

Minutes of Radstock and Westfield Big Local CIC Meeting 17th November 2022

9.30am via Zoom

Ron Hopkins, Marlene Morley, Robin Moss, Rob Wicke, Janine Woodward-Grant.

- **Present:** Rob Wicke, Marlene Morley, Robin Moss, Ron Hopkins, Ruth Jones
- **Apologies:** Janine Woodward-Grant.
- **Chair:** Robin Moss
- **Note taker:** Angie Seaman-Moss

1. Welcome and meeting opened. Meeting was quorate.		
2. Declarations of interest		
There were no declarations of interest. Chair reminded all that declarations can be made at agenda items if necessary.		
	Person	Action Date
3. Approval of previous minutes		
Minutes from meeting held on 20 th October 2022 were noted and approved.		
4. Actions from previous minutes		
4.1 – RW & RM continue to seek advice from local trust to discuss. RW-reported that Tim Temple from locality will work with us and will meet in the new year. RH suggested contacting Sam from Youth connect. 5.3 – Policies discussed. MM- we need professional advice for the HR policy. RW- QUARTET are going to give us contacts for HR advice. 5.6 – Worker contract. RM reported on board meeting re: worker contract and remuneration. Proposed – We need to put in place an annual review, to look at work done and future work/responsibilities. To be discussed further.		
5. Becoming LTO		
RW reported on work carried out so far. Thanks given to RW for all the work done so far. Next Steps – identified and circulated prior to the meeting. Next steps proposed by RW in consultation with directors. <ul style="list-style-type: none"> • CIC ensures all policies are robust. RW seeking external review quotes for HR. Finance procedure developed. Timescale: suggested by Nov 17th (CIC meeting) • Ensure worker contract is up to date and fit for purpose. Contract requires updating to include LTO role responsibilities. Directors have met to review salary. Timescale: suggested Nov 17th (CIC meeting). RW&RM are meeting on Fri 18th. • Partnership, CIC and Local Trust make agreement for CIC to perform duties as LTO. Our next partnership meeting is 22nd Nov, where it can be officially proposed and approved. The guidance from Local Trust on 		

<p>being LTO is important to read and understand. Timescale: suggested by Jan 19th 2023 (CIC meeting) A new chair of the partnership will be needed. MM has volunteered, but this needs to be opened to other partnership members to express an interest.</p> <ul style="list-style-type: none"> • Ensure the Partnership money is not taxed. RW RM seeking support from Local Trust in setting up CIO. RW has highlighted to Local Trust our potential transition to CIO. Their response: "From a funding perspective, it is not a major problem if the CIC is the LTO but then becomes a CIO. We may need to conduct due diligence again when the transition occurs, particularly if the objects, governance and structure of the organisation change. We may also require the LTO to resign our T&C's after they become a CIO. I would also flag that Big Local funding cannot be used for VAT the LTO can recover and the LTO would be responsible for monitoring its own VAT position as well as third parties it releases Big Local funding to." Timescale: early 2023. VAT issue discussed in detail, and further advice will be needed. • Partnership, CIC, Carers Centre and Hope House work together to bring Terms and conditions of Hope House wellbeing space contract up to date. JWG has been informed that the CCentre Chair would like Stone King to draft a letter which assigns the Hope House Grant Agreement to the CIC. He would also like the CIC to pay 50% of the costs of this agreement. Timescale: suggested by Mar 16th 2023 (CIC meeting). To use Stone King was agreed in principle, subject to cost. 		
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6. Projects

<p>Resilience: -</p> <p>Radstock Methodist Church – RW reported - Partnership has been informed of loan possibility and have requested further information prior to making a decision (via meeting with RTC representative, tba). Key Fund have been informed of loan possibility and have advised on the process. MM-discussed the concerns from the partnership. RW-Has circulated plan and costing from Radstock Town Council (RTC) to the Board and Partnership. RH-expressed concerns re: finances and paying back loans. RW- explained the process of how RTC can apply for a loan from R&W Big Local. This will go through Key Fund. RH- We need to ensure there are terms to protect us from late payment, if there is a problem with the project. RM-We need to insist any draft agreements from Key Fund comes to the board for approval. Suggested Quarterly loan repayment terms maybe advisable.</p> <p>Radstock Foodies Club – RW & GC will meet with the volunteers on 25th to discuss support options (including incorporation). RW & GC taking part in BANES led push to join stakeholders and create a cohesive approach. RW to arrange a meeting with Becky from 3SG to help find and engage trustees. RH- has apologised to Tesco re: Slow Cookers. Thanks given to RH.</p> <p>Dragons' Den 2023 – need to set a date. RW will start advertising this from 1st January 2023. Recommended time and place to be circulated via email.</p>	RW	
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Warm Spaces agenda – RM reported - RM & RW talking with stakeholders to see how we can best support. BANES are currently offering £250 grant to help fund warm spaces. This will be discussed further at the next BANES council meeting.

RW reported that this grant is only available to organisations who have registered. Further discussion followed.

8. Finances

Finances discussed

Partnership account:

Big Local Monthly Report				
Month:	Sep-22			
		Budget		
		Feb 22 - Sept		
Area of Work	Spend to Date	24	Remaining	Notes
Health and Wellbeing	£ -	£ 9,000.00	£ 9,000.00	
Hope House	£ 50,000.00	£ 50,000.00	£ -	
Young People	£ 1,000.00	£ 25,000.00	£ 24,000.00	
Resilience	£ 13,464.00	£ 53,000.00	£ 39,536.00	<i>Includes Small Grants & Sporting Family Change</i>
Capacity Building	£ 27,193.94	£ 193,000.00	£ 165,806.06	<i>Salaries etc</i>
TOTAL	£ 91,657.94	£ 330,000.00	£ 238,342.06	

- CIC account (as of 11th Nov 2022) - £3,900.71 of which:

- ❖ Amount in commissioned pot - £350
- ❖ Amount for Radstock Foodies Club: £2,937.30
- ❖ Amount for Plan delivery: £613.41

- Debit card spend (16th Oct to 11th Nov 2022) – £6.25

Finances agreed.

Foodies club finances also presented and reported by RW.

Thanks given to RW & JWG for finances report.

9. AOB

Local Trust events and workshops can be found on <https://localtrust.org.uk/big-local/events/> highlighted and noted.

- **Worker holiday to Dec 19th – (note that Companies House require confirmation payment between 10th and 24th Dec).**

Ruth- Locality support may be the best place to get support re: becoming a LTO.

VAT- Key Fund may be able to help/advise on this.

Partnership review/questionnaire.

RM- Xmas social – date and venue to be discussed.

Reminder of RW work mobile number 07901950114

**RW
RM**

Dates for the diary:		
<p>CIC board meetings in 2023: Via Zoom, Thursdays at 9.30am unless otherwise stated... 19th Jan, 16th Feb, 16th Mar, 20th Apr, 18th May, 15th June, 20th July, 17th Aug, 21st Sept, 19th Oct, 16th Nov.</p> <p>Partnership Meetings in 2022: Hybrid-Zoom and at Wellbeing Space. Tues 22nd November, 1.30pm to 2.30pm</p> <p>Partnership Meetings in 2023: Hybrid-Zoom and at Wellbeing Space. Fridays, 1.30pm to 2.30pm...</p> <p>27th Jan, 24th Feb, 31st Mar, 28th Apr, 26th May, 30th June, 28th July, 25th Aug, 29th Sept, 27th Oct, 24th Nov.</p>		
Meeting closed at 10.40am		
Signature..... Date.....		