

Minutes of Radstock and Westfield Big Local CIC Meeting 20th October 2022

9.30am via Zoom

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

- **Present:** Rob Wicke, Julian Mellor, Marlene Morley, Robin Moss, Janine Woodward-Grant.
- **Apologies:** Ron Hopkins
- **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 15 th September 2022 were noted and approved.		
4. Actions from previous minutes		
4.1 – RW & RM have been seeking advice from local trust to discuss. It appears to be a more complicated process than expected. 9.1 – Support will be from Ruth Jones. 5.1- meeting being held today. Document to be proposed for approval. 5.2 – MOU has been circulated to be proposed for approval. 5.3 – Policies discussed and will come up in agenda item 5. 5.4- This action is completed. 5.5 – RW has investigated options. 5.6 – to be discussed in agenda item 5.		
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. All agreed. Policy reviews – RW has been looking at external review options, but this is expensive. RM suggested reviewing internally. JWG- HR policies need to be reviewed externally, by someone with HR expertise, to ensure all current employment laws are being followed and updated. JM- NCVO may be useful.		
Insurance – RW reported that Tower Gate have responded and the cost will be		

<p>approx £300. Indemnity insurance is needed.</p> <p>Worker contract and salary review – To be discussed at a separate meeting of trustees, before 17th November.</p> <p>CIC/CIO – discussed these options and differences.</p> <p>JWG- left the meeting at this point.</p> <p>Advice – from Locality – Tim Temple is the person to contact to use for advice on charity status (Charlotte Stannard has expertise)</p>		
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6. Projects

<p>Resilience: -</p> <p>Radstock Methodist Church – RW RM held meeting with Local Trust to discuss loan option. LT were supportive and are linking us with Key Fund who deal with loans on Local Trust’s behalf. Proposal to be taken to the Partnership meeting on 28th Oct.</p> <p>Radstock Foodies Club – Advertising for new members, currently get around 27 to the club each week, target is for 40. Next meeting with the volunteers will be to discuss support options (including incorporation). Some members only come once and don’t return, this will be investigated to find out why. Some key volunteers will be leaving, which could affect sustainability. RM suggested contacting Becky at 3SG.</p> <p>Green Spaces – Somer Valley Rediscovered has been awarded £926k by WECA. For discussion – is our £15k allocated towards green spaces better invested elsewhere? This was discussed and agreed to leave this in the budget for the time being.</p> <p>CIC Development:-</p> <p>Business Plan for sustainability beyond Big Local programme. Have applied to Local Trust for support (provided by Locality).</p> <p>Locality support - Setting up a legal body event – Becoming a director / trustee. Tues 25th Oct, 11-12.30pm.</p> <p>We’ve approached Local Trust for support to investigate asset ownership and management possibilities (provided by Locality).</p>		
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8. Finances

Finances discussed

Partnership account:

Big Local Monthly Report				
Month:	Sep-22			
Area of Work	Spend to Date	Budget Feb 22 - Sept 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	£ 14,464.00	£ 53,000.00	£ 38,536.00	Includes Small Grants & Sporting Family Change
Capacity Building	£ 23,388.77	£ 193,000.00	£ 169,611.23	Salaries etc
TOTAL	£ 88,852.77	£ 330,000.00	£ 241,147.23	

- CIC account (as of 16th Oct 2022) - £3,916.52 of which:

<ul style="list-style-type: none"> ❖ Amount in commissioned pot - £350 ❖ Amount for Radstock Foodies Club: £2,600.41 ❖ Amount for Plan delivery: £966.11 <p>• Debit card spend (9th Sept to 16th Oct 2022) – £61.34 (meetings and transport)</p> <p>Finances agreed.</p> <p>Foodies club finances also presented and reported by RW.</p>		
9. AOB		
<p>Local Trust events and workshops can be found on https://localtrust.org.uk/big-local/events/ highlighted and noted.</p> <p>• Worker holiday to Dec 19th – (note that Companies House require confirmation payment between 10th and 24th Dec).</p> <p>Big Local Connects event in N’ham, 23rd -24th Sept. RW RM attending. RW & RM gave feedback.</p> <p>Our Bigger Story event in B’ham, 14th -15th Oct. RW RM ASM attending. RW, RM & ASM gave feedback.</p> <p>JM- reported some reps are going freelance ‘checkarep’ which may be useful for additional advice.</p> <p>Thanks given to JM for all his hard work and support.</p> <p>RW- Partnership meeting on 28th October.</p> <p>Reminder of RW work mobile number 07901950114</p>		
Dates for the diary:		
<p>CIC board meetings for 2022: Via Zoom, Thursdays at 9.30am unless otherwise stated: Thursdays- Nov 17th.</p> <p>CIC board meetings in 2023: Via Zoom, 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 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> <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>		
Meeting closed at 10.42am		
Signature..... Date.....		

