

Minutes of Radstock and Westfield Big Local CIC Meeting 16th August 2024
9.00am via Zoom

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

- **Present:** Rob Wicke, Marlene Morley, Robin Moss, , Ron Hopkins.
- **Apologies:** Janine Woodward-Grant
- **Chair:** Robin Moss
- **Note taker:** Angie Seaman-Moss

1. Welcome and meeting opened. Meeting was quorate.		
2. Declarations of interest		
RM & RH declared an interest in agenda item 6 Big Fund related to Westfield Parish Council. Reminder given that declarations may be given on items during the meeting.		
	Person	Action Date
3. Approval of previous minutes		
Minutes from meeting held on 19 th July 2024 were noted and approved.		
4. Actions from previous minutes		
5.6, 5.1 ongoing 9.1, 9.2 & 9.3 – 3SG – RM reported a meeting held to discuss Radstock and Westfield Big Local in the future, and discussed previous correspondences. Discussion followed.		
5. LTO		
RW reported; RW highlighted documents for directors to read and check. RW pointed out a potential underspend of approx £29k, which was earmarked for office space/worker costs, but due to COVID priorities changed. <ul style="list-style-type: none"> • The next tranche of funds have been drawn down. We need to ensure prompt spend in order to access the final draw down of funds in Jan/Feb '25. • As per Local Trust guidance we should aim for all grants to be spent by Sept '25. • As per Local Trust rules all grants should be spent and reported on by March '26. • See Local Trust guidance/rules on close out: Close out and move on from Big Local - Local Trust 	all	

<p>Spend risk register + money countdown spreadsheets shared (living documents). Spend Risk Register and Close Out Spend.xlsx</p> <p>Discussion followed regarding all points above.</p>		
<p>6. Projects</p>		
<p>RW Reported;</p> <p>Small Fund: The grant scheme is open, RW has spread the word and reported there is interest from a number of organisations. The Partnership have discussed a number of potential applications and provided input on the kind of information they are looking to see included.</p> <p>We have received an application from Youth Connect South West, for a kitchen upgrade, details were sent to directors prior to the meeting. RW reported that the project fits our general criteria, and has match funding. Funding for this project was agreed and to recommend to the Partnership.</p> <p>Swallows have submitted an application to provide Internet Safety Sessions for their users, which could also be opened to others if there are spaces. Funding agreed and recommend to the Partnership.</p> <p>Big Fund: RW reported- The Partnership and CIC members have given a general idea regarding types of projects that they feel would benefit the community. RW is making contact with organisations to ascertain what is possible. We have also received enquiries from Natural Theatre Company, as well as Westfield Parish Council, more information is being sought from both organisations.</p> <p>Dragons' Den: RW reported that the next Dragons' Den will be held on Friday 15th November, at Westhill Sports and Community Centre. RW will plan for the event.</p>		

7. Finances

Finances discussed

Partnership budget for amount we currently hold as their LTO:

Budget 13th July '24 to January 2025

Theme	Project	Total Allocated	Total Spent	Total Left
Health	Park Improvements	15,500.00	0.00	15,500.00
C+YP	LLRobot	10,000.00	0.00	10,000.00
	L2L	2,290.00	0.00	2,290.00
Resilience	Dden	10,500.00	0.00	10,500.00
	Small/Big Fund	7,925.01	0.00	7,925.01
	Green Spaces	0.00	0.00	0.00
Delivery	CIC investment and worker	24,125.00	24,125.00	0.00
	Redundancy	0.00	0.00	0.00
	Contingency/pay inc	0.00	0.00	0.00
		70,340.01	24,125.00	46,215.01

Committed

RW highlighted that it is Important to note that there is projected to be a large underspend of the budget for CIC investment and worker, of around £29k by the end of the Big Local Programme. Originally the budget was intended to include office costs, which haven't been required as yet. Also a contingency was allocated for any further staff costs. There is potential for management costs to be drawn from this amount if another employer is found. We will be required to notify the Partnership of projected underspend, who will then re-allocate the amount in order for it to be drawn it down.

RM asked if this money could be put into an instant access interest deposit account. RW will look into the possibilities.

- CIC bank account as of 09.08.24: £103,958.51
- ❖ Partnership (restricted): £46,215.01
- ❖ Grant for CIC operating costs (restricted): £45,545.12
- ❖ CIC LTO 5% (restricted): £4,745.55
- ❖ CIC (unrestricted): £7,452.83
- Debit card spend (sundries) 13th July to 9th August: £29.40

Finances agreed.

8. Policies and Procedures

There were no policies to review for this agenda item.

9. AOB		
Local Trust events and workshops can be found on https://localtrust.org.uk/big-local/events/		
RW- Locality meeting in Manchester on 12 th and 13 th November, RM to attend.		
MM- unable to attend the partnership meeting on 30 th August. RH has agreed to chair in her absence.		
Dates for the diary:		
CIC board meetings in 2024: Via Zoom, Fridays at 9.30am unless otherwise stated... Sept 20, Oct 18, Nov 15		
Partnership Meetings in 2024: Via Zoom. 12.30 to 1.30pm Aug 30, Sept 27, Oct 25, Nov 29		
Meeting closed at 9.56am		
Signature..... Date.....		