

Minutes of Radstock and Westfield Big Local CIC Meeting 19th June 2025
9.30am via Zoom

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

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

1. Welcome and meeting opened. Meeting was quorate.		
2. Declarations of interest		
No declarations of interest. All reminded that declarations of interest can be made throughout the meeting if appropriate.		
	Person	Action Date
3. Approval of previous minutes		
Minutes from meeting held on 30 th May 2025 were noted and approved.		
4. Actions from previous minutes		
Actions 5.6, 5.1 & 3.3. All these items continue to be covered with future meetings with 3SG. RM-reported on the future of Dragons' Den and 3SG, and felt it is important that we try to continue DDen, and where we can get future funding. 5.1.2 All directors report having read the close out procedures.		
5. LTO		
Worker The next steps with 3SG and Partnership discussed. 5.1- MoU- RM, RW and BB met to agree the final changes. 5.2- Worker Pay Agreed 3% annual inflation uplift, which is in line with 3SGs recent annual uplift.		
6. Projects		
RW Reported. Impact assessment: Final draft underway. Will be circulated to directors and subsequently presented to Partnership for sign-off on 26th June, directors to attend this meeting. Small + Big Fund: RW reported on remaining balance. The Partnership have voted to prioritise supporting food security-affordability locally. There is a small		

amount available for the Small Fund. RW in process of arranging a meeting between SWAN, SWALLOW, Connections, local councils and other potential stakeholders to discuss a joined up approach.

Structure: Discussion took place with the view to potentially continue with the Partnership in the medium term.

Loan: where to invest it: Item to stay on the agenda

7. Finances

Finances discussed

Partnership budget for amount we currently hold as their LTO:

14th January 2025 – 31st March 2026

Theme	Project	Total Allocated	Total Spent	Total Left	
Health	Park Improvements	10,000.00	0.00	10,000.00	Committed
C+YP	Little Lost Robot	10,000.00	5,000.00	5,000.00	Committed
Resilience	S/B Fund	22,865.77	12,220.00	10,645.77	
	Dden 12	10,500.00	7,164.83	3,335.17	Committed
	Dden 11	1,189.00	1,189.00	0.00	
Delivery	Worker/CIC	56,875.00	14,266.66	42,608.34	Committed
	Redundancy	6,000.00	0.00	6,000.00	Committed
	Contingency/pay inc/mngt/CIC cost	16,544.45	0.00	16,544.45	
	UPDATED 16.06.25	133,974.22	39,840.49	94,133.73	

- CIC bank account as of 16.06.25: £110,807.12
- ❖ Partnership (restricted): £28,980.94
- ❖ Grant for CIC delivery costs (restricted): £65,152.79
- ❖ CIC LTO 5% (restricted): £4,120.77
- ❖ CIC (unrestricted): £12,552.62
- Debit card spend 28.5.25 to 16.6.25 £7.70

Finances accepted and agreed.

8. Policies and Procedures

For review and approval

Data Protection Retention Policy

Equalities Policy

<p>JWG made comments on policies, which were discussed. Comments re; Data required to keep and what needs to be archived for possible later use.</p> <p>We are categorically against any form of discrimination, bullying and harassment. Comments made on policies are noted. Policies agreed.</p>		
10. AOB		
<p>Local Trust events and workshops can be found on https://localtrust.org.uk/big-local/events/</p> <p>These workshops seems to be continuing.</p> <p>RM to verify identity with Companies House.</p>	RM	ASAP
Dates for the diary:		
<p>CIC board meetings in 2025: Via Zoom, Fridays at 9.30am unless otherwise stated... Jul 18th, Aug 15th, Sep 19th, Oct 17th, Nov 21st</p> <p>Partnership Meetings in 2025: Final Thursday of each month. 12.30 to 1.30pm Jun 26th, Jul 31st, Aug 28th, Sep 25th, Oct 30th, Nov 27th</p> <p>Joint meeting with Partnership and CIC - 26th June 2025 12.30</p> <p>Local Trust “We are Big Local” Friday 27th March 2026, Birmingham (3 places reserved)</p>		
<p>Meeting closed at 10.25am</p> <p>Signature..... Date.....</p>		