

Minutes of Radstock and Westfield Big Local CIC Meeting 21st September 2023

9.30am via Zoom

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

- **Present:** Rob Wicke, Ron Hopkins, Marlene Morley, Janine Woodward-Grant. Ruth Jones
- **Apologies:** Robin Moss, Angie Seaman-Moss
- **Chair:** Marlene Morley
- **Note taker:** Angie Seaman-Moss (via online recorded meeting)

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 17 th August 2023 were noted and approved.		
4. Actions from previous minutes		
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. 6.1-Loan to RTC to be discussed in agenda item 6.		
5. LTO		
<p>RW reported. MOU has been accepted by Local Trust and added to their records. This means that it meets their requirements for release of payment 2.</p> <p>The next condition we have to meet is... Condition 3: "Before we release payment 4 we will ask for Radstock and Westfield Big Local CIC to demonstrate that appropriate management is in place and will be in touch with you before this point to arrange a Finance Review Visit to inform this decision." Payment 4 is April/May 2024.</p> <p>Our first spend report is due on 22nd Sept. RW will complete online.</p> <p>New close out guidance has been released. Link to full guidance included on agenda. Below are brief key points:</p> <ul style="list-style-type: none"> • When your partnership has less than £150,000 of your Big Local funding remaining, you will enter the close out phase, where you will receive support to successfully meet our close out criteria and prepare for what comes next. 		

- At the end of the close out phase, your partnership will officially close out of the programme with up to £75,000 of your Big Local funding remaining. At this point you will no longer be required to report to Local Trust and will be trusted to deliver the remainder of your funding, in line with your Big Local plan, with oversight from your LTO.
- After your partnership closes out, individuals and/or legacy organisations will be given the opportunity to access light-touch support and join networks to help you move on from Big Local.
- The only requirement after your partnership closes out is that the remainder of your plan and funding is completed and spent by March 2026 and that you are accountable to your community for reporting on how funding has been spent.

RW attended a useful 'workers network' event on 13th that focused on the support that workers require in order to help the Partnership and LTO to work towards close out and reported on useful information. The meeting gave information on HR and legal requirements of possible redundancies etc. final spend and close out plans and highlighted that we have a plan to take us to the end of our program.

RJ-gave information on other Big Locals and the relationships between partnerships and LTO's and the lessons learnt.

RJ-also commented that there could be possible further funding available.

MM-expressed the need to investigate any possible further funding.

Further discussion followed.

6. Projects

RW Reported:

Resilience

Loan – Further paperwork from RTC was recently requested by Key Fund, now supplied. Awaiting confirmation that loan has been made. RW reported on the discussions with Andy Croft-Key Fund, and the difficulties still experiencing.

MM and RH expressed their frustrations with Key Fund and the delay with them releasing this money.

RW & RM to follow this up ASAP.

MM-How do we express our concerns about the lethargy of Key Fund and the time this is taking to complete. Also the time they have held the money and presumably gained interest on this.

RJ-commented that she can feed this back on our behalf.

Sustainability: - Our first Theory of Change session took place on Tues 22nd Aug. We covered what we have done so far, collectively as a Partnership and CIC. (Report was circulated 1 st Sept). We still have a lot of work to do in order to achieve the aim of this piece, which is to agree what we are going to do beyond the BL programme and what we need to do to make that happen. We have utilised around half of our time allocation with Locality. A draft proposal for the remaining time has been prepared by Tim Temple. RW is to meet with Tim

**RW &
RM**

again.

Small Fund: - RW explained the application from Welton school, and that the Partnership have agreed funding for this, therefore it needs the final approval from the CIC. Discussion followed with an eventual decision made to approve the funding.

7. Finances

Finances discussed

Partnership Spend: As of 15.09.23

PAYMENT 1

14th July 2023 to 13th Jan 24				
Theme	Project	Total Alloc	Total Spent	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	20,625	0
	Redundancy	0	0	0
	Contingency	3,000	380.16	2619.84
		39625	21005.16	18619.84

- CIC bank account (as of 15.09.2023) - £37,851.18

- ❖ Partnership (**restricted**): £18,619.84
- ❖ Amount for CIC operating costs (**restricted**) £13,328.96
- ❖ CIC (**Unrestricted**): £5709.42
- ❖ Amount for Radstock Foodies Club (**restricted**): £192.96

- Debit card spend 12th Aug 2023 to 15th Sept 2023: £65.87 (£26.80 refreshments, £39.07 office)

Finances agreed.

Company accounts and tax return: Our total exemption full accounts, made up to 31st December 2022, have been received by Companies House and published on their website.

8. Policies and Procedures

RW shared procedures for making payments.

We have a multi-step procedure for making a payment:

A) It's first approved and minuted at board level.

B) RW sends MM an email request for authorisation to set up the payment, referencing the board approval. MM checks the request for accuracy and authorises.

C) RW sets up the payments online and, referencing the authorisation of payment, requests JWG to also go online and be the (required) second approver.

Two suggestions to improve the procedure:

1. It would be better to have a director who's not also in a position of power on the Partnership authorising payments (see B).
2. Only JWG and RW can make approvals for payments online, currently. It would be helpful to have at least one other person able to do so, in case one of us is unable to perform the action (see C)

Suggestions to improve procedures were discussed.

RH is happy to take on the role for authorising payments. (see 1)

RW, JWG & RM to make approvals for payments on line (see 2)

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.

JWG- attended a local meeting and reported that Active Ways have money to give away to grass root community groups and asked if they are liaising with us. RW reported that he is already engaged with them, has had communication with them and reported on what is happening. Discussion followed.

RW- Reported back on course he attended on Community assets and fed back on discussions and ideas from this. Some of the information was helpful, because it shows that we are doing a good job. However, it was also frustrating, because there wasn't any other ideas that would be useful and that we could use. The models that we are using are the right ones for our community.

MM discussed long term financial sustainability and that we are looking for ideas for this.

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...

19th Oct, 16th Nov.

Partnership Meetings in 2023: Hybrid-Zoom and at Wellbeing Space. Fridays, 1.30pm to 2.30pm...

29th Sept, 27th Oct, 24th Nov.

Meeting closed at 10.30am

Signature..... Date.....

