

## Minutes of Radstock and Westfield Big Local CIC Meeting 18<sup>th</sup> November 2021

9.30am via Zoom

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

- **Present:** Rob Wicke, Robin Moss, Julian Mellor, Marlene Morley. Lavinia Corrick (guest)
- **Apologies :** Janine Woodward-Grant, Ron Hopkins (RH joined the meeting at 10.15)
- **Chair:** Robin Moss
- **Note taker:** Angie Seaman-Moss

<b>1. Welcome and meeting opened.</b> Meeting was quorate.		
<b>2. Declarations of interest</b>		
There were no declarations of interest		
	<b>Person</b>	<b>Action Date</b>
<b>3. Approval of previous minutes</b>		
Amendment of title line to read Minutes not Agenda. Minutes from meeting held on 21 <sup>st</sup> October 2021 were noted and approved, subject to the above change.		
<b>4. Actions from previous minutes</b>		
Action Log looked at and discussed. 4.1 This item is left as ongoing, for future needs if required. 4.6 RW continues to chase up reports. 4.1.2 item completed 6.1 Item completed 9.1 Item completed RM reported on details from the conference. 9.2 Zoom Christmas meal is in the process. 9.3 Research completed details in agenda item 5.		
<b>5. LTO</b>		
RW reported on the work carried out, researching information to plan to become our own LTO. LC-confirmed details discussed from the Partnership meeting. MM-This needs to be recorded as a plan for the future, instead of a contingency plan. RW-gave further details and information, including responsibilities and due diligence requirements. MM-The legal requirements need looking at carefully. RM- This is a major piece of work that needs to take priority and discussions with the partnership need to continue. JM-suggested an option that the current CIC become the LTO. RM-We need governance and structure to maintain credibility. Further discussion followed re: possible options. JM-Separation of CIC and partnership will be important and consideration of time and workload need to be considered.		

<p>Things to consider are:</p> <ul style="list-style-type: none"> <li>• What will 5% turn into in cash terms in Plan 3 and will this enable sustainability?</li> <li>• Governance – Separation of CIC and Partnership and the legal requirements.</li> <li>• Memorandum of understanding will need to be clear.</li> <li>• RW to contact other Big Local to discuss how they are proceeding with the process.</li> </ul> <p>RW- reported on discussion with Local trust and that the outcome was positive.</p> <p>Summary:                  Moving towards becoming our own LTO.                  Options will be presented to the Partnership.                  The CIC becoming the LTO is looking like the best option.  <b>Action: RW to produce a chart showing pros and cons, as well as different options.</b></p>	<p>RW</p>	
<p><b>6. Projects</b></p>		
<p>RM- reported on a meeting with Radstock Town Council re: the Methodist church building. A detailed discussion followed. RM to report back to RTC.</p> <p><b>Small Fund</b>-RW reported - Application forms have been distributed to a few groups.                  We have received a report back from Tying Together for their front garden project and sunflower competition. RW to create a press release and share via social media.</p> <p><b>Schools Capital Grant</b>- Awaiting information from one school before releasing the grant.</p>		
<p><b>7. Plan 3</b></p>		
<p>RW reported that the majority of the Partnership have approved the Plan 3 proposal.</p>		
<p><b>8. Finances</b></p>		
<p>Finances discussed and agreed.                  RW requested a new laptop. All agreed. Funding to come from capital building funds.</p>		
<p><b>9.Hope House</b></p>		
<p>RW reported that the next payment will be due soon. The LTO will draw down the funds from the Local Trust.</p>		
<p><b>10. AOB</b></p>		
<p>Local Trust events and workshops can be found on <a href="https://localtrust.org.uk/big-local/events/">https://localtrust.org.uk/big-local/events/</a> highlighted and noted.</p> <p><b>JM- Partnership reviews</b> are changing format with a more extensive questionnaire, a date for a meeting in early January will be needed.</p>		

<p>JM- SW Cluster meeting date is 25<sup>th</sup> November.</p> <p>RW                  Reported on Drop in sessions and that Writhlington was well attended.                  Next drop in session in at Mardens on 1<sup>st</sup> December at 11am.</p> <p>Reminder of RW work mobile number 07901950114</p>		
<p><b>Dates for the diary:</b></p>		
<p><b>CIC board meetings for 2022: Via Zoom, Thursdays at 9.30am unless otherwise stated:</b>                  Thursdays- Jan 20<sup>th</sup>, Feb 17<sup>th</sup>, Mar 17<sup>th</sup>, Apr 21<sup>st</sup>, May 19<sup>th</sup>, June 16<sup>th</sup>, July 21<sup>st</sup>, Aug 18<sup>th</sup>, Sept 15<sup>th</sup>, Oct 20<sup>th</sup>, Nov 17<sup>th</sup>.</p> <p><b>Partnership meetings for 2022: Wednesdays 10.30 to 11.30am</b>                  TBC</p> <p>Next drop in session in at Mardens on 1<sup>st</sup> December at 11am.</p>		
<p>Meeting closed at 10.52 am</p> <p>Signature..... Date.....</p>		