

**Minutes of Radstock and Westfield Big Local CIC Meeting 21<sup>st</sup> January 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, Janine Woodward-Grant
- **Apologies:** Ron Hopkins, Marlene Morley
- **Chair:** Robin Moss
- **Note taker:** Angie Seaman-Moss

<b>1. Welcome and meeting opened.</b> Meeting is 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>		
Minutes from meeting held on 19 <sup>th</sup> November 2020. JWG requested further information regarding the Brunel shed and reasons for not becoming involved. RM gave further details and outlined the meetings and discussions had to date and the problems associated with the building. JWG commented that there could be a community willing to be involved in the use of this building on the estate. Following this discussion the minutes were noted and approved.		
<b>4. Actions from previous minutes</b>		
Action Log looked at and discussed. 4.1 Ongoing 4.2 This is now completed. 4.6 Ongoing. Still awaiting some reports. 9.1 RM has been in contact with the group, and will contact them further. 6.1 This item to be discussed later in the meeting. 7.1 Request for details has been sent, now awaiting the information. 7.2 Information has been received and the project is progressing.		
	<b>RM</b>	
<b>5. Hope House</b>		
JWG reported that the legals have been completed and commented on the work done, progress and further documents needed to progress with releasing money. RW-has researched possible use of the existing Hope House building for low-cost housing/supported housing. YMCA could possibly be interested in this building for supported housing. RM – Researching the possible need and continuing discussions would be a good base for enquiry. JM- To do this in partnership with the YMCA would be the better		

<p>option.                  RW- We would not be able to buy the building outright, but is happy to continue to research this.</p>	<p><b>RW</b></p>	
<p><b>6. COVID response</b></p>		
<p><b>Hot meal project.</b>                  60 meals have been delivered to date. So far there have been 8 people benefiting (3 adults and 5 children) Meals are delivered twice a week on a Friday and Sunday, and there are two volunteers delivering.                  RW -has had a discussion with John Durrant regarding ideas he has about supporting cooking/providing meals. Also the noted were the food project being run from the Free &amp; Eco Community MSN facebook page. RW will continue discussions.                  JWG- It's a good food project and they work hard across the wider area.                  RM- Regarding our project, there are a limited number of families and no further referrals from the hub. We don't have a coordinator at present.                  RW- Spoke to Virgin Care and Volunteer Centre, they couldn't give the support we need.                  JWG- suggested making links with other services, who may have volunteers that might be interested in supporting this project further.                  RM- asked – Do we want to expand the criteria to include more people that could be supported?                  JWG- The timeframe to expand, could finish during the period when we are gradually coming out of lockdown. There are a possible two options:</p> <ul style="list-style-type: none"> <li>• Do we want to continue post covid</li> <li>• Stop at a specific period of time</li> </ul> <p>RM- There are other food projects running and should we be doing this long term?                  Decided that RW will coordinate to the end of February.</p> <p>All agreed we should keep in touch and continue discussions with current projects to support in the future if needed.</p>	<p><b>RW</b></p>	
<p><b>7. Projects</b></p>		
<p><b>Small fund:</b>                  Continuing to encourage Tynning Together and Writhlington Action/History group, but there have been no applications received at this time.                  Haydon Village Trust have enquired about small grant funding, we have been in touch to request more details, and advise them that there are still outstanding issues that need to be addressed.</p>		
<p><b>8. Plan 2 Review</b></p>		
<p>We have a draft review document which has been circulated to the partnership. The final question still needs to be considered and</p>		

<p>answered. How do we know this is what our community wants?                  RM- COVID is making this difficult to answer, and the wants/needs of the community may be different post COVID. There was trust and confidence in our emergency response to COVID.                  JM- The bigger issue is how does this lead into the next plan;                  1. How we work                  2. What we work on                  The food project was a very successful piece of work in a time of need.                  RM- Key themes have not changed at present.                  There is a limited number of people in the community engaging, due to lockdown and lack of Dragon's Den event etc.                  JM- reported that other Big Local areas are struggling with keeping things going and engaging with their community also.                  RW will complete the Plan 2 Review with the above response.                  It is important to set out a timetable for writing the plan by the end of the year.                  Legacy statement completion date, including costed vision, is the End of March 2021.                  Local Trust are looking for reassurance that we are going to spend out. 40% of funds are unallocated at present.                  RM- Is it possible to request an extension due to COVID and the difficulties surrounding this? JM has been asked to investigate this possibility further.                  RM – outlined potential projects that have previously been discussed.                  JWG – Further discussion is needed on the plan and how to resource this including staffing.                  RM-asked if it is possible to see examples from other areas of their legacy statements? JM will investigate.</p> <p><b>summary:</b></p> <ul style="list-style-type: none"> <li>● <b>CIC to meet in Feb to discuss</b></li> <li>● <b>Possible additional member of staff</b></li> <li>● <b>Possible extension on term of legacy statement</b></li> </ul>	<p><b>RW</b> <b>RW</b></p> <p><b>JM</b></p> <p><b>JM</b></p>	
<p><b>9. Finances</b></p>		
<p>Finances discussed and noted.                  JWG- discussed difficulties she is having with Local Trust getting back to her regarding accounts and funding. This could cause a problem in May if these are not resolved and answered.                  RM- We have concerns with communication in general nationally.                  Thanks given to JWG for all her hard work on finances.</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.                  RW- Phone issue – RW has requested a work phone and the difficulties achieving this were discussed. It was agreed to request a</p>		

debit card to allow these issues to be resolved. JWG and RW will organise this.  RW- pay increase – This was discussed.	<b>JWG/RW</b>	
<b>Dates for the diary:</b>		
<p><b>CIC board meetings: Via Zoom, Thursdays at 9.30am</b>                  Thursdays – February 18<sup>th</sup>, March 18<sup>th</sup>, April 15<sup>th</sup>, May 20<sup>th</sup>, June 17<sup>th</sup>, July 15<sup>th</sup>, August 19<sup>th</sup>, September 16<sup>th</sup>, October 21<sup>st</sup>, November 18<sup>th</sup>.</p> <p><b>Partnership meet and mingle meetings:</b>                  2021 Partnership meetings to be notified by RW</p>		
Meeting closed at 10.59am		
Signature..... Date.....		