

## Minutes of Radstock and Westfield Big Local CIC Meeting 16<sup>th</sup> November 2023

**9.30am via Zoom**

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

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

<b>1. Welcome and meeting opened.</b> Meeting was quorate.		
<b>2. Declarations of interest</b>		
There were no declarations of interest. 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 19 <sup>th</sup> October 2023 were noted and approved.		
<b>4. Actions from previous minutes</b>		
4.1 -This item is ongoing. 5.6- Ensure worker contract fit for purpose and salary review request. Directors will hold a closed session at the end of the meeting to discuss. 5.1- work on this item continues and is on constant review due to changing circumstances. 6.1-Timeline for closing out. Has been circulated.		
<b>5. LTO</b>		
RW reported. Ruth has brought to our attention the Local Trust requirement for the Partnership to conduct the annual review by the end of December. RW to contact partnership to set a date.  JWG change of employment, adjustments required to support her continued involvement as director of CIC. It was agreed to change meeting day to Friday mornings starting at 9.30am.		
<b>6. Projects</b>		
RW Reported: <b>Resilience</b> Green Spaces – we are unlikely to make an investment in this payment cycle (July-Jan), as the option at St Nicholas church is not developed enough due to difficulties they have encountered. Partnership have asked for support to help them to look at other options for investing in Green Spaces. Discussion followed regarding other options, discussions with partnership to continue.  <b>Sustainability:</b> - RW reported. RW reported on sustainability meeting that took place on Mon 13 <sup>th</sup> .		

Discussion followed.  
 RH joined the meeting at this point.

Check in with Tim Temple is: Mon 27th RW will prepare and circulate briefing document for the meeting. RW, MM and RM will attend, other directors are welcome to join.

RW, RM & ASM attended the Big Local connects event. RW reported – he spoke with a number of Big Locals at the Connects conference and attended some sessions regarding sustainability. All owned/long term lease on community building(s) and raised money for it and projects to run from it.

**Small Fund: -**  
 SOSA dance application has been withdrawn due to the applicant finding an alternative way to provide her dance service within the community.

**Children & Young People:**  
 Learn to Lead are in discussion with Writhlington Combined Cadet Force, regarding creating a bespoke programme for 2024. Learn to Lead are no longer going into schools.  
 Partnership have asked us to support them to look at other options for investing in C&YP, as a contingency. RW will generate/facilitate these discussions at partnership meetings.

**P.E.O.P.L.E.** RW & RM met with Jenny from this charity and fed back details.

**7. Finances**

Finances discussed  
**Partnership Spend: As of 10.11.23**

**PAYMENT 1**

14th July 2023 to 13th Jan 24				
Theme	Project	Total Allo	Total Sper	Total Left
Health	Dden/Small Fund	0	0	0
C+YP	L2L	0	0	0
	Dden/Small Fund	0	0	0
Resilience	Skills for orgs	1000	0	1000
	Dden/Small Fund	0	0	0
	Upscale Projs	0	0	0
	Dden/Small Fund	5000	3341.7	1658.3
	Green Spaces	10000	0	10000
Delivery	CIC investment*	20,625	20625	0
	Redundancy	0	0	0
	Contingency	3,000	780.12	2219.88
		<b>39625</b>	<b>24746.82</b>	<b>14878.18</b>

<ul style="list-style-type: none"> <li>• CIC bank account (as of 10.11.2023) - £26,952.57</li> <li>❖ Partnership (restricted): £14,878.18</li> <li>❖ Grant for CIC operating costs (restricted): £5,738.45</li> <li>❖ CIC LTO 5% (currently restricted): £1,070.33</li> <li>❖ CIC (unrestricted): £4,785.84</li> </ul> <p>• Debit card spend 14<sup>th</sup> Oct to 10<sup>th</sup> Nov 2023: £7.70</p> <p><b>Finances agreed.</b></p> <p>Radstock Foodies Club grants are spent up and complete.</p> <p>Advice on CIC predicted profit... Ruth's contact was unable to support, Ruth has suggested Locality may be able to help. RW spoke with people at Big Local Connects whose CIC had also set up a charity to receive CIC unrestricted income. Discussion followed.</p> <p>RW suggested accumulating reserves.          JWG- suggested accountants for accounting advice.          Bristol Community Accountants who are good for small organisations.          Monahans who are good with larger organisations, but expensive.          RM suggested making an initial contact with BCA.</p>		
<p><b>8. Policies and Procedures</b></p>		
<p>Policies were circulated prior to meeting, for review.</p> <p><b>Data protection-retention policy for review.</b></p> <p><b>Social media and website policy for review.</b></p> <p>Social Media Policy agreed.</p> <p>Data Protection-retention policy – JWG suggested wording adjustments need to be done to this policy to make it more relevant to our organisation.          Once wording adjustments are made, this will be looked at again for agreement.</p>		
<p><b>9. AOB</b></p>		
<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></p> <p>There was no further AOB.</p> <p>Reminder of RW work mobile number    07901950114</p>		
<p><b>Dates for the diary:</b></p>		
<p><b>CIC board meetings in 2023: Via Zoom, Thursdays at 9.30am unless otherwise stated...</b></p> <p>Dates for 2024 TBC</p>		

<p><b>Partnership Meetings in 2023: Hybrid-Zoom and at Wellbeing Space.                  Fridays, 1.30pm to 2.30pm...</b></p> <p>24<sup>th</sup> Nov.</p>		
<p>Meeting closed at 10.30am</p> <p>Signature..... Date.....</p>		