7 RW Check job description for roles regarding managing finances – <i>With MM + SW ensure there are appropriate lines of responsibility for finance.</i> • To do 4.8 RM to meet with Radstock Town Council to discuss the community orchard <i>Further discussion took place, actioned to write to Council to ask how they are going to remedy the situation.</i> • Done 6.1 RM RW SW Contact Hope House to discuss R&W Big Local intentions. <i>Discussed in section 7</i> • 6.2 RM Attend RTC meeting where feedback r.e. Big Local Partnership takes place • Done 6.3 JWG RW SW Meet to generate a business plan for mixed space in healthy living centre • 8.1 RW SW Aug Journal page to be based on health and wellbeing – circulate to directors for approval • 8.2 RM write follow-up article for Journal r.e. health time-bomb 	<p>MM RW SW</p> <p>RM</p> <p>RM</p> <p>SW RW</p> <p>RM</p>	
<p>5. Finance Report</p>		
<p>JWG – Reported there is an underspend, although this could change by the end of Plan 2 if we invested fully in the Healthy Living Centre.</p> <p>RW – Reported that Waldron (accountants) have prepared the accounts and tax return. RH has looked approved and signed the relevant documents. RW to circulate the main account section to directors.</p> <p>JWG to organise the cheque to pay Companies House, RW to email a memo to JWG/Carers Centre to say this was approved at board meeting.</p>	<p>RW</p> <p>JWG RW</p>	
<p>6. Mixed use space</p>		
<p>JWG and RW have worked on a draft business plan. Both reported on the proposal from Hope House. It was agreed that the proposal was favourable, provided the agreement was set up appropriately (including purpose of space).</p> <p>JM advised on the business plan:</p> <ul style="list-style-type: none"> - Local Trust may ask what would Hope House do if Big Local didn't invest in the space, would they provide the space themselves. - Business plan needs to define who was saying what and where the responsibility lies. - Business plan should come from Hope House, a covering report should come from Big Local. <p>ACTION – RW JWG to meet with Hope House to develop business plan further.</p>	<p>JWG RW</p>	

7. Youth Services		
<p>RH expressed an interest and reiterated that he would withdraw from discussions and decisions on this matter.</p> <p>RW reported we await EOI to come in, deadline 5pm, 20th Sept. RW and SW will meet young people via local organisations to discuss merits of the received EOI that will help inform the directors in the selection process.</p> <p>ACTION RW to circulate a date for directors to meet (week after EOI deadline) to select the organisations to be invited to tender.</p>	RW	
<p>RW and JWG explained how the Learn to Lead process can work.</p> <p>ACTION RW to email directors with the Learn to Lead project proposal and estimate for decision on whether to go ahead with it by 23rd Aug.</p> <p>JM advised that this doesn't necessarily have to go out to tender – it depends on the LTO's guidelines.</p>	RW	
8. AOB		
<p>RW requested a 'standing desk' to help with his sciatica. All agreed purchase of raised desk for around £20. RW also to pursue a more substantial standing desk via the Access to Work programme, JWG will enquire if Carers Centre can assist.</p> <p>RW reported that the Big Local GDrive is almost at capacity. All agreed that we would purchase more space for £15.99 a year.</p> <p>Local trust events: details listed in diary dates section.</p> <p>JM highlighted the Big Local Connects on 13th Sept in Nottingham and the South West meeting in Exeter on 16th Nov.</p> <p>JM reported that the partnership review is due soon and will be bringing in forms to be filled out.</p> <p>JWG reported that the lease of the Carers Centre Radstock building is up on 20th May 2020. They will engage discussion with the owners and will update us on developments.</p> <p>JWG suggested an online system of communication that can be efficient and effective for the workers - she has experience with programmes such as Slack and Teams. All agreed to pursue if deemed appropriate. ACTION RW to look into and discuss with SW.</p>	RW RW	
Dates for the diary:		
<p>CIC board meetings: 1 Riverside Cottages, Radstock, 9.30am – 11.30am: 2019 – Fridays - 20th September, 18th October, 15th November, 20th December</p> <p>Partnership meet and mingle meetings: 1 Riverside Cottages, Radstock, 10.30 – 11.30am 11th September, 13th November</p> <p>Local Trust events:</p>		

1. Big Local Connects 13 th – 14 th September – Nottingham		
2. Uncover >Action 26 th November – London		
3. South West Learning group – 16 th Nov - Exeter		
Meeting closed at 11.39am		