

Minutes of Radstock and Westfield Big Local CIC Meeting 20th January 2023

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 17 th November 2022 were noted and approved.		
4. Actions from previous minutes		
4.1 – RW & RM met with Tim Temple from locality for further advice. RM & RW fed back on details. This item is ongoing and other options still being looked at. 5.3 – RW reported on work done and information sought on HR policy particularly. Advice is to wait until changes in structure have been made then update policies accordingly. It was emphasised that we must be compliant with current legislation. RM asked if 3SG would be able to give alerts on any updates RJ suggested looking at ACAS, which should show any updates. RM – All policies need to be up to date as they will be needed for future funding applications. RJ- Peas in a Pod supply HR support – RJ will check what support they can offer and will get back to RW. RW – We have all the other policies that are required, it is the HR policy that needs to be regularly checked to ensure any changes in legislation are included. 5.6 – To be discussed in agenda item 5. 6.1 – Compete. However, finding trustees is ongoing.		
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 utilising free support from Roots HR CIC to ensure HR policies are up to date. This includes contract and Job Description. Timescale: suggested by Feb 16th meeting • Ensure worker contract is up to date and fit for purpose. Contract 		

<p>requires updating to include LTO role responsibilities. Worker salary to be updated. This needs to go to MM. Timescale: suggested Feb 16th meeting</p> <ul style="list-style-type: none"> Partnership, CIC and Local Trust make agreement for CIC to perform duties as LTO. Partnership agreed. MM RM RW held meeting with Ruth Parson at Local Trust to clarify process. Next step: Partnership to give official notice to Carers' Centre and inform Local Trust. RW has drafted a letter, which will go to RM for approval. Three months notice to be given to the Carers Centre. CIC to submit supporting documents to Local Trust. Policies, business plan and finances information is ready to go to Local Trust for approval. <p>The guidance from Local Trust on being LTO is important for all to read and understand. Timescale: suggested by Feb 16th meeting. RJ reported that there are close out meetings taking place, which would be useful to attend. RW will circulate list of future close out meetings.</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 (via Locality). 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. Partnership, CIC, Carers Centre and Hope House work together to bring t&c of Hope House wellbeing space contract up to date. <p>To ensure hand over to LTO when this is complete.</p> <ul style="list-style-type: none"> The Assignment Agreement is ready for Chair to sign once the CIC has become LTO. Timescale: suggested by Mar 16th 2023 (CIC meeting). <p>RM thanked RW and everyone for all the work done related to this.</p>	<p>MM</p> <p>ALL</p>	
<p>6. Projects</p>		
<p>Resilience: -</p> <p>* Radstock Methodist Church – Partnership has invited Radstock Town Council to apply for a £120k loan via Key Fund. Next step: Once the council have completed their application, Key Fund will perform due diligence, including risk assessment, and advise the Partnership on the risk to the potential loan and whether further information should be sought. The Partnership will then have the final decision based on this knowledge whether to go ahead with the loan. RW informed that, waiting to hear from key fund as to how/frequency of money will be repaid, ie; monthly/quarterly etc. RW is continuing to discuss this with Local Trust and Keyfund.</p> <p>RM-When this money does get repaid then this could possibly be designated as a small reserve.</p> <p>RH asked – What is the period of the load? RM – The loan is to be paid back</p>		

monthly, concluding in October 2025. RW&RM meet regularly with RTC to discuss this.

* Radstock Foodies Club – RW RM GC met with volunteers to discuss incorporation options. It is unclear if all volunteers wish to be trustees. RW GC have discussed whether a paid post for someone to run the club, as well as plan for incorporation may be sensible.

RW reported – Need a meeting with GC & RTC – RW to organise and suggested all Directors attend.

Discussion followed re; who is accessing and how it is going. Also what is happening with access to food and food poverty in the area.

* Dragons’ Den 2023 – Date set for 21st April, 5pm doors open. Advertising underway. RW reported that Whisty Hall has been booked. RW reported on progress with organisation and who the Dragons could potentially be. MM & RW will meet to discuss food arrangements.

* Warm Spaces agenda – RM RW met with George Clutten and Chris Dando at Radstock Council and spoke about options for supporting the warm spaces to be effective.

RW reported on meeting with RTC.

* Small Stuff Baby Bank- RW reported they are struggling financially. RW is supporting them with where to apply for help and will continue to offer verbal support. Discussion followed.

8. Finances

Finances discussed

Partnership account:

Big Local Monthly Report					
Month:	Dec-22				
Area of Work	Spend to Date	Budget		Remaining	Notes
		24	Feb 22 - Sept		
Health and Wellbeing	£ -	£ 9,000.00	£ 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	£ 24,000.00	
Resilience	£ 13,464.00	£ 53,000.00	£ 39,536.00	£ 39,536.00	<i>Includes Small Grants & Sporting Family Change</i>
Capacity Building	£ 31,595.04	£ 193,000.00	£ 161,404.96	£ 161,404.96	<i>Salaries etc</i>
TOTAL	£ 96,059.04	£ 330,000.00	£ 233,940.96	£ 233,940.96	

• CIC account (as of 31.01.2023) - £5,023.54 of which:

- ❖ Amount in commissioned pot - £350
- ❖ Amount for Radstock Foodies Club: £3,994.48
- ❖ Amount for Plan delivery: £679.06

ACTION: Request to draw down £2,300 for Plan delivery in 2023, from Partnership account (based on spend of £2,629 in 2022 plus anticipated 11% inflation).

• Debit card spend (12th Nov 2022 to 13th Jan 2023) – £14.85

Finances agreed.

<p>Foodies club finances also presented and reported by RW.</p> <p>Thanks given to RW & JWG for finances report.</p>		
<p>9. AOB</p>		
<p>Local Trust events and workshops can be found on https://localtrust.org.uk/big-local/events/ highlighted and noted.</p> <p>RW – reported that the End of Year finance report is due next week.</p> <p>RW- Plans to do a presentation for the next partnership meeting to show what we have done in year 1 & 2.</p> <p>Reminder of RW work mobile number 07901950114</p>		
<p>Dates for the diary:</p>		
<p>CIC board meetings in 2023: Via Zoom, Thursdays at 9.30am unless otherwise stated... 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 2023: Hybrid-Zoom and at Wellbeing Space. Fridays, 1.30pm to 2.30pm... 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 10.45am</p>		
<p>Signature..... Date.....</p>		