

Minutes of Radstock and Westfield Big Local CIC Meeting 12th April 2019

9.30 – 11.30am 1 Riverside Cottages, Radstock

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

Welcome and meeting opened.		
2. Declarations of interest		
Ron Hopkins declared an interest as Director of Youth Connect South West		
	Person	Action Date
3. Approval of previous minutes		
Minutes from meeting 15.3.19 were approved.		
4. Actions from previous minutes		
<p>4.1 Continues to be ON HOLD –awaiting information from Hope House.</p> <p>4.2 Bank Account set up.</p> <p>4.3 Work still to be done to update Companies House, RH will assist.</p> <p>4.4 on going</p> <p>4.8 on going</p> <p>4.10 complete</p> <p>5.1 Now complete. A letter of thanks to be sent to Westfield Parish Council.</p> <p>6.1 To be discussed in later item</p> <p>8.1 completed</p> <p>8.2 completed</p> <p>8.3 on going JM to sort this by the end of May 2019</p> <p>8.4 In progress – JWG explained profit and loss accounting and depreciation of assets. Action: a letter to be written to Sue Hill re: seating, insurance, ownership/assets and attach agreement letter as a reminder.</p>	<p>SW RH</p> <p>RW/SW</p> <p>JM</p> <p>SW/RW</p>	<p>31st May</p>
5. Finances		
JWG talked through finances and under spend. JWG and SW to work on finances, next draw down of funds and future planning.	SW JWG	
6. Community Kitchen		

<p>Discussion took place re: Report from Dan Shreeve and timetable of work/plan. Concerns were raised. JWG has requested clarification of what is meant by 'unviable' in the report.</p> <p>All: A meeting has been arranged with Dan and Directors on Tuesday 23rd April 12.00. CIC directors will meet at 10am prior to the meeting.</p>	<p>All</p>	<p>23rd April</p>
<p>7. Youth Services</p>		
<p>Minutes of youth meeting were read and discussed along with offer document from Youth South West. A lengthy discussion took place.</p> <p>JWG – Focus needs to be on 'are you delivering' and evidenced (impact and outcomes) Request specific outcomes for the money being invested in Youth South West, related to proposal. Comments on email by JM were discussed. RM – Big Local need to make it clear that they are funding a project to be delivered not a post/person. Suggested advice be sought re: core funding vs funding. RW – suggested regular meetings to report on outcomes achieved.</p> <p>RM – recommended to remind Sam that we are not a core funding organisation, but a service delivery organisation. We will be asking him how he is proposing to deliver our targets on our behalf.</p> <p>Quarterly reviews will be important to ensure delivery and targets are being met.</p> <p>Action:</p> <ul style="list-style-type: none"> • RW to contact Pippa from Whiteleigh to discuss how they measure value for money. • Check if we have to go out to tender with the project to ensure transparency. • Seek advice re: core funding vs funding. 	<p>RW RW RW</p>	
<p>8. AOB</p>		
<p><u>Dragons' Den</u> – General feeling is it felt really successful. Venue spacious and provided better atmosphere. More people are needed on entry and signing in to enable postcode checking and avoid frustrations.</p> <p><u>Local Trust Events</u> – list is on Whiteboard in the office of future events.</p> <p><u>Money in CIC account-</u> Discussion re: float of money to access for admin spend. Talk with JWG as to how this can be set up. The bank have sent debit cards and pin numbers to directors. This is</p>	<p>RW/SW</p>	

<p>not what was requested and Directors have not taken these as this contravenes the financial regulations that require 2 signatures.</p>		
<p>Dates for the diary:</p>		
<p>CIC board meetings: 1 Riverside Cottages, Radstock, 9.30am – 11.30am: 2019 – Fridays - 17th May, 21st June, 19th July</p> <p>Partnership meet and mingle meetings: 1 Riverside Cottages, Radstock, 10.30 – 11.30am 8th May</p> <p>Additional CIC meeting and Dan Shreeve: 1 Riverside Cottages. 23rd April 10am followed by meeting with Dan at 12 noon.</p> <p>Local Trust events:</p> <ol style="list-style-type: none"> 1. Setting Up a Community Hub 15th June – Lawrence Weston, Bristol 2. Our Big Story 21st-22nd June – Birmingham 3. Big Local Connects 13th – 14th September – Nottingham 		
<p>Meeting closed at 11.40am</p>		