

Minutes of Radstock and Westfield Big Local CIC Meeting 17th May 2019

9.30 – 11.30am 1 Riverside Cottages, Radstock

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

- **Present:** Janine Woodward-Grant, Robin Moss, Ron Hopkins, Rob Wicke, Sarah Westell, Julian Mellor (via skype)
- **Apologies:** Marlene Morley
- **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 12.4.19 were approved and signed.		
4. Actions from previous minutes		
4.1 Meeting with Hope House, continues. SW to arrange a meeting with Hope House to include RM, SW & RW. Detailed discussion regarding possible items to discuss at the meeting and finances from NHS and BANES. JM- explained the process that needs to be gone through to change the proposition. RH- a meeting needs to take place to talk through other possible options for the space. JWG- The focus needs to be on health and well-being benefits. More discussion is needed regarding the space which will include the partnership.	RM SW RW	WB 20th May
4.2 Companies House update. This is not complete. RH will chase this up.	RH	
4.3 This item is being discussed in agenda item 6.		
4.4 RM & SW to meet WB 20 th May to complete this item.	RM SW	
4.5 complete		
4.6 on going JM to sort this by the end of May 2019 JM reported progress on this item and the difficulties updating to the correct map with the Big Lottery. RM stated the textual reference has always been the larger accurate		

<p>area, the map being used on the Local Trust website is wrong. It is reported that we are working with what is understood as the LA ward boundaries for Radstock and Westfield, and that it is disappointing the length of time it is taking for Local Trust to sort this error. In the meantime, we will continue to work to the correct, originally agreed LA ward boundaries.</p> <p>JM was unable to give a time frame for this to be sorted out.</p> <p>4.7 Bleacher seating – item not complete. Action: a letter to be written to Sue Hill re: seating, insurance, ownership/assets and attach agreement letter as a reminder.</p> <p>5.1 funds draw down. JWG reported that the next draw down funds has not arrived in the bank account as of today.</p> <p>6.1 & 7.1 to be discussed in agenda item 6.</p> <p>7.2 & 7.3 To be discussed in agenda item 7.</p> <p>8.1 complete.</p>	<p>SW</p>	
<p>5. Finances</p>		
<p>JWG reported on finances. Admin float is ongoing/in progress and needs to be agreed by the partnership. Money into a bank account will need to be noted and managed, this will incur cost and time to monitor and account.</p> <p>RM – commented, that it is appreciated there will be time and resource cost, but having a CIC income/accounts will be beneficial if applying for funding elsewhere in the future (showing financially operating)</p> <p>RH- Petty cash is important for day to day spends.</p> <p>JWG summarised requirements: Directors and staff want some money in the CIC account. Firstly, what amount of money is required monthly? Secondly, how will the book keeping be managed? Transactions monthly will look better to show money management.</p> <p>JWG – Money has been paid to HMRC, but they are claiming this has not been paid. JWG and Waldrons are investigating this. LTO can prove the money has been paid, however there are concerns about a penalty charge for late payment, but hopefully with proof of payment, this should not be incurred.</p> <p>ACTION: JWG, SW & RW to meet to discuss amount needed.</p> <p>This item needs to be discussed at the next partnership meeting, therefore needs to be added to the agenda.</p>	<p>JWG SW RW</p>	
<p>6. Community Kitchen</p>		
<p>Report from Dan Shreeve discussed. Scoping report shows disappointing results regarding the viability of a community training kitchen.</p>		

<p>RM – suggested arranging a meeting to discuss Dan’s report and next steps with the community kitchen ideas after the meeting with Hope House, as Hope House and the community kitchen concept need to be discussed separately.</p> <p>Date for community kitchen board meeting: 13th June 10am – 12.</p>	ALL	
7. Youth Services		
<p>The question, Should we go out to tender for youth services? Was discussed in detail.</p> <p>All agreed it was best practise.</p> <p>JM reported Local Trust guidance.</p> <p>JWG Discussed how the Carers’ Centre has policies in place and processes followed for this, giving examples of non-tendered. General default position is to go to tender.</p> <p>JM-reported that normally you would go to tender, and part of considerations could be supporting new local social enterprise.</p> <p>All agreed to put it out to tender.</p> <p>Workers to draft Invitation to Tender document (ITT)</p> <p>JWG – outlined the tender process including how we can involve young people in this process.</p> <p>Learn to Lead program supports people to lead and make decisions.</p> <p>The program costs £2000 for a series of sessions. JWG gave more details on this program and will supply more information for workers to put together a proposal.</p>	<p>RW SW</p> <p>SW RW JWG</p>	
8. AOB		
<p><u>Advert in the Journal</u></p> <p>Poster page for the Journal was looked at and discussed.</p> <p>SW reported on the costs:</p> <p>£353.43 + VAT for full page. This will be reduced to £295 + VAT if commit to a series of 12. £4080 over the year.</p> <p>RM suggested budgeting for a year, commit to 6 months and review.</p> <p>Finer details and layout of advert to be finalised.</p> <p><u>Community Orchard Trees</u></p> <p>Damage to the trees was discussed and ideas/possible solutions to combat this, including replacing and replanting.</p> <p>Radstock Town Council and In Bloom manage the community orchard.</p> <p>JWG suggested talking to In Bloom to see what they want as they are the volunteers. SW & RW to discuss with In Bloom.</p> <p>RM will discuss with Radstock Town Council.</p> <p><u>Catherine Whybrow</u></p> <p>Funeral is on 31st May 1.45pm Trinity Church Radstock.</p> <p>Dragons’ Den money discussed and how to help the Snails Brook project to continue.</p> <p><u>Staffing</u></p>	<p>SW RW RM</p>	

SW hours were discussed as 12 hours per week flexible over 4 weeks. It was requested that an exit strategy is started, even if the exit does not happen. JWG will make enquiries about using a HR advisor and the costs.	SW RW JWG	
Dates for the diary:		
CIC board meetings: 1 Riverside Cottages, Radstock, 9.30am – 11.30am: 2019 – Fridays - 21 st June, 19 th July Partnership meet and mingle meetings: 1 Riverside Cottages, Radstock, 10.30 – 11.30am 10 th July Community Kitchen meeting: 1 Riverside Cottages. 13 th June 10am – 12. <u>Local Trust events:</u> 1. Setting Up a Community Hub 15 th June – Lawrence Weston, Bristol 2. Our Big Story 21 st -22 nd June – Birmingham 3. Big Local Connects 13 th – 14 th September – Nottingham		
Meeting closed at 11.03am		