

**Minutes of Radstock and Westfield Big Local CIC Meeting 17<sup>th</sup> August 2023**  
**9.30am via Zoom**

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

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

<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 31 <sup>st</sup> July 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 is on constant review due to changing circumstances. 5.1- work on this item continues and is on constant review due to changing circumstances.		
<b>5. LTO</b>		
RW reported on progress.  1 st condition to fulfil from Local Trust: 'Before we release payment 2, please 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.'  Proposal to add to our existing MOU (which already includes roles and responsibilities)  <b>Conflict of Interest</b> <ul style="list-style-type: none"> <li>• The CIC and the Partnership cannot have the same person as Chair.</li> <li>• Best practice is for the Chair of the Partnership to hold no role on the CIC board, but in the eventuality that this is not possible, two actions will be pursued: A) A new Partnership Chair, with no role on the CIC board, will be actively sought. B) The current Partnership Chair will be clear and transparent as to what role they are speaking and acting from, and take the appropriate measures when there is a conflict of interest.</li> <li>• All members of the Partnership and CIC will follow their organisation's Conflict of Interest policy.</li> </ul>		

Discussion followed.  
RW updated on MOU and that the conflict of influence requires tightening up.  
Discussion followed re: partnership chair. And conflict of interest policy and procedures.  
RM- requested adding a sentence about 'Perceived conflict of interest' RW will add this to the MOU and forward to Local Trust.  
This covers agenda item 8.

## 6. Projects

RW Reported:

### Resilience

**Loan** — RW reported that we are waiting for an update from Radstock Town Council. RM suggested following this up, to confirm money has been received.

**Sustainability:** - Theory of Change session. Date arranged for the afternoon of Tues 22<sup>nd</sup> August, at Hope House Centre, 1pm-4pm. Invitation has been extended to Partnership, with a few members confirming attendance.

**Small Fund:** - The Partnership has approved the application from the Children's Centre. The amount requested has been confirmed and is the same as indicated in the application. We are waiting for signatures from the Children's Centre, on the terms and conditions.

RM gave an update on Creativity Works, who look like they will be folding by the end of September.

RW

## 7. Finances

Finances discussed

**Partnership Spend: As of 11.8.23**

### PAYMENT 1

14th July 2023 to 13th Jan 24

Theme	Project	Total Alloc	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	0	5000
	Green Spaces	10000	0	10000
Delivery	CIC investment	20,625	20625	0
	Redundancy	0	0	0
	Contingency	3,000	190.08	2809.92
		<b>39625</b>	<b>20815.08</b>	<b>18809.92</b>

<ul style="list-style-type: none"> <li>• CIC account (as of 11.08.2023) - £40,724.72 of which:           <ul style="list-style-type: none"> <li>❖ Partnership (<b>restricted</b>): £18,809.92</li> <li>❖ Amount for CIC operating costs (<b>restricted</b>) £16,012.42</li> <li>❖ CIC (<b>Unrestricted</b>): £5709.42 (which includes 5% allocated from Local Trust to administer Partnership Funds)</li> <li>❖ Amount for Radstock Foodies Club (<b>restricted</b>): £192.96</li> </ul> </li> <li>• Debit card spend (12<sup>th</sup> June 2023 to 11<sup>th</sup> August 2023) : £19.64</li> </ul> <p>Discussion of new finances reporting.          JWG- happy with the reporting, and that it is important to clearly acknowledge the status of funds identified ie: restricted or unrestricted funds and amounts. This is clear on the reporting.</p> <p>Finances agreed.</p> <p>Company accounts and tax return: Companies House have returned some documents, with a note requiring that we must submit a profit and loss account, or provide indication that we are a micro entity that may file the accounts without a profit and loss. RW has forwarded this on to Waldron for guidance. We have until 30th Sept to submit complete company accounts. RW pointed out that we are a micro entity, identified by fulfilling required criteria, and can therefore file accounts without Profit and Loss.</p>		
<b>8. Policies and Procedures</b>		
<p>Policy circulated for approval prior to the meeting.          Policies and procedures for comment and approval:          Conflict of interest Policy</p> <p>This policy was discussed in detail in Agenda item 5.</p> <p>This policy is agreed subject to the addition discussed: a sentence to be added to include 'perceived conflict'.</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. RW, RM and ASM will be attending.</p> <p>RW- will be attending a Local Trust session on Closing out.</p> <p>Reminder of RW work mobile number      07901950114</p>		

<b>Dates for the diary:</b>		
<b>CIC board meetings in 2023: Via Zoom, Thursdays at 9.30am unless otherwise stated...</b> 21st Sept, 19th Oct, 16th Nov. <b>Partnership Meetings in 2023: Hybrid-Zoom and at Wellbeing Space.</b> <b>Fridays, 1.30pm to 2.30pm...</b>  25 <sup>th</sup> Aug, 29 <sup>th</sup> Sept, 27 <sup>th</sup> Oct, 24 <sup>th</sup> Nov.		
Meeting closed at 10.05am  Signature..... Date.....		