Big Local | Radstock & Westfield Making the most of £1 million

Minutes of Radstock and Westfield Big Local Management Meeting 19th September 2017

7pm -9pm - The Oval Office, Cobblers Way, Westfield, BA3 3BX

• **Present:** Jaydean Dawkins, Dave Dixon, Ron Hopkins, Julian Mellor, Rhea Morgan, Marlene Morley, Robin Moss, Keith Tyrrell, Sarah Westell

• Apologies: Jo Hurst, Julie Harrington, Rob Wicke

• Chair: Robin Moss

• Note taker: Angie Seaman-Moss

1. Approval of previous minutes – 18 th July 2017		
Minutes of management meeting held on 18 th July 2017 were		
accepted and agreed as an accurate record of the meeting.		
	Person	Action
		Date
2. Actions from previous meeting – 18 th July 2017		<u> </u>
3.1 MM Draft letter prepared and will be circulated as soon as		
possible. Further discussions with SVFM to be carried out.		
Done 5.1 SW to send a proposal to the remaining management		
members asking for their vote on the Museum's application to the Big		
Fund. The proposal to say that we are minded to agree to fund this		
project.		
Done 6.1 SW to contact Sophie Kirk regarding a way to present		
information about why Radstock and Westfield was chosen as the		
lead pilot.		
Wording has been changed.		
Done 6.2 JM – To ask the reps if there are any other Big Local areas		
chosen to be Sugar Smart communities.		
Other reps have been in touch and SW sent links re Sugar Smart.		
Done 7.1 KT to ask Jo Milling (Chair of Town Traders) to contact Jo		
Hurst regarding the town traders meetings as Jo has had difficulty getting hold of her.		
7.2 RW A lot of videos have been looked at from other Big Local	sw	Each
areas, and generally thought that this needs to be more focussed in	300	meeting
Radstock and Westfield's 'Our Bigger Story'. A video was watched		inceting
later in the meeting.		
Done 7.3 JM to forward all the links he mentioned to the group.		
Links have been forwarded.		
7.4 SW + RW Revised timetable for Plan 2. There is a Plan 2		
development meeting on 28 th September 2017at 10am Oval Office-All		
welcome. Revised timetable will be circulated and agreed at meeting		
if quorate.		
7.5 RW Meeting on 28 th September 2017 the following people have	SW,	
agreed to be present – SW, MM, JM, RH	MM,	28.9.17
	JM, RH	

Big Local Radstock & Westfield Making the most of £1million		
Our Bigger Story Film: A film made by Lawrence Weston was shown.		
Discussion was had around 'Our Bigger Story (OBS) Topic' Further	SW, RW	
discussions will be had regarding Radstock and Westfield Big Local		
and community focus film making to add to the OBS website. RW and		
SW will continue to look at this.		
3. CIC Update:		
CIC Section 36 declaration on formation of a CIC has been returned		
and completed.		
SW has been in contact with Mark Goodman re: documents and		
amendments to Section 36.		
Articles of Association need reading and approval, before sending to		
Companies house. Section 36 relevant to reporting to Companies		
House and is a working document.		
A lengthy discussion took place re: board of CIC and suggestions of		
who may be on the board.		
Decisions of CIC will be made by directors of Community Interest		
Company and a discussion took place related to number of directors		
and management.		
JM highlighted the possibility of conflicts of interest from partners of		
CIC, if want CIC to work as a trading subsidiary, and potentially chair		
and vice chair could be CIC.		
Careful consideration needs to be undertaken, to protect Big Local,		
and structure set up to protect Big Local and Money coming in.		
A lengthy discussion took place airing concerns and possible conflicts of interest.		
Some points from this discussion: at CIC meetings, others than just		

Some points from this discussion: at CIC meetings, others than just directors will be making decisions, and will also include management group.

Partnership nominates to managements group, to CIC.

JM showed diagram of money and funding pathway, and discussions about this were undertaken. Concerns were raised about roles and it was felt more explanation was needed regarding roles.

Partnership instructs LTO re management of money, partnership decides management appointed to CIC. Ensure LTO cannot pay any monies unless authorised by CIC.

Further discussion is needed on careful wording of roles and responsibilities with Big Local partnership and CIC, and clear pathways identified.

JM Discussed CFH and communications he has had, and that there is a need to further discuss roles and responsibilities to protect interests.

A further detailed discussion was had regarding CFH as our LTO and role of CIC with reference made to articles of association on P7 and P8.

All agreed further discussion is needed with these bodies.

RM gave a short summary of this section.

Big Local has paperwork, CIC 36 and articles of association.

Big Local | Radstock & Westfield Making the most of £1million

SW we need a personal quote for Plan 2 considering 'how has the	All
10. AOB:	
Discussions are originity.	
Community sport facility - RM outlined the details and difficulties. Discussions are ongoing.	
9. Westfield Parish Council update:	<u> </u>
O Market II De Cale O C C C C C C C C C C C C C C C C C C	
ODD have rejected Saturday opening.	
space in Hub during week, if finances indicate cost effectiveness.	
6 day opening of facility. To continue the possibility of having desk	
Hub- Request was made that SW & RW be available to be part of the	
8. Radstock Town Council update:	
Item noted and agreed.	
To keep LT up to date with progress.	
therefore second payment from Local Trust currently not required –	
£53,000 is the current estimated under spent for this financial year,	
Chart included in management pack for discussion.	
7. Finances update:	
There is £2000 to spend locally to promote Sugar Smart.	
Mebsite to be updated regularly.	
21 st October Bath City Football club event SW is doing the human fruit machine.	
30 th Oct to 7 th Nov is sugar awareness week	
This is a 2 year project.	
SW urged all to complete questionnaire online.	
6. Sugar Smart Fund update:	Т
Abstain – KT declared interest as Radstock Town councillor.	
Agreed - JD, RhM, RH, MM, RM,	
wider to include Westfield	
Recommendation from ODD this is a good idea and suggested spread	
the creation of a community orchard.	
SW discussed Radstock Town Council application for £1,750 towards	
5. Big Fund:	- 1
3 management members	
2 directors from CFH	
discuss amendments.	
RH gave feedback. Will talk to CFH and clarify requirements and	T
4. LTO Update:	
Against - RH	
Agreed – RM, JD, MM, RhM, KT,	
There will be 3 initial directors RH, RM and MM from Big Local	
which will cease if no longer LTO.	
Accept LTO will have 2 nominations to be approved from partnership,	
Agreed appointment of directors is directly from partnership.	

Big Local | Radstock & Westfield Making the most of £1million

area changed since 2010' all to have a think about this. SW - Had a request from Angus McCabe - Our Bigger Story to join meeting on 21 st November 2017 to talk about next stages. SW will confirm.	sw
SW – Youth Project Funded (partially match funded) working with Radstock and Westfield councils and Youth partnership – consultation started- report by end of Nov highlighting needs and wants of young people. Youth Connect – looking to become their own entity and self- fund to drive work forward. Further work being done. SW provided comprehensive details about youth funding in the area and difficulties and successes.	
Good news – Now have a Youth Forum set up and first meeting is organised.	
JM – Partnership Review 2017 documents given out.	
11. Dates for the diary:	
- Management Committee Meetings: Tues, 7pm, Oval Office: 17 th Oct, 21 st Nov, no meeting in December. 16 th Jan, 20 th Feb - ODD: Mon, 9.30am, Oval Office: 2 nd Oct, 6 th Nov, no meeting in December. 8 th Jan, 6 th Feb	
Meeting finished at 8.50pm	