

## Minutes of Radstock and Westfield Big Local CIC Meeting 16<sup>th</sup> March 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, Janine Woodward-Grant.
- **Chair:** Robin Moss
- **Note taker:** Angie Seaman-Moss

|   |               |                    |
|---|---------------|--------------------|
| <b>1. Welcome and meeting opened.</b><br>Meeting was quorate.   |               |                    |
| <b>2. Declarations of interest</b>  |               |                    |
| RM & RH declared and interest in item 6 projects. Chair reminded all that declarations can be made at agenda items if necessary.  |               |                    |
|   | <b>Person</b> | <b>Action Date</b> |
| <b>3. Approval of previous minutes</b>  |               |                    |
| Minutes from meeting held on 16 <sup>th</sup> February 2023 were noted and approved.  |               |                    |
| <b>4. Actions from previous minutes</b>   |               |                    |
| 4.1 -This item is ongoing.<br>5.6- This item is ongoing with the process of updating contracts.<br>5.1- work on this item continues.<br>5.2- documents circulated, all directors to read.   | <b>all</b>    | <b>asap</b>        |
| <b>5. Becoming LTO</b>  |               |                    |
| RW reported on work carried out so far.<br>Notice and thanks have been given to Carers' Centre. Local Trust have been informed.<br>New LTO application has been submitted with documentation, and acknowledged by Local Trust.<br>RW has spoken to Sian the assessor, and has highlighted the work to be done.<br>RM to arrange a date to meet with Sian.<br>We are on track with the progress of becoming a LTO.<br><br><b>Next Steps</b> – identified and circulated prior to the meeting. Next steps proposed by RW in consultation with directors. <ul style="list-style-type: none"> <li>• Local Trust will assess our suitability for the role. They may have further questions or requirements for us to fulfil and will get back to us regarding this.</li> <li>• Once the go-ahead has been given, Carers' Centre will be required to return the funds they hold for the Partnership.</li> <li>• Then we sign a contract with Local Trust to be the LTO.</li> <li>• Local Trust transfers the first payment into our account.</li> </ul> Timescales – Up to 3 months, but possible within 1 month (if all goes smoothly) | <b>RM</b>     | <b>ASAP</b>        |
| <b>6. Projects</b>  |               |                    |
| RW Reported:  |               |                    |

## Resilience

**Loan** –Radstock Town Council indicate they are still working towards having the loan and that they would be able to pay back the loan plus interest by March 2025.

**Radstock Foodies Club** – RW & RM met with reps from Radstock council and Mercy In Action and confirmed that we are interested in working with these parties to ensure a food club remains in the community once we have ended our ownership of the current club.

**Dragons' Den 2023** –7 applications so far. SVFM have generously increased the number and frequency of adverts at no further cost to us. RW is chasing up further applications. Organisation for this event is on track.

**Mardons Social Club** – are looking to make a change from an unincorporated body to becoming a CIC and are considering making an application to our Small Fund for support with the process. This to be put to the Partnership as a recommendation.

**Well being space-** RW & RM to meet with Hope House reps to discuss making the space more accessible for people and organisations to book.

**RW  
RM**

**ASAP**

## Children and Young People

**Learn to Lead-** RW is working on arranging a meeting date with Norton Hill and L2L.

## Sustainability

Business Plan- RW reported on initial meeting with Tim Temple (Locality), next steps are to develop Theory of Change, and create a document of our achievements. We can get back to Tim once these are completed and work out how to best use the remainder of his time.

MM reiterated that we need to be very clear on our vision for the future and would like Tim to guide us on this process.

## **8. Finances**

Finances discussed

Partnership account:

| Big Local Monthly Report |                      |                     |                     |  |
|--------------------------|----------------------|---------------------|---------------------|--|
| Month:                   | Feb-23               |                     |                     |  |
|                          | 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             | £ 2,000.00           | £ 25,000.00         | £ 23,000.00         |  |
| Resilience               | £ 13,464.00          | £ 53,000.00         | £ 39,536.00         | Includes Small Grants & Sporting Family Change |
| Capacity Building        | £ 40,643.59          | £ 193,000.00        | £ 152,356.41        | Salaries etc                                   |
| <b>TOTAL</b>             | <b>£ 106,107.59</b>  | <b>£ 330,000.00</b> | <b>£ 223,892.41</b> |  |

• CIC account (as of 10.03.2023) - £6,257.17 of which:

❖ Amount from commissioned work - £350

❖ Amount for Radstock Foodies Club: £3,827.57

|   |  |  |
|---|--|--|
| <p>❖ Amount for Plan delivery: £2079.60</p> <p>• Debit card spend (11<sup>th</sup> Feb to 10<sup>th</sup> March 2023) – £12.47<br/>                 Finances agreed.</p> <p>Foodies club finances also presented and reported by RW.<br/>                 JWG- noted the level of money balance and that the financial report has been submitted.<br/>                 Thanks given to RW &amp; JWG for finances report.<br/>                 Finances agreed.</p>  |  |  |
| <b>9. AOB</b>   |  |  |
| <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.</p> <p>RW- 3SG membership needs to be approved. <b>All approved.</b></p> <p>RH- voiced concerns about the level of financial responsibility expected of the partnership.<br/>                 RM-agreed that this level of micro-management re: finances was surprising, with amounts under £1000.</p> <p>Reminder of RW work mobile number      07901950114</p> |  |  |
| <b>Dates for the diary:</b>   |  |  |
| <p><b>CIC board meetings in 2023: Via Zoom, Thursdays at 9.30am unless otherwise stated...</b><br/>                 20th Apr, 18th May, 15th June, 20th July, 17th Aug, 21st Sept, 19th Oct, 16th Nov.</p> <p><b>Partnership Meetings in 2023: Hybrid-Zoom and at Wellbeing Space. Fridays, 1.30pm to 2.30pm...</b><br/>                 31<sup>st</sup> Mar, 28th Apr, 26<sup>th</sup> May, 30<sup>th</sup> June, 28<sup>th</sup> July, 25<sup>th</sup> Aug, 29<sup>th</sup> Sept, 27<sup>th</sup> Oct, 24<sup>th</sup> Nov.</p>                 |  |  |
| <p>Meeting closed at 10.00am</p>  |  |  |
| <p>Signature..... Date.....</p>   |  |  |