

Minutes of Radstock and Westfield Big Local CIC Meeting 31st July 2023
 1pm via Zoom

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

- **Present:** Rob Wicke, Marlene Morley, Robin Moss, Ron Hopkins.
- **Apologies:** Janine Woodward-Grant
- **Chair:** Robin Moss
- **Note taker:** Angie Seaman-Moss

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| 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 May 2023 were noted and approved, subject to the following adjustments. Proposed correction to minutes of 18th May: Item numbering to be corrected. Proposed correction to presented finance report in meeting of 15th June: CIC account amount should have stated 'as of 09.06.2023' | | |
| 4. Actions from previous minutes | | |
| 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 met with Hope House reps and reported on discussion. MM asked about the parking issues that have previously been highlighted. RM reported this has calmed down now. 5.1.1- Item complete. Thanks to RW and all who have worked hard on this. | | |
| 5. Becoming LTO | | |
| RW reported on progress. We are now LTO. First payment of £41,606.25 has been made into our account. We report to Local Trust quarterly. Local Trust have provided conditions for us to fulfil: * Before payment 2 is released, we need to send us an MOU between Radstock and Westfield Big Local CIC as LTO and the Radstock and Westfield Big Local partnership. The agreement should clarify roles and responsibilities including how conflicts of interest will be managed. * Before payment 4 is released, Radstock and Westfield Big Local CIC are required to demonstrate that appropriate management is in place and Local Trust will be in touch before this point to arrange a Finance Review Visit to inform this decision. * Before payment for the second and subsequent years is released, Local Trust | | |

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| <p>check on your progress. Local Trust may request an additional and detailed plan and budget for the subsequent year. RW will work on MOU for conflicts of interest. Discussion followed.</p> | | |
| 6. Projects | | |
| <p>RW Reported:</p> <p><u>Resilience</u></p> <p>Loan — Radstock Town Council anticipate they will receive the loan imminently. The delay in purchasing the building is in large part due to the matters arising from the covenant that is held by the Waldegrave Estate. Negotiations are underway between the stakeholders. MM- emphasised that our role is not to be involved in the purchase, but to facilitate the loan. Following our request for reassurance that Local Trust will have the capacity to administer the pay out so close to the end of the programme, we received this response: <i>‘As an organisation Local Trust is committed to meet our obligations right through to the end of the programme. This includes of course ensuring there is a sufficient staffing capacity within the organisation to administer and manage Big Local funds effectively up to the point of the programme end. While our social investment process (in terms of paying out any funds returned from investments) is slightly different than our process for paying our BL plan funding, the same principle applies and hopefully you are able to reassure the partnership of this.’</i> Discussion followed, clarifying all above points.</p> <p>Wellbeing Space - – RM RW to meet with Hope House reps to discuss making the space more accessible for people and organisations to book. Discussion followed re: bookings and usage.</p> <p>Sustainability: - Business Plan – In process of identifying meeting date for Theory of Change session. Date arranged for the afternoon of Tues 22nd August, time to be confirmed.</p> <p>Hope House- RW reported – Directors to consider for approval: Now we have become LTO and Carers’ Centre have ended their responsibility as LTO, we can progress towards taking on the Grantor Rights for the grant agreement with Hope House Surgery Healthy Living Centre (Big Local Wellbeing Space). Agreement document drawn up by Stone King on behalf of Carers’ Centre for consideration, was circulated prior to the meeting. (We have already agreed to contribute towards the cost of the legal work in preparing the document).</p> | | |

7. Finances

Finances discussed

Partnership account: to end of June 2023 (and end of role of carers' Centre as LTO)

| 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 | £ 15,503.97 | £ 53,000.00 | £ 37,496.03 |
| Capacity Building | £ 52,355.86 | £ 193,000.00 | £ 140,644.14 |
| TOTAL | £ 119,859.83 | £ 330,000.00 | £ 210,140.17 |

- CIC account (as of 12.07.2023) - £44,552.61 of which:
 - ❖ CIC unrestricted: £3,728.17
 - ❖ Amount for CIC operating costs (restricted) £758.02
 - ❖ Amount for Radstock Foodies Club (restricted): £328.89
 - ❖ Amount held on behalf of Partnership (restricted): £39,737.53
- Debit card spend (10th June 2023 to 12th July) : £21.50

Company accounts and tax return: Have been approved directors. They have been signed and at time of producing agenda, in process of return to Waldron.

Thanks given to RW & JWG for finances report.
 Finances agreed.

8. Policies and Procedures

Policies were circulated for approval prior to the meeting.

Policies and procedures for comment and approval:

Information Data Protection Policy

Social Media Policy

These policies were discussed.

JWG submitted comments for discussion.

RW talked through recommended adjustments. RW & JWG are working together on these policies.

Best practice is to say how long we do keep people's information.

It was recommended the social media policy be a user policy for facebook page.

Thanks given to RW & JWG for all their hard work on producing policies.

9. AOB

Local Trust events and workshops can be found on <https://localtrust.org.uk/big-local/events/> including the final Big Local Connects on 27/28th OCT in Nottingham. RW, RM and ASM will be attending.

MM – reported on Partnership meeting:

Children's centre request for perinatal course funding. RW has received their

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| <p>funding application. RW explained background details and information leading to this funding request.</p> <p>Points to consider:</p> <p>1- is this something to consider? RW reported that this is within our remit.</p> <p>2- should we expand from the normal £500 in this exceptional circumstance?</p> <p>Discussion followed.</p> <p>Further points to consider from discussion:</p> <ul style="list-style-type: none"> * The amount of money being requested, but we should be flexible. * Are we effectively funding cuts from elsewhere? * Are we going to get caught in revenue funding, with no forward solution? <p>This is an emergency response, to gain time and space to plug the gap until March 2024.</p> <p>MM- commented, that because the circumstances were unforeseen, people are booked onto these courses through to March.</p> <p>Further discussion followed.</p> <p>Summary:</p> <p>RM-We would support this funding for Perinatal courses under these unusual circumstances.</p> <p>RW- Proposal will go to the partnership to support the application.</p> <p>Reminder of RW work mobile number 07901950114</p> | | |
| Dates for the diary: | | |
| <p>CIC board meetings in 2023: Via Zoom, Thursdays at 9.30am unless otherwise stated...</p> <p>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...</p> <p>25th Aug, 29th Sept, 27th Oct, 24th Nov.</p> | | |
| <p>Meeting closed at 13.55pm</p> <p>Signature..... Date.....</p> | | |