

Minutes of Radstock and Westfield Big Local CIC Meeting 15th September 2022

9.30am via Zoom

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

- **Present:** Rob Wicke, Julian Mellor, Marlene Morley, Janine Woodward-Grant, Lavinia Corrick
- **Apologies:** Robin Moss, Ron Hopkins
- **Chair:** Marlene Morley
- **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 18 th August 2022 were noted and approved.		
4. Actions from previous minutes		
4.1 – RW has a meeting booked with local trust to discuss. 9.1 – RW & RM are working on this action. 7.2- complete. 4.11- JM reported that the new South West Co-ordinator is Ruth Jones.		
5. Becoming LTO		
RW reported on work carried out so far. Thanks given to RW for all the work done so far. Next Steps – RW reported: • Approve business plan. Timescale: suggested Oct 20 th - RW has asked for a meeting prior to next CIC meeting to approve this, and will email possible dates. • Approve MoU/SLA: Timescale: suggested Oct 20 th – RW & RM to meet to finalise this. • CIC ensures all policies are robust. RW to circulate with any suggested amendments. Timescale: suggested Oct 20 th - RW & MM to meet to look at current policies. • Ensure the Partnership money is not taxed. Become financial custodian/agent? RW will ask advice from Waldron (check experience with charity work), and National Big Local. Timescale: suggested Oct 20 th – RW reported on response from Waldron, response discussed and it was agreed that further advice is needed. RW to discuss with RM & RH.		

<ul style="list-style-type: none"> • CIC ensures insurance covers new role. RW will discuss with Zurich and report back. Timescale: suggested Oct 20th - RW reported on discussion with Zurich and is working with RM to move on with this. JWG gave information on possible alternatives and will liaise with RW. • Ensure worker contract is up to date and fit for purpose. RW to check through and recommend changes if necessary. Timescale: suggested Oct 20th - RW & MM will meet to go through contract. JWG reported on employment law changes in 2020 and these need to be taken into account. Suggested contacting 3SG for initial advice. • Partnership, CIC, Carers Centre and Hope House work together to bring T&Cs Hope House wellbeing space contract up to date. Timescale: Can happen after change of LTO. T&Cs need updating including a letter from solicitor to amend. JWG will follow this up with the Carers Centre. • CIC and Local Trust make legal agreement for CIC to perform duties as LTO. Timescale: suggested 20th November – Discussed – RW to seek further advice. 		
<p>6. Projects</p>		
<p>RM joined the meeting at this point.</p> <p>Health: Hope House Centre – Big Local Space. RW and RM met with Hope House on 14th Sept. RW reported - There have been some teething problems with the use of the space and outlined these. RW reported on groups that are using the space. Discussion followed.</p> <p>Resilience: Radstock Methodist Church – RM gave an update – Radstock Town Council are looking to purchase this building and have approached us. They will need to provide a business plan for the building in order to access funding. JM mentioned ‘Key fund organisation’.</p> <p>Leigh House – RM updated – There has still been no response from the trustees. Financial situation of this organisation discussed and it was agreed not to pursue this venture further.</p> <p>RM left the meeting at this point.</p> <p>Small fund application – Off the record – Hope House are able to match fund.</p> <p>Sporting family change – Report received and circulated prior to the meeting. Report discussed. It was agreed to approve the final payment, with the proviso that more information and detail is required in the next report with itemised content and future projections.</p> <p>Small Stuff Baby Bank – RW reported. Discussion followed re: the needs of this organisation. Agreed a grant to Small Stuff Baby Bank to engage a consultant. It was requested that they investigate a variety of sources on consultant for cost comparison.</p>		

8. Finances

Finances discussed

Partnership account:

Big Local Monthly Report

Month:

Aug-22

Area of Work	Spend to Date	Budget	Remaining	Notes
		Feb 22 - Sept 24		
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	£ 3,863.66	£ 53,000.00	£ 49,136.34	<i>Includes Small Grants</i>
Capacity Building	£ 12,650.70	£ 193,000.00	£ 180,349.30	<i>Salaries etc</i>
TOTAL	£ 67,514.36	£ 330,000.00	£ 262,485.64	

- CIC account (as of 8th Sept 2022) - £4,163.29 of which:

- ❖ Amount in commissioned pot - £350
- ❖ Amount for Radstock Foodies Club: £2,639.07
- ❖ Amount for Plan delivery: £1,174.22

- Debit card spend (12th Aug to 8th Sept 2022) – £14.85

Finances agreed.

Foodies club finances also reported by RW.

9. AOB

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

The Community Show (SVFM) will launch on Thursday 15th September 1pm.
Big Local connects event in Nottingham 23rd and 24th September – RM & RW attending.

Our Bigger Story event in Birmingham 14th and 15th October – RW, RM & ASM attending.

JM- Partnership review reminder

Reminder of RW work mobile number 07901950114

Dates for the diary:

CIC board meetings for 2022: Via Zoom, Thursdays at 9.30am unless otherwise stated:

Thursdays- Oct 20th, Nov 17th.

Partnership meetings for 2022: (combination of in person and zoom)

Fri 28th October, 1.30pm to 2.30pm

Tues 22nd November, 1.30pm to 2.30pm

<p>2023 dates: 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>		
<p>Meeting closed at 11am</p> <p>Signature..... Date.....</p>		