

**Minutes of Radstock and Westfield Big Local CIC Meeting 19<sup>th</sup> July 2024**  
**9.00am via Zoom**

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

- **Present:** Rob Wicke, Marlene Morley, Robin Moss, Janine Woodward-Grant, Ron Hopkins, Jon Fisher.
- **Chair:** Robin 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. Reminder given that declarations may be given on items during the meeting if necessary.		
	<b>Person</b>	<b>Action Date</b>
<b>3. Approval of previous minutes</b>		
Minutes from meeting held on 21 <sup>st</sup> June 2024 were noted and approved.		
<b>4. Actions from previous minutes</b>		
5.6, 5.1 ongoing 9.1 – meeting organised for Monday 22 <sup>nd</sup> July 1pm 9.2 & 9.3 – Date will be organised during the meeting on 22 <sup>nd</sup> July.		
<b>5. LTO</b>		
RW reported - RW reminded all directors to read the local trust guidance and rules on close out (a link was provided)  A report will be provided to Local Trust with a spend report, and draw down two more times: in July/Aug '24, and again 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: <a href="#">Close out and move on from Big Local - Local Trust</a>  Spend risk register + money countdown spreadsheets shared (living documents). <a href="#">Spend Risk Register and Close Out Spend.xlsx</a>		
<b>6. Projects</b>		
<b>Future Planning:</b> A meeting is to be arranged.		
<b>Small Fund:</b> RW reported - The grant scheme is open, and RW has spread the word. RW reported that there is interest from a number of organisations.		

**Big Fund:** RW reported the Partnership and CIC members have given a steer regarding types of projects that would benefit the community. RW is making contact with organisations to ascertain what is possible.

**Dragons' Den:** RW reported that the next Dragons' Den will hold on 11<sup>th</sup> November, and is putting the plan in motion. RW suggested Westhill as the venue.

**Little Lost Robots:** RW reported - Informal update received (1<sup>st</sup> official report due in Sept). Essentially, the projects have started, referral system is in place, working with other stakeholders, participant number starting to grow.

RM- requested that RW expand his report on LLR project and circulate to the Partnership and CIC.

RH- Had a number of questions about the delivery of the LLR project RW will be providing a report in September.

RM commented that the project organisers have been happy to host visits in the past and will more than likely be able to accommodate future visits.

Discussion Followed.

**Learn to Lead:** RW reported - After a strong start, the project planning has slowed due to a number of factors: school exams, hols coming up, and the Cadet lead going through a change in employment.

They are looking to speed back up after summer hols.

## 7. Finances

Finances discussed

**Partnership budget for amount we currently hold as their LTO (for spend 24<sup>th</sup> April to July):**

### Budget 24<sup>th</sup> April to July 2024

Theme	Project	Total Allocated	Total Spent	Total Left
Health	<b>Playpark toilet and changing rooms</b>	0.00	0.00	0.00
C+YP	<b>LLRobot</b>	20,000.00	5,000.00	15,000.00
	<b>Learn to Lead</b>	2,940.00	350.00	2,590.00
Resilience	<b>Skills for orgs</b>	0.00	0.00	0.00
	<b>Dden</b>	1,000.00	1,000.00	0.00
	<b>Upscale Projs</b>	0.00	0.00	0.00
	<b>Small Fund</b>	2,328.14	1,166.57	1,161.57
	<b>Green Spaces</b>	8,500.00	8,500.00	0.00
Delivery	<b>CIC investment and worker</b>	24,125.00	24,125.00	0.00
	<b>Redundancy</b>	0.00	0.00	0.00
	<b>Contingency/pay inc/comms</b>	60.00	3.75	56.25
	<b>UPDATED 12.07.24</b>	<b>£58,953.14</b>	<b>£40,145.32</b>	<b>£18,807.82</b>

Committed

- CIC bank account as of 12.07.24: £55,622.92
- ❖ Partnership (restricted): £18,807.82
- ❖ Grant for CIC operating costs (restricted): £27,277.98
- ❖ CIC LTO 5% (restricted): £2,364.38
- ❖ CIC (unrestricted): £7,172.74
- Debit card spend (sundries) 15<sup>th</sup> June to 12<sup>th</sup> July: £12.80

Quarter 2 P+L

2024 Q2		
	<b>Income</b>	
From Ptn Contract	7085.53	ringfenced, grant
From LT Contract	1321.47	5% service fee
	<b>8407</b>	
	<b>Expenditure</b>	
Legal + Professional Fees	270	
Membership	40	
Office/admin	166.75	
Sundry	34.65	
Telephone/internet	30	
Travel	0	
NEST Pension	477.09	
Staff costs	9,367.83	
	<b>10386.32</b>	
<b>Profit/loss</b>	<b>-£1,979.32</b>	We have since received balancing grant for Ptn contract spend

Finances agreed.

**8. Policies and Procedures**

Review of current policies ( policies circulated prior to the meeting, recommended changes in red):

- Director-Employee-Volunteer-Expenses-and-card-usage
- Procedure for expenditure of monies
- RWBLCIC Financial Management Policy

Policies agreed with recommended changes.

**9. AOB**

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

RW – Eye test – as per the policy guidance, RW intends to take this up.

RW – Potential for work with the NHS – RW reported on information he has gained and possible future opportunities. Discussion followed.

<p>RW- Localities annual convention is being held in Manchester on 12<sup>th</sup> and 13<sup>th</sup> November and 2 tickets have been allocated per Big Local area. RW asked for expressions on interest and will also include Partnership. RM expressed an interest.</p>	<p><b>RM</b></p>	
<p><b>Dates for the diary:</b></p>		
<p><b>CIC board meetings in 2023: Via Zoom, Fridays at 9.30am unless otherwise stated...</b>                  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> Aug 30, Sept 27, Oct 25, Nov 29</p>		
<p>Meeting closed at 9.40am</p>		
<p>Signature..... Date.....</p>		