

Minutes of Radstock and Westfield Big Local CIC Meeting 19th April 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, Jon Fisher.
- **Chair:** Robin Moss
- **Note taker:** Angie Seaman-Moss

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| 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 15 th March 2024 were noted and approved. | | |
| 4. Actions from previous minutes | | |
| 4.1 Investigate options for charitable status/arm – on hold due to upcoming transition, and will now be taken out of actions. 5.6 Ensure worker contract fit for purpose - ongoing 5.1 Update contract – job description – ongoing Items 5.6 and 5.1 – meeting to be arranged with RW & RM. 4.1.1 TUPE discussion. New meeting to be arranged. | | |
| 5. LTO | | |
| Local Trust finance review visit 10 – 12pm on Friday 24 th May, via Zoom. RM, RH, JWG & JF to attend. We presented the spend plan, adapted to bring spend forward, to Partnership. They approved and also request that we increase the limit per grant (including Dragons’ Den) to £1,000. | | |
| 6. Projects | | |
| RM reported. Green Spaces + C+YP: The working groups have presented proposals to the Partnership regarding granting, in principle, two awards to Little Lost Robot CIC, which were approved: Partnership voting: Green Spaces proposal: 11 for. 1 against. 5 didn’t vote. Children & Young People proposal: 9 for. 2 undecided. 1 against. 5 didn’t vote. An application form has been provided to Little Lost Robot CIC. Once submitted, LTO will carry out due diligence. The Green Spaces project won’t need further sight or approval from Partnership, but they do require sight of the Children and Young People application before finalising, due to the amount of further information needed as per the proposal document. | | |

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| <p>A lengthy discussion followed regarding these proposals. RW explained the decision making process between the Partnership and CIC.</p> <p>RM summarised discussion: Accept both proposals Green Spaces and C&YP. It was recommended the payment for C&YP proposal should be phased, subject to delivery. Concerns expressed regarding sustainability. Declarations of interest need to be raised at Partnership Meetings, which will not affect voting. MM will ensure this happens at all future partnership meetings. Green Spaces – agreed C&YP – agreed subject to..... Due diligence process and staged payments.</p> <p>MM reported on other green spaces project discussed at Partnership meeting- The partnership are really interested in refurbishing the public toilets at the Tom Huyton Receptions Ground.</p> <p>Sustainability: RM and RH met 3SG trustees on 21st March to discuss possibility of 3SG taking on employment of worker on Partnership’s behalf. Progress report and next steps/actions to be discussed. Discussion followed. It was agreed to defer CIC discussion until after RW & RM have met.</p> <p>Dragons’ Den: RW reported: The event went to plan. Feedback from participants and dragons has been positive. Most of the winners have submitted their signed t&c in order to receive the funds, RW is chasing this up. Any underspend from the event is to be put into the Small Fund pot.</p> <p>Communications / Strategy: RW met with coms expert Gill Kirk (who attended Dragons’ Den event), as requested. She was clear that any comms should follow our strategy – i.e. we must first all be crystal clear on where we’re going, why we’re going there, and how we’re going to get there... this will inform how we communicate our message and to whom. She may be able to support us (at a cost) with the strategy should our time with Locality run out before we have it completed. RW- Gill does need to see our strategy and comms, which we are still not entirely clear on, so this is an area of work that needs to be done. Do we want this as just CIC, or CIC and Partnership? This item will continue onto the next agenda and meeting.</p> <p>Partnership have decided to not take out any more adverts in the Journal for the time being.</p> | | |
| <p>7. Finances</p> | | |
| <p>Finances discussed Partnership Spend from phase 2 (includes payment 2 and remainder of payment 1) as of 12.04.2024.</p> | | |

14th Jan 24 to 13th July 2024

| Theme | Project | Total Allocated | Total Spent | 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 | 2531.99 | 2468.01 |
| | | 0 | 0 | 0 |
| | Small Fund | 2516.02 | 1300 | 1216.02 |
| | 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 | 570.24 | 4559.76 |
| | UPDATED 12.04.24 | 48913.02 | 25729.23 | 23183.79 |

- CIC bank account as of 12.04.24: £44,938.66
- ❖ Partnership (restricted): £23,683.79
- ❖ Grant for CIC operating costs (restricted): £13,642.45
- ❖ CIC LTO 5% (restricted): £1,796.85
- ❖ CIC (unrestricted): £5,815.57
- Debit card spend 9th Mar to 12th April : £55.64 (£23.65 sundry, £31.99 DDen)
- As per our Financial Management policy, please see CIC Q1 profit and loss:

| 2024 Q1 | | | | |
|---------------------------|--------------------|-------------------|------------------|------------------------------------|
| | Actual | | Estimated | based on Partnership's plan |
| | Income | | | |
| From Ptn Contract | 9131.22 | ringfenced, grant | 10555 | based on anticipated CIC spend or |
| From LT Contract | 554.67 | 5% service fee | 1,147.70 | based on anticipated Partnership s |
| | 9685.89 | | 11702.7 | |
| | Expenditure | | | |
| Legal + Professional Fees | 180 | | | |
| Membership | 25 | | | |
| Office/admin | 197.47 | | | |
| Sundry | 3.65 | | | |
| Telephone/internet | 30 | | | |
| Travel | 11 | | | |
| NEST Pension | 477.09 | | | |
| Staff salary | 8,207.01 | | | |
| | 9131.22 | | 10555 | |
| | Profit/loss | £554.67 | £1,147.70 | |

Actual profit at this stage is less than estimated - but it's anticipated to be on target for year end profit - once grant spend has increased, which is likely. Significant variables include staff salary+pension (and management), and Partnership project spend, both of which we have a reasonable level of confidence about, currently.

Finances agreed.

8. Policies and Procedures

There were no policies to review at this meeting.

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| 9. AOB | | |
| <p>Local Trust events and workshops can be found on https://localtrust.org.uk/big-local/events/</p> <p>RM – declared that he is going to be a candidate in the next General Election. He will not be using Big Local in his campaign, but will step down from the CIC if fellow directors feel there is a potential conflict of interest.</p> <p>There was no further AOB.</p> | | |
| Dates for the diary: | | |
| <p>CIC board meetings in 2023: Via Zoom, Fridays at 9.30am unless otherwise stated... 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... Apr 26, May 31, June 28, July 26, Aug 30, Sept 27, Oct 25, Nov 29</p> | | |
| <p>Meeting closed at 10.25am</p> <p>Signature..... Date.....</p> | | |