

Minutes of Radstock and Westfield Big Local CIC Meeting 31st May 2024
9.30am via Zoom

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

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

1. Welcome and meeting opened.		
Meeting was quorate.		
2. Declarations of interest		
RM reported that he is a candidate in the forthcoming general election, JF reminded everyone that there is published guidance by local trust on their website, RW to circulate link to board members. 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 19 th April were noted and approved.		
4. Actions from previous minutes		
5.6, 5.1 & 6.1 – RW reported. 3SG asked about timescale. RM – We will be guided by 3SG as they are leading the TUPE process, but this could possibly be by the end of this financial year.		
5. LTO		
The Local Trust finance review visit appeared to go well. We are awaiting follow-up from LT. We have received the next payment from Local Trust - £38,494.05 including the proportionate 5% LTO fee. Jon Fisher reiterated the close out process and has prepared his advice on spending out and is in the process of sharing with the group for consideration. RW reported we have approx. £30k which needs to be allocated by the partnership.		
6. Projects		
Green Spaces + C+YP: Little Lost Robot have signed and returned the terms and conditions document. 1 st grants have been made for both projects. Small Fund: The Writhlington Allotment Group grant has been approved by the Partnership. Sustainability-Worker: This was discussed in agenda item 4.		

Future Planning: The meeting with the Partnership has been delayed due to staff illness. We are in the process of arranging a new date.

Comms and strategy: To be discussed as part of our ongoing future planning meetings with the Partnership.

Our Bigger Story: Are visiting on Thurs 6th June. RW asked if anyone would be happy to be interviewed. RW gave the names of partnership members who have expressed an interest.

7. Finances

Finances discussed

Partnership budget for amount we currently hold as their LTO (for spend 24th April to July):

Theme	Project	Total Alloc	Total Spen	Total Left
Health	Playpark toilet and c	0	0	0
C+YP	LLRobot	20000	0	20000
	Learn to Lead	3000	0	3000
Resilience	Skills for orgs	0	0	0
	Dden	1000	0	1000
	Upscale Projs	0	0	0
	Small Fund	2,328.00	0	2328
	Green Spaces	8500	0	8500
Delivery	CIC investment and worker	24,125	24125	0
	Redundancy	0	0	0
	Contingency/pay inc/comms	0	0	0
	UPDATED 14.05.24	58953	24125	34828

- CIC bank account as of 14.05.24: £77,776.81
- ❖ Partnership (restricted): £34,828.14
- ❖ Grant for CIC operating costs (restricted): £33,411.55
- ❖ CIC LTO 5% (restricted): £3,438.75
- ❖ CIC (unrestricted): £6,098.37
- Debit card spend (sundries) 13th April to 14th May : £0

Finances agreed.

Spendout Plan was circulated to directors.

RW reported on the progress on spend to LLR.

8. Policies and Procedures		
There were no policies to review at this meeting.		
9. AOB		
Local Trust events and workshops can be found on https://localtrust.org.uk/big-local/events/		
There was no AOB.		
Dates for the diary:		
<p>CIC board meetings in 2023: Via Zoom, Fridays at 9.30am unless otherwise stated... 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... June 28, July 26, Aug 30, Sept 27, Oct 25, Nov 29</p> <p>Partnership future planning meeting date, possibly June 11th 10am-12.</p>		
Meeting closed at 9.55am		
Signature..... Date.....		