

**Minutes of Radstock and Westfield Big Local CIC Meeting 13<sup>th</sup> November 2019**


11.30am – 1.30pm 1 Riverside Cottages, Radstock

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

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

<b>1. Welcome and meeting opened.</b>		
<b>2. Declarations of interest</b>		
Declarations of interest noted. R M – Westfield Parish Council		
	<b>Person</b>	<b>Action Date</b>
<b>3. Approval of previous minutes</b>		
Minutes from meeting held on 18 <sup>th</sup> October 2019 were noted and approved.		
<b>4. Actions from previous minutes</b>		
<p><b>4.1</b> – Articles of association. Communication received and another form to be completed.</p> <p><b>4.2</b> – HMRC – JM will check for additional information to register as charitable like organisation. There are two options for next steps.                      Option 1 – To ask additional questions to HMRC.                      Option 2 – Examine the possibility of creating a CIO.                      Discussion followed re: options and benefits/difficulties.</p> <p><b>4.3</b> – <b>Map</b> - JM reported that this continues to be ongoing. RW reported that local insights have created a separate sight for the two wards.                      For Dragon’s Den voting, Radstock and Westfield local authority ward boundary maps will be used. Voting will be for Residents only.</p> <p><b>4.5</b> – Bleacher seating is now an asset of the CIC. JWG requires the date of purchase and the date this became an asset, for depreciation purposes. RW and SW to provide.</p> <p><b>4.6</b> – On line banking - This item is ongoing.</p> <p><b>4.6.5</b> – Quickbooks. This item is ongoing.</p> <p><b>4.7</b> – Job descriptions. MM, SW &amp; RW to meet again.</p> <p><b>4.8</b> – RM has had difficulties contacting Radstock Town Council regarding the orchard, there has been no response.</p> <p><b>4.13</b> – RM still to do an article for the journal re: Health Timebomb.</p> <p><b>6.1</b> –Hope House- This was taken to the Partnerships meeting for discussion. JWG reported seeing the business plan, and further</p>	<p><b>RW/SW</b></p> <p><b>MM, RW, SW</b></p> <p><b>RM</b></p>	

<p>questions have been submitted to Hope House for clarification. Decision making process and timeframe have been clarified with Hope House.</p> <p><b>7.2</b> – Learn to Lead - RW reported that pupils from Norton Hill School attended and this was a good session. Pupils are keen to continue.</p>		
<p><b>5. Finance Report</b></p>		
<p>JWG talked through Finance report and discussed, highlighting underspend.</p>		
<p><b>6. Mixed use space/Hope House</b></p>		
<p>Discussion took place in section 4 item 6.1.</p>		
<p><b>7. Youth Services</b></p>		
<p>Redacted</p> <p>[Redacted text block]</p>	<p>RW</p> <p>RW</p>	

	<p><b>ALL</b></p>	<p><b>21.11.19</b></p>
<p><b>8. AOB</b></p>		
<p><b>Local Trust Spend report</b> – This was noted.</p> <p><b>Partnership review forms</b> – completed.</p> <p><b>Local Trust events</b> – Listed in Dates for the diary section and on white board in office.</p> <p><b>Dragon’s Den 8</b> – Date agreed 24<sup>th</sup> April 2020 at Prattens, 5pm arrival with a 5.30pm start.</p> <p><b>Westfield Parish Council application</b> – RM left the meeting for this item. Additional information asked for has been submitted by Westfield Parish Council, and good evidence has been provided. JWG- we can approve the application, providing thoughts have been considered, and consultation with local residents regarding the positioning of track and equipment near housing and possible nuisance factors. JWG- Discussed issuing terms and conditions with grants. JWG will contact Quartet, to discuss terms and conditions for grants. JM- suggested that there needs to be some recognition/label on each piece of equipment, recognising that it has been part funded by Radstock and Westfield Big Local.</p> <p><b>Current office building</b> – JWG reported, that the Carers’ Centre Board have requested that R&amp;W Big Local investigate alternative accommodation for office space, in light of the potential end to the current lease they have on the building.</p> <p><b>Xmas light switch on</b> – It was agreed that Big Local will attend both Westfield and Radstock Xmas light switch on.</p> <p><b>Action:</b> RW to email Radstock Town Council, thanking Councillor Derl Davies for inviting Big Local to take part in the Xmas light switch on in Radstock.</p> <p><b>Meeting on 20<sup>th</sup> December</b> This meeting is cancelled, but a short meeting may be called in December for specific items if necessary.</p>	<p><b>RW</b></p>	
<p><b>Dates for the diary:</b></p>		
<p><b>CIC board meetings: 1 Riverside Cottages, Radstock, 9.30am – 11.30am:</b>                  2020 - <b>Fridays</b> - 17<sup>th</sup> January, 21<sup>st</sup> February, 20<sup>th</sup> March.</p> <p><b>Partnership meet and mingle meetings: 1 Riverside Cottages,</b></p>		

<p><b>Radstock, 10.30 – 11.30am</b>                  8<sup>th</sup> January 2020, 11<sup>th</sup> March 2020</p> <p><b><u>Local Trust events:</u></b>                  Co-creating the future – 9<sup>th</sup> November - Brimingham                  South West Learning Group - 16<sup>th</sup> November – Exeter                  Community Wealth Building – 18<sup>th</sup> to 22<sup>nd</sup> Nov – various locations                  Is incorporation right for Big Local? – 25<sup>th</sup> November - London                  Uncover &gt;Action 26<sup>th</sup> November – London                  Loneliness and Social Isolation – 15<sup>th</sup> and 16<sup>th</sup> Jan 2020 - Birmingham                  Air Pollution and it’s causes - Jan 2020 – London                  Water Bodies – April 2020 – Venue TBC                  Lived Environment – June 2020 – Venue TBC</p> <p><b>Christmas Meal</b> – to be held at Swallows on 4<sup>th</sup> December.</p>		
<p>Meeting closed at 1.30pm</p>		