

## Minutes of Radstock and Westfield Big Local CIC Meeting 15<sup>th</sup> June 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

1. Welcome and meeting opened. Meeting was quorate.		
<b>2. Declarations of interest</b>		
RH & RM Declared an interest in agenda item 6 Dragon's Den and WPC. 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 18 <sup>th</sup> May 2023 were noted and approved.		
<b>4. Actions from previous minutes</b>		
4.1 -This item is ongoing. Becoming an LTO is the priority. 5.6- This item is ongoing and will be updated now once we become the LTO. 5.1- work on this item continues and will be updated once we become the LTO. 6.1.1 – Well being space. RW & RM to meet, new date to be arranged. 5.1.1- RM is in the process of scrutinising and signing terms and conditions.		
<b>5. Becoming LTO</b>		
RW reported on work carried out so far. There were no further details to report at present.		
<b>ACTION: RM to sign terms and conditions.</b>	<b>RM</b>	<b>ASAP</b>
<b>6. Projects</b>		
RW Reported: <b>Resilience</b> <b>Loan</b> -Key Fund will draw up a loan agreement with Radstock Town council, and will manage that funding agreement directly moving forwards. With regards to the query on how any repaid funds will be paid back out by Local Trust once the Social Investment has come to an end: Key Fund will transfer the value of repayments to the Local Trust, we would then hold this funding on behalf of Radstock & Westfield partnership and would pay this out according to the partnership's wishes. For this, we would simply need the partnership to instruct: a) who the custodian of the funds will be i.e which organisation we should pay these out to & bank details (if different from the LTO) b) what the funds will be used for c) confirmation that the funds will be treated by the receiving organisation as per the normal obligations for fundraising, their own policies and processes, as		

per the partnership's decision and for the benefit of the Radstock & Westfield Big Local area. RW has since replied to Key Fund, requesting reassurance that Local Trust will have the capacity to administer the pay out so close to the end of the programme.

RTC have received documents from Key Fund for signing.

RW reported that he is still waiting for a clear answer from Key Fund regarding the return of the loan money when repaid by RTC. Discussion followed.

**Wellbeing Space** – RM RW to meet with Hope House reps to discuss making the space more accessible for people and organisations to book.

**Dragons' Den** – Partnership have asked us to consider further the enquiry from WPCouncil about the possibility of awarding their grants at the same event as our Dragons' Den. The Partnership have acknowledged the potential benefits from working together and considered potential drawbacks, but are generally not supportive of this proposal. RH & RM will discuss/inform WPC clerk, that this is not supported.

School Capital Fund: St Nicholas Primary have returned the £5k grant money as they were unable to complete the project. This money will be returned to the Carer's centre for accounting purposes.

Sustainability: - Business Plan – In process of identifying meeting date for Theory of Change session. RW discussed possible dates and will confirm these with Tim Temple.

Chair of Partnership was discussed, and it was decided to deep the vacancy open.

## 7. Finances

Finances discussed

Partnership account: to end of May 2023

Area of Work	Spend to Date	Budget	Remaining
		Feb 22 - Sept 24	
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	£ 19,503.97	£ 53,000.00	£ 33,496.03
Capacity Building	£ 49,738.91	£ 193,000.00	£ 143,261.09
<b>TOTAL</b>	<b>£ 121,242.88</b>	<b>£ 330,000.00</b>	<b>£ 208,757.12</b>

- CIC account (as of 09.06.2023) - £10,416.20 of which:
  - ❖ Amount from commissioned work - £350
  - ❖ Amount for Radstock Foodies Club: £3,976.92 (of which £598.75 restricted)
  - ❖ Amount for Plan delivery: £1,089.28
  - ❖ Amount for Partnership restricted: £5000 (From St, Nicholas Primary School repayment)

<p>• Debit card spend (11<sup>th</sup> May 2023 to 9<sup>th</sup> June) – £5.50</p> <p>Preparation of accounts and tax return: Waldron aim to have it ready for us to review on 22nd June. RW will circulate and arrange (Zoom) meeting for discussion and minuted approval.</p> <p>Thanks given to RW &amp; JWG for finances report. Finances agreed.</p>		
<b>8. Policies and Procedures</b>		
<p>Policies were circulated for approval. JWG – Highlighted several points: On the Director and Employee expenses and Expenses Procedure for Bank card usage policies, there is a discrepancy of amounts on card usage, and suggested correlating these. Expenditure of CIC monies policy and Expenditure of Partnership monies policy – make these one policy with a section for CIC and a section for Partnership within the one policy. Bookkeeping procedure policy and Invoice payment procedure policy – It was suggested that invoices procedure be put into the bookkeeping procedures policy.</p> <p>This will reduce the amount of policy and procedure documents.</p> <p>Discussion followed regarding storage of hardcopy documents and files.</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> including the final Big Local Connects on 27/28<sup>th</sup> OCT in Nottingham. RM has expressed and interest.</p> <p>RW-Mid July RW is on annual leave, which includes the tax return date during this time. RW will have details available in June for directors approval.</p> <p>RM- suggested doing a presentation of Dragon's Den at the Big local Connects in October.</p> <p>RW- requested attending a course for professional development: Google Project Management: Professional Certificate course. This is a 12 month course at 5 hours per week costing £38 per month (£456) JWG highlighted concern re; the time needed each week for RW to complete this course. Discussion followed re: work capacity. Attendance on this course was agreed.</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></p> <p>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></p> <p>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 10.20am</p> <p>Signature..... Date.....</p>		