

Minutes of Radstock and Westfield Big Local CIC Meeting 15th March 2024

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, Jon Fisher.
- **Chair:** Robin Moss
- **Note taker:** Angie Seaman-Moss

1. Welcome and meeting opened.		
Meeting was quorate.		
2. Declarations of interest		
There were no declarations of interest. Reminder given that declarations can be made throughout the meeting if necessary.		
	Person	Action Date
3. Approval of previous minutes		
Minutes from meeting held on 16 th February 2024 were noted and approved.		
4. Actions from previous minutes		
4.1 Investigate options for charitable status/arm – on hold due to upcoming transition.		
5.6 Ensure worker contract fit for purpose - ongoing		
5.1 Update contract – job description – ongoing		
Items 5.6 and 5.1 – RM, JWG and MM to meet to discuss, prior to a meeting with 3SG.		
JWG strongly advised TUPE option, discussion followed.		
RM strongly advised RW to seek independent advice on the best option for him.		
MM commented that the cost will be covered for RW to get advice.		
RH- an urgent meeting with directors needs to be arranged. RM to arrange this.		
	RM	ASAP
5. LTO		
RW reported.		
Local Trust finance review visit due in April (4 th or 5 th) – via Zoom – The visit will look at Radstock and Westfield CIC’s financial procedures and can be helpful to clarify roles and responsibilities. It’s also an opportunity to ask questions and to check in on anything they might help with. After the meeting they will share a short report and any recommendations with us and the Partnership.		
RW met with Jon Fisher for a briefing on 11 th March. Jon is one of Local Trusts Area Advisors in the SW. Local Trust have contracted Jon for 3 months, 2 - 3 days per month to provide additional support to the Partnership and CIC. He will focus on support to ensure that the speed of the trajectory around spend is maintained and can offer support around ideas for spend and investments. RW has shared the spend out trajectory roadmap of completion.		
JWG commented that she has not had invitations to these meetings and requested invites. RM has made this request and RW to re-forward all directors email address.		

RW- figures need to be added to the risk assessment document. RW and JWG will look at this.
 RJ-suggested bringing the funding date forward to allow a bit of wriggle room for completion.

6. Projects

RW Reported:

Resilience

Green Spaces, Children and Young People.

MM reported on projects

The working group met on 11th March to develop proposal regarding Little Lost Robot. MM reported on their progress.

Learn to Lead’s discussion with Writhlington Combined Cadet Force regarding creating a bespoke programme for 2024 is underway, with a proposal expected soon.

Sustainability: -

The directors are to meet with 3SG trustees on 21st March, to discuss the possibility of 3SG taking on employment of our worker on the Partnership’s behalf. This item was also discussed in agenda item 4.

Dragons Den- RW reported.

Preparations are on track for this event. There are 14 applicants.

Emails have been sent out for volunteer helpers.

RW will be there from 4.30pm and asked that everyone else try to be there from 5 – 5.30pm for a 6pm start.

MM-will open by giving an overview of what we have been doing.

RW thanked for all his work on organising this event.

Discussion followed re: celebrating our 10th anniversary and presenting this in the media.

7. Finances

Finances discussed

Partnership Spend from phase 2 (includes payment 2 and remainder of payment 1) as of 08.03.2024.

Theme	Project	Total Allocat	Total Spen	Total Left
Health		0	0	0
C+YP	LLRobot	10000	0	10000
	Learn to Lead	2000	60	1940
Resilience	Skills for orgs	0	0	0
	Dragons Den	5000	0	5000
		0	0	0
	Small Fund	2516.02	800	1716.02
	Green spaces	3000	0	3000
Delivery	CIC investment and worker	21,267.00	21,267.00	0
		0	0	0
	Contingency/pay inc/comms	5,130	190.08	4939.92
	UPDATED 08.03.24	48913.02	22317.08	26595.94

- CIC bank account as of 08.03.24: £50,308.17
- ❖ Partnership (restricted): £26,595.94
- ❖ Grant for CIC operating costs (restricted): £16,350.91
- ❖ CIC LTO 5% (restricted): £2,090.32
- ❖ CIC (unrestricted): £5,271

- Debit card spend 9th Feb to 8th Mar: £0

Finances agreed.

8. Policies and Procedures

Policies to review:

- Code of Conduct
- Disciplinary and Dismissal
- Safeguarding Policy for Adults
- Safeguarding Policy for Children

Policies discussed.

JWG requested that all policies are produced in the same format and font.

ASM commented that the two safeguarding policies suggest that training has been given. ASM will inform RW which sections this refers to.

<p>JWG suggested BANES training is good, and RJ informed that only L1 or L2 is needed for our purposes. Prevent training can be found on the .gov.uk website.</p> <p>It was agreed to adopt the above policies, subject to updating safeguarding training information.</p>		
<p>9. AOB</p>		
<p>Local Trust events and workshops can be found on https://localtrust.org.uk/big-local/events/</p> <p>RW- will attend close out training and support form Big Local.</p> <p>RW-suggested changing the business address to Radstock Town Council community hub, which will also allow for storing filing cabinet.</p> <p>RM attended the Our Bigger story event on 1st March in Chesterfield and reported information.</p> <p>There was no further AOB.</p>		
<p>Dates for the diary:</p>		
<p>CIC board meetings in 2023: Via Zoom, Fridays at 9.30am unless otherwise stated... Apr 19, May 17, June 21, July 19, Aug 16, Sept 20, Oct 18, Nov 15</p> <p>Partnership Meetings in 2023: Hybrid-Zoom and at Wellbeing Space. Fridays, 1.30pm to 2.30pm... Mar 29, Apr 26, May 31, June 28, July 26, Aug 30, Sept 27, Oct 25, Nov 29</p> <p>Dragons Den – Friday 22nd March</p>		
<p>Meeting closed at 10.20am</p> <p>Signature..... Date.....</p>		