

Minutes of Radstock and Westfield Big Local CIC Meeting 19th October 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.
Ruth Jones
- **Chair:** Robin Moss
- **Note taker:** Angie Seaman-Moss

1. Welcome and meeting opened. Meeting was quorate.		
2. Declarations of interest		
JWG declared an interest in agenda item 6 small fund. 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 21 st September 2023 were noted and approved.		
4. Actions from previous minutes		
4.1 -This item is ongoing. 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. 6.1-Follow up with Local Trust regarding loan progress-completed.		
5. LTO		
RW reported. Our first spend report has been completed online by RW. RW explained the reporting process to Local Trust. - Local Trust came back with a few minor points about the reporting process that have been taken on board. - They also reported: 'The report shows an underspend of £18,600.04. As the next payment is not yet needed, we will hold it and send another spend report to you in January for potential payment in February. You can contact us at any time if you need payment sooner, and we will ask you for an updated spend report.' - This is non-problematic for us, because the payment that was due in Sept was for £0. FYI Please see final page of attached Grant Offer for the payment schedule. (please note the schedule has shifted a few months due to the later start date of becoming LTO). - It is anticipated that some, if not all, of the £18,600.04 will be spent by the next payment date (total amount depends largely on whether we make the £10k Green Spaces investment by then). MM-reported, that there has been no movement on the Green Spaces project so far.		

6. Projects

RW Reported:

Resilience

Loan - We have received confirmation from Key Fund and Radstock Town Council that the loan has been made. This means that the Partnership will have £127,200 to allocate to their chosen organisation in 2025. Before the amount is released, the Partnership will be required to inform Local Trust what the money will be used for... from Local Trust: 'In terms of your 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 ie 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.

Discussion followed.

RM-This was an unnecessarily complicated process, but thankfully is now complete.

RW-has put notes on the process for future reference.

Sustainability: - MM reported.

MM + RW spoken with Tim Temple regarding next steps for the support from Locality towards our sustainability. It was agreed that the CIC will develop some ideas (that were raised in the Theory of Change session), using Tim as a sounding board. We would then share the ideas as proposals to the Partnership to consider. If there is further time available from Tim, he would help us work towards the appropriate structure for delivering the chosen route.

MM-we need to meet to set out how we think we need to move forward for the future, then use Tim to discuss the ideas. This will make best use of Tim's time.

RM & RW met with Becky Brooks from 3SG, to discuss projects and work being done locally. From this, we need to look at what funding may be available to us.

MM- We need to be very proactive with finances and work, as we are under time pressure now.

The question was posed – 'Do we need to discuss as directors, or as a wider group with Partnership initially?'

Discussion followed.

RW- there are 2 strands that we need to be looking at and considering:

1- The CIC and looking at it's future.

2- The Partnership and looking at it's role and future.

The theory of change session has already included the partnership, the CIC now

need to take this information and use, in order to move forwards.
 MM- expressed her concern, that the timelines for closing out are a concern, as they are drawing near, and we need to move forward.
 RM-meet as directors ASAP, with invites to additional people to join this meeting to provide other ideas and advice.
 RH-We need to produce a document, for directors, of the timeline and objectives. **RW was asked to produce this.**

RW

Small Fund: -

Application from Parent Carers CIC for £250 to cover advanced DBS checks has passed threshold for votes. At time of writing 10 votes yes, 2 more have asked questions/raised points but haven't yet voted.
 JWG declared an interest at this point and abstained from discussion and voting.
 Funding agreed.

7. Finances

Finances discussed

Partnership Spend: As of 13.10.23

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	2400	2600
	Green Spaces	10000	0	10000
Delivery	CIC investment	20,625	20625	0
	Redundancy	0	0	0
	Contingency	3,000	590.04	2409.96
		39625	23615.04	16009.96

- CIC bank account (as of 13.10.2023) - £31,019.52
- ❖ Partnership (restricted): £16,009.96
- ❖ Grant for CIC operating costs (restricted): £9,026.84
- ❖ CIC LTO 5% (currently restricted): £1,981.25
- ❖ CIC (unrestricted): £3,874.94
- ❖ Amount for Radstock Foodies Club (restricted): £126.53

- Debit card spend 16th Sept to 13th Oct 2023: £4.10

Finances agreed.

8. AOB		
Local Trust events and workshops can be found on https://localtrust.org.uk/big-local/events/ including the final Big Local Connects on 27/28 th OCT in Nottingham. RW, RM and ASM will be attending.		
MM- Expressed the need to arrange a meeting date, to discuss the way forward.		
RM agreed, reiterating a date to meet as a board is needed ASAP.		
RM- RW & RM are going to meet with Jenny from People.		
Reminder of RW work mobile number 07901950114		
Dates for the diary:		
CIC board meetings in 2023: Via Zoom, Thursdays at 9.30am unless otherwise stated... 16th Nov.		
Partnership Meetings in 2023: Hybrid-Zoom and at Wellbeing Space. Fridays, 1.30pm to 2.30pm... 27 th Oct, 24 th Nov.		
Meeting closed at 10.05am		
Signature..... Date.....		