

Minutes of Radstock and Westfield Big Local CIC Meeting 17th July 2020

9.30am via Zoom

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

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

1. Welcome and meeting opened. Meeting is quorate.		
2. Declarations of interest		
There were no declarations of interest.		
	Person	Action Date
3. Approval of previous minutes		
Amendment to apologies- add Julian Mellor. Minutes from meeting held on 21 st February 2020 noted and approved.	RW	
4. Actions from previous minutes		
<p>4.2 – Investigate charitable status. This is ongoing.</p> <p>4.3 – Map -This continues to be ongoing.</p> <p>4.5 – Bleacher seating -JWG continues to work on this.</p> <p>4.7- completed</p> <p>4.11- Renewable energy - RW & RM to meet for further discussions and investigations. Radstock Town Council clerk also interested in discussion with us re: renewable energy. JM suggested investigating supporting other areas of renewable energy/energy efficiency. E.g. insulation etc. A discussion took place re: renewable energy in the local area.</p> <p>4.12 CAB - RW reported that this is on hold currently due to COVID19 and the changes that CAB could be making. RW commented that we require match funding. Discussion followed regarding advice and the need in the local area. It was agreed that this is an important piece of work and more thought needs to go into how this can be supported.</p> <p>4.13 office space Due to COVID19 this is not being pursued further at present. RW is happy to continue to work from home. Some thought will need to go into what to do with the office equipment that is currently being stored.</p> <p>6.1 completed.</p> <p>7.1 completed.</p> <p>8.2 completed.</p>		
5. Becky Brooks		

<p>Becky has given her resignation as a director. Thanks to be sent to Becky for her input during COVID19.</p>		
<p>6. Haydon Village Hall</p>		
<p>RW & MM reported that emails have been sent to trustees, but no response received. RW will attempt to phone trustees of Haydon Village Hall. Further communications in writing to be made. MM will write to trustees and RW will print and send.</p> <p>RM to investigate who the appropriate officer is at the Charities Commission. RW has produced a tick list of information required.</p>	<p>RW & MM</p> <p>RM</p>	
<p>7. Finances</p>		
<p>RW reported that the Tax Return has been circulated to directors. All agreed with documents and RH to sign and return to Waldron Partnership. CIC account balance noted and discussed. The money has not been spent due to reduced running costs due to COVID19 and not renting office space at present. RW reported that the monthly income from the Partnership account is frozen at present, as there is sufficient funds in the CIC account. Partnership Accounts noted and discussed.</p> <p>Additional legal costs for HH were discussed – it was agreed in principle up to a £5k spend, but if the cost exceeds this, then it will need to come back to the CIC for further discussion.</p> <p>RW explained correspondence with the Local Trust and the Finance Report.</p>	<p>RH</p>	
<p>8. COVID 19 Response Funds</p>		
<p>RW reported on the projects funded. Sporting Family change – Family Food Parcel Project has finished. Carers’ Centre –Carer calls and support packs project is underway and going as planned. Small Stuff Baby Bank – essential supplies – Funding is continuing until the end of July. It was suggested RW set up a zoom meeting for verbal report on progress. Business support – RW reported the importance of making this user led. RW has had lengthy conversations with some local businesses to determine needs. Advertising in local papers was not a priority, but there is interest in ways to improve their reach using the internet. Some businesses need to evaluate their business post COVID19. It was suggested a local trader/business facebook page with each business having admin rights to post/advertise their own business. It was suggested that Big Local could support by paying an IT professional to set this up, which could be funded through the COVID</p>		

<p>response fund. RM reiterated that this needs to be a quick response. RW will investigate prices to set this up with a maximum amount of £1000 agreed. RW will inform CIC is it is more than £1000. It was agreed to prioritise the facebook page initially and then consider a website.</p>	<p>RW</p>	
<p>9. Big Fund/Dragons Den fund loose ends</p>		
<p>Radstock Town Council (RTC) – there has been no response regarding the community orchard, but they now have a new clerk who has been in touch with other issues. RM will speak to RTC at their August meeting and provide a written report. Dragon’s Den – RW continues to chase up projects that haven’t provided a report.</p>	<p>RM RW</p>	
<p>10. Hope House</p>		
<p>Hope House solicitors have made some changes to the proposed legal document, HH to pay any additional cost of this. Once this document is finalised, then CIC and LTO boards need to approve it.</p>		
<p>11. AOB</p>		
<p>Plan 3 to be discussed next month. RW and JM to arrange a meeting to discuss plan 3. Local Trust events/workshops https://localtrust.org.uk/big-local/events/ JM commented on connect events being useful if someone can attend. RM- reported that he has had meetings with Angus McCabe and will report on discussions. Leaving do and gift for Sarah. Thoughts please. Meetings for the foreseeable future to be held via Zoom.</p>	<p>RW & JM RM all</p>	
<p>Dates for the diary:</p>		
<p>CIC board meetings: Via Zoom, 9.30am 2020 - Fridays - 21st August, 18th September, 16th October, 20th November. Partnership meet and mingle meetings: 2020 - 9th September, 11th November. Local Trust events: See list of events on local trust website. https://localtrust.org.uk/big-local/events/</p>		
<p>Meeting closed at 10.50am Signature..... Date.....</p>		