

Minutes of Radstock and Westfield Big Local CIC Meeting 12th November 2018

9.30 – 11.30am – Carers' Centre, 1 Riverside Cottages, Radstock

Present: Marlene Morley, Sarah Westell, Rob Wicke, Robin Moss, Ron Hopkins, Julian Mellor – via skype

Apologies:

• Chair: Robin Moss

• Note taker: Angie Seaman-Moss

Welcome and meeting opened.		
1. Declarations of interest		
There were no declarations of interest.		
	Person	Action Date
2. Approval of previous minutes	•	1
Minutes from meeting 8.10.18 were approved.		
3. Actions from previous minutes		
 3.1 – Arrange meeting with Hope House: No further progress has been made with this item at present. 3.2- Arrange Business Plan: SW has made contact with Dan Shreeve as a possible source of help to formulate a business plan for the community kitchen. RM recommended viewing previous work and requesting an estimate for costs. SW pointed out there is no money allocated in plan 2 for this consultancy, but this will be looked into further. Further discussion took place re: timetabling plan by Hope House. Action- RM & SW- to contact Hope House and GVA for further information. 3.3 – Complete Bank Account Form: RH, RM & MM – Need to complete this action. 	RM & SW RH, RM, MM	ASAP URGENT
 3.4- Requirement to have finance director: No specific requirement but good practice. Janine Woodward-Grant from Carers' Centre is willing to be invited to take this role. ACTION: Meet with JWG to discuss further. 3.5 – Generate to do list for employment. Done 	RW, SW	10.12.18

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3.6- Offer date for when CIC becomes employer. Done. See section 5.		
 5.1- Investigate costs of payroll: Done. See section 5. 7.1- Get more people involved in partnership: A meet and mingle session is being held on Wed 14th Nov 10.30am 7.2 JM to give practical examples of how other Big Local's get more people involved in partnership: Still to be completed. 7.3 JM to set up visit to Whitleigh partnership meeting: 14th January is the best date to visit/attend Whitleigh partnership meeting. There is an upcoming open day for South West Groups, but this would not 	JM	10.12.18
give an opportunity to view a partnership meeting. ACTION: all to work out if they can attend.	AII	10.12.18
4. Bank Account for CIC		
All have been informed that document needs to be read and signed		
as soon as possible. RW to provide necessary documents, and chase this up.	RM, RH, MM	ASAP
5. Employment		
Discussion took place re: employment contracts and processes.		
Agreed use Waldon for payroll and pension. RW – Contact Waldon to set up with potential employment by 1 st January 2019	RW	10.12.18
RW – Ensure contracts are fixed term, tied to agreed funding streams, and with rolling benefits included. Local Trust to be informed.	RW	10.12.18
JM – to establish final confirmation with LT that they honour the completion of contract payment.	JM	ASAP
6. Policies and Procedures	1	T
Agreed that made that policies and procedures that are already in place for the building are followed. MM- Volunteered to be responsible for ensuring that policies and procedures are understood and adhered to. RW will arrange a date to meet with MM.	MM, RW	10.12.18
7 CIC and partnership documentation	1	T
A lengthy discussion took place. SW - To amend registration with Companies House, to a smaller/limited organisation/CIC.	sw	11.12.18
All – Ensure a cheque is provided for the Companies House fees on the 11 th December 2018. This may fall in the interim changeover period, options were discussed.	All	11.12.18
8 Meet and Mingle Partnership meeting.	1	<u> </u>
This was set up to inspire and engage with attendees and encourage		
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people to commit to the Radstock and Westfield Partnership.		
SW discussed the format for the session which will be held in the		
downstairs room in the Carers Centre. The priorities of the plan will		
be displayed. A short talk on each. Questions and answers are		
formulated. 24 people have confirmed their attendance. It will be		
highlighted that people need to be partners in their own right. All		
directors to attend and deliver a priority discussion. Tables will be 1-		
How Big Local operates, 2. Health and Well-being, 3. Investing in		
Young People, 4. Investing in upskilling/workshops, 5. Investing and raising funds.		
9 AOB		
Emails- RM disagreed with @radstockwestfield.org.uk server giving		
more protection and discussion took place re: Big local emails and		
processes.		
Agreed: Any official correspondence from Big Local should be routed		
through employees, using @radstockwestfield.org.uk in line with new		
GDPR guidelines.		
Christmas Stall at Westfield lights switch on. 29 th November at	CVA/ DAA	20 44 40
6.30pm SW RW MM: deliver the stall	SW, RM, MM	29.11.18
300 RVV WIIVI. deliver the stall	IVIIVI	
SW & RW are meeting with Stephen Dawson.		
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Janine Woodward-Grant (our link with Carers Centre) is unable to		
attend CIC meetings on Mondays, a change of day was agreed to be		
3 rd Fridays of the month usually.		
Directors : to invite JWG to attend CIC meetings from January 2019	Directors	10.12.19
onwards.		
Dates for the diary: Xmas meal – possible date 19 th December 12 noon at Swallows		
SW: to book	sw	ASAP
our. to book		710711
CIC board meetings: Carers Centre, 9.30am – 11.30am:		
2018: Monday 10 th Dec		
2019: Fridays - 18 th January, 15 th Feb, 15 th March, 12 th April 17 th		
May, 21 st June, 19 th July		
Meeting closed at 11.07am		