

**Minutes of Radstock and Westfield Big Local CIC Meeting 19<sup>th</sup> January 2024**  
**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
- **Chair:** Marlene Morley
- **Apologies:** Robin Moss, Angie Seaman-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.		
	<b>Person</b>	<b>Action Date</b>
<b>3. Approval of previous minutes</b>		
Minutes from meeting held on 16.11.2023 were noted and approved.		
<b>4. Actions from previous minutes</b>		
4.1 Investigate options for charitable status/arm – ongoing 5.6 Ensure worker contract fit for purpose - ongoing 5.1 Update contract – job description - ongoing		
<b>5. LTO</b>		
RW reported. Annual review date has been set for Fri 26 <sup>th</sup> Jan 1.30 – 2.30pm and all directors and partnership members encouraged to attend. RW will contact partnership members to encourage attendance.  Spending review – Spend report due 23rd Jan. RW reported on finances report for review and work to be done. RW reported on £16k underspend for green spaces.		
<b>6. Projects</b>		
RW Reported: <b>Resilience</b> Green Spaces - The Partnership working group on this topic are trying to find a meeting date before sharing ideas. Other local projects that we may be interested in and progress was discussed.  <b>Sustainability:</b> - MM reported. MM, RM & RW met, MM explained thoughts and ideas from this meeting as a way forward for the future. A proposal will be prepared for the CIC to consider. Opening talks with 3SG was put as a suggestion and discussion followed as to what this working relationship may look like. We can use Tim for advice on developing the proposal further. Possibility of Tim supporting 3SG to consider their involvement as part of this process.		

<p>RJ- Are there any other organisations in the area that you may consider working with? RW – talked about projects in the area e.g Youth Connect SW, which has more of a Radstock focus, but we need to look at the Westfield area also. Dragons Den this year is being held in Westfield, so this may also help generate discussions from local residents.</p> <p>MM- Do we have agreement to approach 3SG more formally for talks on the future and due diligence work? <b>All agreed.</b></p> <p>MM- commented that actions in agenda item 4 will be part of the discussions.</p> <p><b>Small Fund: -</b></p> <p>RW reported - Norton Radstock Swimming Club (NRSC) have applied for £500 towards the purchase of new diving blocks, application was circulated to directors prior to this meeting. They make the case that their old blocks are not fit for purpose and need replacing. The club is set up to help people learn to swim and compete. They are trying to keep membership costs low and are seeking funds from other sources than from member payments. This fits our resilience theme, both for the club and the community. Directors to consider and make a recommendation to the Partnership.</p> <p>Discussion followed.</p> <p>JWG- asked what percentage of people are from the Radstock and Westfield area, it was not made clear in the application.</p> <p>MM- asked RW to pose this question to NRSC.</p> <p><b>Children &amp; Young People:</b></p> <p>Learn to Lead are in discussion with Writhlington Combined Cadet Force regarding creating a bespoke programme for 2024. L2L are visiting the Cadet Force on 24th Jan, with the intention to create a plan of action to start 28th Feb.</p> <p>RW reported - the Partnership Children &amp;Young People working group met with Ruby Sant, director of Little Lost Robot, who is leading the development of an art and activity community space for young people, in the building behind the museum. The idea is to see how the Partnership can support an enhancement of what the project would offer, with emphasis on a safe space for young females. RW explained the project further and the work they do.</p> <p>RJ-commented that she has looked this up on the internet and there is a lot of information and suggested, maybe it would be useful to take up references before supporting financially.</p> <p>Dragons Den- RW reported – the venue this year is Westhill in Westfield. We have had 3 applications already.</p> <p>Somer Valley Rotary have agreed to £500 funding and Phil Edmunds has agreed to be a dragon.</p> <p>There will also be a dragon from Quartet.</p> <p>Methodist Church – RW gave an update on progress.</p>		
<p><b>7. Finances</b></p>		
<p>Finances discussed</p> <p><b>Partnership Spend: As of 18.01.2024</b></p>		

**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	3841.7	1158.3
	Green Spaces	10000	0	10000
Delivery	CIC investment*	20,625	20625	0
	Redundancy	0	0	0
	Contingency	3,000	1370.28	1629.72
	<b>UPDATED 12.01.24</b>	<b>39625</b>	<b>25836.98</b>	<b>13788.02</b>

- CIC bank account (as of 10.11.2023) - £26,952.57
- ❖ Partnership (restricted): £14,878.18
- ❖ Grant for CIC operating costs (restricted): £1782.50
- ❖ CIC LTO 5% (currently restricted): £721.50
- ❖ CIC (unrestricted): £4,883.57

- Debit card spend 11<sup>th</sup> Nov to 12<sup>th</sup> Jan: £19.50

**Finances agreed.**

Advice on CIC predicted profit: Bristol Community Accountants unable to help as no time available.

Discussion followed regarding seeking advice in the future when needed.

**8. Policies and Procedures**

There were no policies and procedures to review.

**9. AOB**

Local Trust events and workshops can be found on <https://localtrust.org.uk/big-local/events/>

RJ- there are some training events available on funding. It would be worth looking at what is coming up. A lot of the events now are more tailored to support individual Big Locals.

MM – requested that RW look at the local trust events, particularly for support on funding.

RM & ASM will be attending the Our Bigger story event in February.

<b>Dates for the diary:</b>		
<p><b>CIC board meetings in 2023: Via Zoom, Fridays at 9.30am unless otherwise stated...</b>                  Feb 16, Mar 15, Apr 19, May 17, June 21, July 19, Aug 16, Sept 20, Oct 18, Nov 15</p> <p><b>Partnership Meetings in 2023: Hybrid-Zoom and at Wellbeing Space. Fridays, 1.30pm to 2.30pm...</b>Jan 26, Feb 23, Mar 29, Apr 26, May 31, June 28, July 26, Aug 30, Sept 27, Oct 25, Nov 29</p>		
<p>Meeting closed at 10.30am</p> <p>Signature..... Date.....</p>		