

Minutes of Radstock and Westfield Big Local CIC Meeting 20th September 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:** Ron Hopkins, Marlene Morley, Robin Moss, Rob Wicke, Janine Woodward-Grant.
- **Apologies:** Sarah Westell, Julian Mellor
- **Chair:** Marlene Morley
- **Note taker:** Angie Seaman-Moss

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| 1. Welcome and meeting opened. | | |
| 2. Declarations of interest | | |
| JWG- LTO RH – Youth Connect | | |
| | Person | Action Date |
| 3. Approval of previous minutes | | |
| Minutes from meeting 16 th August 2019 were noted and approved. | | |
| 4. Actions from previous minutes | | |
| <p>4.1 – Articles of association complete and ready to send.</p> <p>4.2 – RM & SW met on 19/9/19.</p> <p>4.3 – In progress JM to ensure LT update the area boundaries ACTION – RW to chase up JM for written confirmation of ward boundaries.</p> <p>4.4 – Document sent to Sue Hill re: Bleacher seating.</p> <p>4.5- Pending re: 4.4 JWG to consult with Waldron Partnership re. depreciation and value of bleacher seating</p> <p>4.6 – Signatures needed to set up online banking</p> <p>4.6.5 – ongoing to set up Quickbooks accounting</p> <p>4.7 – ongoing Check role descriptions re. managing finances</p> <p>4.8 – RM – to contact RTC re orchard situation.</p> <p>4.10 – MM has asked that minutes of Radstock Town Council meeting be requested of BL meet n mingle feedback.</p> <p>4.12 - Directors pleased with journal articles.</p> <p>4.13 – RM still to do an article for the journal re: Health Timebomb</p> <p>5.1- completed</p> <p>5.2 – completed</p> <p>6.1 – completed</p> <p>7.1 – Date set for 9th October for shortlisting.</p> <p>7.2 – This project is going ahead.</p> <p>8.1 – Standing desk purchased.</p> <p>8.2 – RW reported this can be delayed, as Gdrive space has been generated.</p> | <p>JM RW</p> <p>JWG</p> <p>RM JWG RW SW MM RW SW</p> <p>RM RW</p> <p>RM</p> <p>all</p> | <p>ASAP</p> <p>ASAP</p> <p>9/10</p> |

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| <p>8.3 – RW reported now have on line system of comms and project management.</p> | | |
| <p>5. Finance Report</p> | | |
| <p>Finance report explained and discussed.</p> | | |
| <p>6. Mixed use space</p> | | |
| <p>RM – gave an overview of thoughts on lease and Grants options for mixed use space in Hope House. A lengthy discussion followed including the pro’s and con’s of lease and grant. JWG - discussed types of grants and possible grant terms and conditions. RW & JWG – reported on meetings with Hope House. RH – expressed concerns regarding giving a grant and how performance can be monitored. It was agreed that further investigation is needed and legal advice on grant terms and conditions.</p> <p>Actions: JWG – contact Stone King for legal advice. All – to meet and discuss further</p> | <p>JWG All</p> | <p>9/10</p> |
| <p>7. Youth Services</p> | | |
| <p>Shortlisting meeting arranged for the 9th October 2019 . RW discussed the need to finalise cost to value ratio prior to ITT, and reported on the guidance been given.</p> | <p>All</p> | <p>9/10</p> |
| <p>Selection date after shortlisting 11th November 2019 9.30 – 11.30 To enable feedback to the partnership meeting on 13th Nov.</p> | <p>All</p> | <p>11/11</p> |
| <p>8. AOB</p> | | |
| <p><u>Website template</u> – RW reported that the current website template originally set up is no longer working efficiently and there is a need to purchase a new website template. Discussion took place around social media ie Facebook.</p> <p>Decision: Purchase current website template Purchase specific facebook adds.</p> <p><u>Local Trust rules on paid staff</u> – Discussed and noted</p> <p><u>Local Trust events</u> see list in diary dates.</p> <p><u>Angus M</u> – Our Bigger Story visiting next week.</p> <p><u>Youth Lead</u> RW – to request RM to take a lead on Youth Services.</p> | <p>RW</p> <p>RW & RM</p> | |

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| <p><u>Youth Services</u> – Discussion took place re: contract or grant for youth services. It was agreed that a contract was needed. Action: Legal advice to be sought.</p> <p><u>Play Parks Haydon and Writhlington</u> RW – reported on Haydon consultation and that Radstock Town Council are looking to take these on. No further action needed at this time.</p> | <p>RW</p> | |
| <p>Dates for the diary:</p> | | |
| <p>CIC board meetings: 1 Riverside Cottages, Radstock, 9.30am – 11.30am: 2019 – Fridays - 18th October, 15th November, 20th December</p> <p>Partnership meet and mingle meetings: 1 Riverside Cottages, Radstock, 10.30 – 11.30am 13th November, 8th January 2020, 11th March 2020</p> <p>Local Trust events: Energy and Climate Change workshop - 18th October – Bristol Co-creating the future – 9th November - Birmingham South West Learning Group - 16th November - Exeter Uncover >Action 26th November – London Air Pollution and it’s causes - Jan 2020 – London Water Bodies – April 2020 – Venue TBC Lived Environment – June 2020 – Venue TBC</p> <p>EOI shortlisting - 9th October Selection Date – 11th November 9.30</p> | | |
| <p>Meeting closed at 11.20am</p> | | |